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

Company:	Modi Realty Mallapur LLP	Date:	12.11.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	7.11.22	Approved by:	
Report Date	12.11.22		

List of requisitions numbers missing in the report*: Req no: 208082, 208241,

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
208249	10.11.22	1 to 3	Bulk head lights , PVC gang box, PVC nails clamps	Requisition sent MD approval.
208226	9.11.22	1 to 8	Plumbing material (for drainage work)	Po to be issue.
208181	2.11.22	1	Pin type anchor bolt	Po to be issue.
208118	25.10.22	1,2	Fire rated door (single & double leaf)	Requisition sent to procurement team.
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.
208209	5.11.22	1	Electrical digital starter	Po to be issue.

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
208248	10.11.22	1 to 8	Electrical wires	Less stock at SSLLP.
208244	9.11.22	1 to 8	Panel doors	No stock at SSLLP.
208243	9.11.22	1 to 10	Electrical wires	Less stock at SSLLP.
208240	9.11.22	1 to 10	Electrical switches & MCB	Today will be delivered.
208237	9.11.22	1,2	Ply wood	Supplier arranging material.
208222	8.11.22	1 to 8	CP material	Today will be delivered.
208227	7.11.22	1	Anchor bolt pin type	Supplier arranging material.
208204	5.11.22	1	Tan brown granite	No stock at SSLLP.
208203	5.11.22	2	Tile grout white	Monday will be delivered.
208185	2.11.22	1 to 4	Hardware material	Ready with supplier arranging vehicle.
208180	1.11.22	1	Light colour grey granite	Supplier arranging material.
208172	31.10.22	1 to 10	Electrical wires	No stock at SSLLP.
208169	31.10.22	1	Tan brown granite	No stock at SSLLP.
208159	29.10.22	1,2	Octagonal GI poles, street light arm	Thursday will be delivered.

208156	27.10.22	1,2	CPVC tank nipple , GI nipple	Monday will be delivered.
208131	26.10.22	1 to 11	Electrical material	Supplier arranging material.
208121	26.10.22	1	PVC strip connectors	Supplier arranging material.
208112	22.10.22	1 to 10	Panel doors and beading	No stock at SSLLP.
208101	20.10.22	1,5	Loft tank , Reducer MTA	Less stock at SSLLP.
208039	11.10.22	6 to 10	Electrical wires	Less stock at SSLLP.
208008	8.10.22	1,2	FRP manhole cover 5 ton	Supplier arranging material.
193995	3.10.22	1	Ink tank printer ---M205	No stock at SSLLP.
193994	3.10.22	1	Breath analyzer	No stock at SSLLP.
193913	24.09.22	1 to 10	Panel doors &beading	No stock at SSLLP.
193881	20.09.22	1	Tan brown granite	Partly delivered.

No of gate passes issued this weak		From No.	9751	To No.	9753
Delivery van site visit on :	8.11.22, 10.11.22, 12.11.22				
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	100	474	
2.	10mm	0.617	7.41	25	185	
3.	12mm	0.888	10.6	-	NILL	
4.	16mm	1.580	18.9	-	NILL	
5.	20mm	2.469	29.6	4	118	
6.	25mm	3.86	46.32	-	NILL	
7.	32mm	66.67		-	NILL	
8.	Binding wire					

OPC stock	150	OPC last weeks stock	210	PPC/PSC stock	110	PPC/PSC last weeks stock	200

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	12 NOV 2022	12/11/22	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediate[illegible] 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices 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!