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

Company:	Modi Realty Mallapur LLP	Date:	26.11.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	26.11.22	Approved by:	
Report Date	21.11.22		

List of requisitions numbers missing in the report*: Req no: 208309, 208312,208336,208310, 208241,208311,208337,208344

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
208354	25.11.22	1 to 10	Panel doors and hard ware material	Requisition sent to MD approval.
208299	18.11.22	1	Ms aldrop	Requisition sent to MD approval.
208014	8.10.22	5	GI universal clamp	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
208347	23.11.22	1,2	Wall plug , ss screws	Monday will be delivered.
208332	22.11.22	1,2	Flexible pipe	Today will be delivered.
208331	22.11.22	1	Aluminium armored cable	Supplier arranging material .
208330	22.11.22	1	AI service wire	Monday will be delivered.
208329	22.11.22	1,2	Chimney ,HOB hindware sara plus	Supplier arranging material.
208328	22.11.22	1 to 10	Electrical wires	Less stock at SSLLP.
208326	22.11.22	1 to 10	Electrical wires	Less stock at SSLLP.
208325	21.11.22	1	Electrical GI flat	Ready with supplier arranging vehicle.
208313	19.11.22	1,2,6,8	Electrical wires	Partly delivered.
208306	19.11.22	1	Anchor bolt	Monday will be delivered.
208296	17.11.22	1 to 9	CP material	Monday will be delivered.
208295	17.11.22	1 to 10	Electrical wires	Today will be delivered,
208285	16.11.22	1	SS Sink with drain board	No stock at SSLLP.
208278	15.11.22	1 to 10	Panel doors &hard ware material	No stock at SSLLP.
208244	9.11.22	1 to 8	Panel doors & hardware material	No stock at SSLLP
208268	5.11.22	1	ISMB (6mts)	No stock at SSLLP.
208209	5.11.22	1	Electrical digital starter	Supplier not responding.

.08181	2.11.22	1	Anchor bolt (pin type)	Supplier arranging material.
208169	31.10.22	1	Tan brown granite	Monday will be delivered.
208163	29.10.22	1,2	Electrical wire (Black &red)	Today will be delivered.
208156	27.10.22	1,2	CPVC tank nipple, GI nipple	Ready with supplier we arranging vehicle.
208131	26.10.22	1 to 10	Electrical GI strip ,aluminium lungs,& glands	Supplier arranging material
208112	22.10.22	1 to 10	Panel doors and internal beading	No stock at SSLLP.
208014	8.10.22	2,3,4,5,9,10	Plumbing GI material	Tuesday will be delivered.

No of gate passes issued this weak	From No.	9756	To No.	9757
Delivery van site visit on :	22.11.22,24.11.22,26.11.22			
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	-	NILL	
2.	10mm	0.617	7.41	30	222	
3.	12mm	0.888	10.6	-	NILL	
4.	16mm	1.580	18.9	10	189	
5.	20mm	2.469	29.6	-	NILL	
6.	25mm	3.86	46.32	-	NILL	
7.	32mm	66.67		-	NILL	
8.	Binding wire				NILL	

OPC stock	300	OPC last weeks stock	400	PPC/PSC stock	350	PPC/PSC last weeks stock	450

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	APPROVED BY M. RAM PRASAD (G.M.R.)	26/11/22	
Date	26 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 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!