

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

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Company:		Modi Realty Mallapur LLP		Date:	17.12.22
Site:		Gulmohar Residency		Prepared by:	Basaveshwari
Report From / To		12.12.22		Approved by:	
Report Date		17.12.22			
List of requisitions numbers missing in the report*: Req no: 208241,208459,208426,208445					
List of requisitions where PO/WO not prepared 3 working days after requisition:					
Req No.	Req Date	serial no of item in Req	Item Description	Reason for not preparing PO/WO	
208489	15.12.22	1 to 10	Electrical wires	Requisition sent MD approval.	
208482	14.12.22	1	Notice board	Promotions to be follow up.	
208481	14.12.22	1	SD card	Promotions to be follow up.	
208480	14.12.22	1	Chambal water meter (with set)	Requisition sent to MD approval.	
208478	14.12.22	1	Smart phone	Po to be issue.	
208477	13.12.22	1 to 10	Electrical wires	Po to be issue.	
208462	10.12.22	1 to 7	Cpvc material	Po to be issue.	
208458	9.12.22	1,2	Bituminous /dambar paint , MS warping tape	Po to be issue	
208446	8.12.22	1 to 5	Panel door & hardware material	Requisition sent to MD approval.	
208444	8.12.22	1 to 10	Panel doors & beading ,hard ware material	Requisition sent to MD approval.	
208439	8.12.22	1 to 10	Panel doors & hardware material	Requisition sent to MD approval	
208431	6.12.22	1 to 10	Plumbing and general item	Requisition sent to MD approval.	
208430	6.12.22	1 to 10	Electrical wires	Requisition sent to MD approval.	
208424	3.12.22	1	Asbestos cement sheets	Not made po from purchase.	
208420	3.12.22	6	Welding rod	Po not made from purchase.	
208411	2.12.22	1	Pvc drums	Local purchased by raghu sir	
208379	28.11.22	1	Toughned glass	Requisition sent MD approval.	
208337	23.11.22	1,2	Octagonal GI poles	Requisition sent MD approval.	
208311	19.11.22	1,2	Fire safety doors (single & double leaf)	Requisition sent MD approval.	
208312	19.11.22	1,2	Fire Safety Doors	Procurement team to be follow up.	

208310	18.11.22	1,2	Fire Safety Doors	Requisition sent MD approval.
208309	18.11.22	1,2	Fire Safety Doors	Procurement team to be follow up.
208179	27.10.22	1	Electrical tools with box	Local purchased by raghu sir.
208107	22.10.22	5	MS l angle	Po not made from purchase.
208006	8.10.22	1	Foam board	Promotion to be follow up.
193994	3.10.22	1	Breath analyzer	Local purchased by raghu sir.
193892	21.09.22	2	Tools brush	Po not made from purchase.

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
208475	13.12.22	1 to 10	Electrical material	Today will be delivered.
208473	13.12.22	1 to 10	Electrical wires	Monday will be delivered.
208471	12.12.22	1	Luppam bags	Ready with supplier we arranging vehicle.
208472	12.12.22	1,2,3	Gate valve ,rubber gas flanges 4 pole, nut and bolt	Supplier arranging material.
208465	10.2.22	1 to 10	Plumbing material	Po to be estimate
208464	10.12.22	1 to 3	Flush doors and hardware material	Ready with supplier arranging vehicle.
208461	10.12.22	1 to 10	Cpvc material	Today will be delivered.
208454	9.12.22	5	CPVC FABT	Partly delivered.
208446	8.12.22	1,2,3	Panel doors and hard ware material	No stock at SSLLP.(Panel doors)
208444	8.12.22	1 to 9	Panel doors & hard ware material	No stock at SSLLP.
208439	8.12.22	1 to 9	Panel doors and hard ware materila	No stock at SSLLP.
208430	6.12.22	1 to 10	Electrical wires	Monday will be delivered.
208381	29.11.22	1 to 5	MS grills	No stock at SSLLP.
208370	28.11.22	1 to 5	Eco drain chamber & plumbing material	Supplier arranging material.
208253	12.11.22	1,3,4,5	MS grills	No stock at SSLLP.
208252	12.11.22	1,4	MS grills	No stock at SSLLP.
208245	10.11.22	1	Crackmite powder	Redy with supplier we arranging vehicle.
208193	4.11.22	1,2	Dry garbage and wet garbage	No stock
208189	4.11.22	1 to 5	Ms grills	No stock at SSLLP
208188	4.11.22	1 to 5	MS grills	No stock at SSLLP.
208380	29.11.22	1 to 5	MS grills	No stock at SSLLP.

358	25.11.22	3,4,5,9	Cp material	No stock at SSSLP.		
08285	16.11.22	1	SS Sink with drain board	No stock at SSSLP (local purchased by raghu sir)		
208278	15.11.22	1 to 10	Panel doors and hardware material	No stock at SSSLP.		
208156	27.10.22	1,2	Cpvc tank nipple ,GI nipple	Supplier not responding		
208144	27.10.22	3 to 8	Genral item	Monday will be delivered.		
208061	18.10.22	1	Pvc drums	Tuesday will be delivered.		
208009	8.10.22	2	Ms grills (1200x900)	Partly delivered.		
193793	30.09.22	2,3,4	MS grills	No stock at SSSLP.		
193872	16.09.22	1	Cement fiber board	Work in progress.		
193799	9.09.22	1	Cement fiber board	Work in progress.		
193773	6.09.22	1,2,3	MS grills	No stock at SSSLP.		
No of gate passes issued this weak			From No.	9758	To No.	9762
Delivery van site visit on :			13.12.22, 15.12.22, 16.12.22			
Inward report (MRN/other) & stock report emailed in pdf format to purchase					Yes	
Item not ordered but received : Nill						
Detail of steel & cement stock						
SINO	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	NILL	
2.	10mm	0.617	7.41	NILL	NILL	
3.	12mm	0.888	10.6	50	530	
4.	16mm	1.580	18.9	30	567	
5.	20mm	2.469	29.6	NILL	NILL	
6.	25mm	3.86	46.32	NILL	NILL	
7.	32mm	66.67		NILL	NILL	
8.	Binding wire					
OPC stock	200	OPC last weeks stock	200	PPC/PSC stock	0	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date						

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumarn@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. S 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!