

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

Company:	Modi Realty Mallapur LLP	Date:	31.12.22
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	26.12.22	Approved by:	
Report Date	31.12.22		

List of requisitions numbers missing in the report*: Req no: 208589,208426,208558,208557,208625,208623,208622,208539,

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
208626	28.12.22	1 to 10	Electrical wires	Requisition sent to MD approval.
208609	26.12.22	1 to 4	Cutting plier, tester, multi panel key 4 way, adjustable wrench	Requisition sent to MD approval.
208608	24.12.22	1	HDPE Pipe	Requisition sent to MD approval.
208587	23.12.22	8,9	SS Screws (pan-head)	Po to be issued
208581	22.12.22	1 to 4	Plumbing material	Requisition sent to MD approval.
208579	21.12.22	1	Diamond puncher	Requisition sent to MD approval.
208311	21.12.22	1,2	Fire rated door (single & double leaf)	Requisition sent to MD approval.
208540	20.12.22	1	MS round pipe	Requisition sent to MD approval.
208512	17.12.22	1,2	Fire rated door (single & double leaf)	Requisition sent to MD approval.
208482	14.12.22	1	Notice board	Promotion to be followed.
208458	9.12.22	1	Bituminous/dambar paint MS warping tape- 50mts	Po to be issue.
208379	28.11.22	1	Toughened glass (12mm thick)	Requisition sent to MD approval.
208312	19.11.22	1,2	Fire rated door (single & double leaf)	Requisition sent to MD approval.
208310	18.11.22	1,2	Fire rated door (single & double leaf)	Requisition sent to MD approval.

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
208618	28.12.22	1 to 10	Electrical wires	Less stock at SSLP
208617	28.12.22	1 to 10	Electrical wires	Less stock at SLLP
208616	28.12.22	1 to 10	Electrical material	To be delivered on monday
2086154	28.12.22	1 to 10	Electrical material	To be delivered on monday
208614	28.12.22	1 to 10	Electrical material	Today will be delivered

208613	28.12.22	1 to 10	Electrical material	To be delivered on Tuesday
208604	26.12.22	1,2,3	FRP square cover & round cover	Ready with supplier we arranging vehicle.
208586	23.12.22	1 to 10	Electrical wires	Less stock at SSLP
208563	22.12.22	1 to 5	Ms-Grills	No stock at SSLP
208559	21.12.22	1 to 10	Electrical Switches, modular plates and sockets.	Wrong PO made from this requisition.
208540	20.12.22	1	Ms-Round pipe	Supplier is arranging material
208509	17.12.22	1 to 10	Plumbing material	To be delivered on wednesday
208507	16.12.22	1,2	Pvc drums	Local purchased by raghu sir.
208489	15.12.22	1 to 10	Electrical wires	Less stock at SSLP
208487	14.12.22	1 to 10	PVC Material	To be delivered on Monday.
208486	14.12.22	1 to 10	Hardware material	Supplier is arranging material
208477	13.12.22	1 to 10	Electrical wires	Less stock at SSLP
208439	08.12.22	1 to 9	Panel doors and internal beading	To be delivered on monday
208398	30.11.22	3,4,5,6	Electrical wires	Less stock at SSLP
208383	29.11.22	1 to 5	Ms-Grills	No stock at SSLP.
208381	29.11.22	1 to 5	Ms-Grills	No stock near supplier
208380	29.11.22	1 to 5	Ms-Grills	No stock at SSLP.
208382	29.11.22	1 to 5	MS grill	No stock at SSLP.
208344	23.11.22	1,2,3	Butter fly valve nut, bolt, fixing for flanges, watcher fixing	Ready with supplier arranging vehicle.
208254	12.11.22	1,3,4,5	Ms-Grills	No stock at SSLP
208252	12.11.22	1,3	Ms-Grills	No stock at SSLP
208193	04.11.22	1,2	Wet and Dry garbage	No stock near supplier
208009	8.10.22	2	Ms-Grills	No stock near supplier
193967	30.9.22	1,3,4	Ms-Grills	No stock at SSLP

No of gate passes issued this weak

From No.

-

To No.

-

Delivery van site visit on :

27.12.22, 29.12.22, 31.12.22

Inward report (MRN/other) & stock report emailed in pdf format to purchase

Yes

Item not ordered but received : Nill

Detail of steel & cement stock

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	NILL	
2.	10mm	0.617	7.41	Nill	NILL	
3.	12mm	0.888	10.6	nill	NILL	

	16mm	1.580	18.9	Nill	NILL	
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			nill	NILL	
OPC stock	400	OPC last weeks stock	0	PPC/PSC stock	500	PPC/PSC last weeks stock 0
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	<i>[Signature]</i>			<i>[Signature]</i>		
Date	21/2/23			21/02/23		

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 DC's / 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!