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

Company:	Modi properties private limited	Date:	17.12.2022
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	10.12.2022 Monday to 16.12.2022 Friday	Approved by:	For Divya
Report Date	17.12.2022 Saturday		

List of requisitions numbers missing in the report*:

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

Req No.	Req Date	Req.Item quantity	Item Description	Reason for not preparing PO/WO#
178865	09-12-2022	1	Sign Boards	Procurement fellow up
178871	14-12-2022	1	Balcony Glass	Po to be issue
178872	14-12-2022	1	Smart phone	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
178744	05.09.2022	1	Smile play	Suppler asking payment
178764	20-09-2022	1-5	MS-Grills	Part material delivered, remaining Pick up from SSLLP
178787	07-10-2022	1	Tan brown Granite	Part material delivered, remaining Pick up from SSLLP
178813	31-10-2022	1	Steel railing -Stainless Steel	Pick up from Suppler
178834	17-11-2022	1-5	MS-Grills	Part material delivered, remaining Pick up from SSLLP
178843	24-11-2022	1	Square Man	Part material delivered, remaining Pick up from SSLLP
178842	22-11-2022	1	Kitchen cabinets	Po to issue
178849	26-11-2022	1-10	CP-Wall mixture	Part material delivered, remaining Pick up from SSLLP
178858	3-12-2022	1-2	Hindware clara neo	NO Stock at Mahanandi Marketing
178861	05-12-2022	1	Lift no 4-38-21-018 service life	Po to be Revised
178863	09-12-2022	1	Tan brown Granite	Pick up from SSLLP
178869	12-12-2022	1	False ceiling lights	Pick up from SSLLP
178873	16-12-2022	1-5	Grout cement	Pick up from SSLLP
1788874	16-12-2022	1	Street lights	Pick up from SSLLP

No. of gate passes issued this week:	01	Sheet No.	3904	to	3904
Delivery van site visit on:.	12.12.2022, 14.12.2022, 16-12.2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		

Items not ordered but received:- NIL

Other corrections & remarks:- NIL

Details of steel & cement stock

Sl. 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	-	-	-	-	-
2.	10mm	-	-	-	-	-
3.	12mm	-	-	-	-	-
4.	16mm	-	-	-	-	-

5.	20mm	-	-	-	-	-	
6.	25mm	-	-	-	-	-	
7.	32mm	-	-	-	-	-	
8.	Binding wire	-	-	-	-	nil	
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	nil	PPC/PSC last weeks stock	10
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		17.12.2022		17.12.2022		17.12.2022	

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 completing 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!

Certified by:
N.DIVYA
Assistant Engg/ Admin
May Flower Platinum

APPROVED BY
DEC 2022
K. Narender Reddy
Assistant Project Manager
MAY Flower Platinum