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

Company:	Modi Realty Mallapur LLP	Date:	13.01.23
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	9.01.23	Approved by:	
Report Date	13.01.23		

List of requisitions numbers missing in the report*: Req no: 208426,208557,208558,208589,208640,208644 ,208698 ,208706,208726,

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
208312	19.11.22	1,2	Fire rated door (single &double leaf)	Procurement team to be follow up.
208579	21.12.22	1	Diamond puncher	Requisition sent to MD approval.
208581	22.12.22	1 to 4	UPVC pipe, elbow,plain tee,	Po to be issue.
208621	28.12.22	1	Rough tan brown granite	Po to be issue.
208711	7.01.23	1	Steel railing-stainless steel	Requisition sent to MD approval.
208712	7.01.23	1	Steel railing-stainless steel	Requisition sent to MD approval.
208713	7.01.23	1,2	Octagonal GI poles &street light long arm	Requisition sent to MD approval.
208714	7.01.23	1,2,3	GI pipe,metel sprinkler,bollar flat type	Requisition sent to MD approval.
208734	11.01.23	1 to 10	Electrical wires	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
208193	4.11.233	1,2	Dry and wet garbage (green and blue colour)	No stock at supplier
208366	26.11.22	1 to 10	Panel doors &internal beading	No stock at SSLLP.
208489	15.12.22	1 to 10	Electrical wires	Less stock at SSLLP.
208578	22.12.22	1 to7	Electrical material	Today will be delivered.
208609	26.12.22	1 to 4	Cutting plier,Tester,multipanel key 4 way ,adjustable wrench	Local purchased by raghu sir.
208623	28.12.22	2,3,4,5	Electrical wires &bombay nails	Less stock at SSLLP.
208625	28.12.22	2 to 7	hard ware material	Monday will be delivered.
208643	30.12.22	1	Street light arm	Payment issue from purchase.
208658	2.01.23	1 to 5	Electrical wires	Less stock at SSLLP.
208661	3.01.23	1 to 10	Cp material	No stock at SSLLP.

208662	3.01.23	1 to 8	Cp material	No stock at SSLLP.
208681	4.01.23	1 to 10	Cp material	No stock at SSLLP.
208683	5.01.23	1 to 10	Cp material	No stock at SSLLP.
208684	5.01.23	1 to 7	Cp material	No stock at SSLLP.
208687	5.01.23	1 to 10	Electrical material	Monday will be delivered.
208688	5.01.23	1 to 10	Electrical material	Monday will be delivered.

No of gate passes issued this weak	From No.	9765	To No.	9766
Delivery van site visit on :	10.11.23,12.01.23,13.01.23			
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	100	474	
2.	10mm	0.617	7.41	200	1482	
3.	12mm	0.888	10.6	150	1590	
4.	16mm	1.580	18.9	Nill	nill	
5.	20mm	2.469	29.6	nill	nill	
6.	25mm	3.86	46.32	25	1158	
7.	32mm	66.67		nill		
8.	Binding wire					

OPC stock	250	OPC last weeks stock	300	PPC/PSC stock	300	PPC/PSC last weeks stock	400

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	13/01/23	13/01/23	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com a 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 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 $ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send repl 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/mana must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!