Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi Realty Mallapur LLP	Date:	5.11.22
Site:	Gulmohar Residency		
Report From / To	31.10.22	Prepared by:	Basaveshwari
		Approved by:	
Report Date	5.11.22		

List of requisitions numbers missing in the report*: Req no:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	serial no of iteam in Req	Item Description	Reason for not preparing PO/WO
208181	2.11.22	1	Hardware anchor bolt	Po to be issue.
208180	1.11.22	1	Light colour grey granite	Po to be issue.
208179	27.10.22	1	Electrical tools with box	Local purchase.
208115	25.10.22	1,2	Fire rated door(single & double leaf)	Requisition sent to procurement team..
208081	18.10.22	1,2	Fire rated door(single & double leaf)	Requisition sent to procurement team..
208079	18.10.22	1,2	Fire rated door(single & double leaf)	Requisition sent to procurement team .
208006	07.10.22	1	Sewage pump eterna pump single phase	Promotion to be follow up.

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
208182	2.11.22	1 to 10	Electrical wires	Less stock at SSLLP.
208170	31.10.22	1 to 10	Electrical wires	Less stock at SSLLP.
208161	29.10.22	1 to 8	Electrical & hardware material.	Tuesday will be delivered.
208159	29.10.22	1,2	Electrical octagonal GI poles	Monday will be delivered.
208156	27.10.22	1,2	CPVC tank nipple, GI nipple.	Tomorrow will be delivered.
208145	27.10.22	1	Mastic pad	Today will be delivered.
208142	27.10.22	1 to 10	Electrical wires	Less stock at SSLLP.
208139	27.10.22	3,4	Electrical wire (blue and black)	less stock at SSLLP.
208131	26.10.22	1 to 11	Aluminium lungs	Supplier arranging material
208129	26.10.22	1 to 9	Cp material	Today will be delivered
208127	29.10.22	1 to 10	Electrical material	Today will be delivered.
208126	29.10.22	1 to 10	Electrical switches and sockets	Monday will be delivered.
208121	26.10.22	1	Electrical strip connectors	Today will be delivered.
208112	22.10.22	1 to 10	Panel doors& beading, and locks	Monday will be delivered.

,8111	22.10.22	1	4 core copper round cable	Supplier arranging material.
208101	20.10.22	1 to 8	Plumbing material	Tuesday will be delivered.
208061	18.10.22	1	PVC drums	Supplier arranging material.
208089	18.10.22	1 to 5	MS material	Supplier arranging material.
208073	17.10.22	1	Wall putty	Monday will be delivered.
20845	12.10.22	1 to 10	Cp material	Today will be delivered.
208012	8.10.22	1	Pad lock	Today will be delivered.
193913	24.09.22	1 to 10	Panel doors& beading, and locks	Monday will be delivered.

No of gate passes issued this weak		From No.	9747	To No.	9750
Delivery van site visit on :					
Inward report (MRN/other) &stock report emailed in pdf format to purchase			Yes		
Item not ordered but received : Nill					

Detail of steel & cement stock

SI NO	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in kgs
1.	8mm	0.395	4.74	180	853	
2.	10mm	0.617	7.41	50	370	
3.	12mm	0.888	10.6	-	-	
4.	16mm	1.580	18.9	-	-	
5.	20mm	2.469	29.6	7	207	
6.	25mm	3.86	46.32	-	-	
7.	32mm	66.67		-	-	
8.	Binding wire					

OPC stock	210	OPC last weeks stock	300	PPC/PSC stock	200	PPC/PSC last weeks stock	300

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

APPROVED BY

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin Officers shall not leave the site without ompleting this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval input. 8. $ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material. 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!