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

Company:	Modi Realty Mallapur LLP	Date:	19.11.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	14.111.22	Approved by:	
Report Date	19.11.22		

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
208302	18.11.22	1	7.5hp submersible pump with multi stage	Requisition sent MD approval.
208292	17.11.22	1	Glass balcony railing	Requisition sent to MD approval.
208291	17.11.22	1 to 8	Tiles	Requisition sent MD approval.
208290	17.11.22	1	Tiles (canceite beige)	Requisition sent MD approval.
208286	15.11.22	1 to 4	Aluminium glass window and doors	Requisition sent MD approval.
208278	15.11.22	1 to 10	Panel doors & door locks	Requisition sent MD approval.
208266	14.11.22	1	MS pipe (B-class)	Requisition sent MD approval.
208274	12.11.22	1	Nylon thread (line dori)	Requisition sent MD approval.
208236	9.11.22	1	Earthing strip	Estimation sent to MD approval.
208192	4.11.22	1	Notice board	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
208288	16.11.22	1	Tile grout (white)	Partly delivered.
208285	16.11.22	1	Sink with drain board	Today will be delivered.
208281	15.11.22	1 to 10	Electrical wires	Less stock at SSLLP.
208279	15.11.22	1	Tan brown granite	No stock at SSLLP.
208262	12.11.22	1 to 3	Electrical wires	Less stock at SSLLP.
208248	10.11.22	3 to 8	Electrical wires	Less stock at SSLLP.
208244	9.11.22	1 to 8	Panel doors & door locks	No stock at SSLLP.
208243	9.11.22	1 to 10	Electrical wires	Less stock at SSLLP.
208239	9.11.22	1 to 9	Cp material	Today will be deliverd.
208226	9.11.22	1 to 7	Plumbing material (Eco drain puropse.)	Monday will be delivered.
208225	9.11.22	4	MS square bar	Partly delivered.

3219	8.11.22	1	Tan brown granite	No stock at SSLLP.
208204	5.11.22	1	Tan brown granite	No stock at SSLLP.
208181	2.11.22	1	Anchor bolt (pin type -- 8x75mm)	Supplier arrianging material.
208169	31.10.22	1	Tan brown granite	No stock at SSLLP.
208164	29.10.22	1 to 10	Electrical wires	Less stock at SSLLP.
208159	29.10.22	1,2	Octogonal GI poles	Supplier not responding .
208156	27.10.22	1,2	CPVC tank nipple	Today will be delivered.
208121	26.10.22	1	PVC strip connectors	Monday will be delivered.
208112	22.10.22	1 to 10	Panel doors & beading	No stock at SSLLP.
208101	20.10.22	1 ,5	Loft tank &CPVC reducer MTA	Today will be delivered.
193994	3.10.22	1	Breath analyzer machine	No stock at SSLLP.
193881	20.09.22	1	Tan brown granite	Partly delivered.

No of gate passes issued this weak	From No.	9754	To No.	9755
Delivery van site visit on :	15.11.22, 17.11.22, 19.11.22			
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	50	237	
2.	10mm	0.617	7.41	-	NILL	
3.	12mm	0.888	10.6	-	NILL	
4.	16mm	1.580	18.9	NILL	NILL	
5.	20mm	2.469	29.6	3	88	
6.	25mm	3.86	46.32	-	-	
7.	32mm	66.67		NILL	NILL	
8.	Binding wire				NILL	

OPC stock	400	OPC last weeks stock	150	PPC/PSC stock	450	PPC/PSC last weeks stock	100

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	19 NOV 2022		

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 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!