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

Company:	Modi Realty Mallapur LLP	Date:	17-02-23
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	11-02-23	Approved by:	
Report Date	17-02-23		

List of requisitions numbers missing in the report*: Req no:

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
208802	24-01-23	7	Enamel blue color paint	Po to be issue
208955	14-02-23	1	First aid kit	Po to be issue
208834	27-01-23	4 to 7	MS elbow B class	Po to be issue
208889	01-02-23	3	Socket	Po to be issue
208953	13-02-23	1 to 10	CP material	Po to be issue
208896	06-02-23	1,2	Nitco Tagus,Nitco biblios	Po to be issue
208895	06-02-23	1,2	Nitco Tagus,Nitco biblios	Po to be issue
208979	15-02-23	2	Doctor fixit	Po done for part material

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
208309	18-11-22	1,2	Fire rated doors (single&double leaf)	Procuremet to be follow up
208310	18-11-22	1,2	Fire rated doors (single&double leaf)	Procuremet to be follow up
208311	19-11-22	1,2	Fire rated doors (single&double leaf)	Procuremet to be follow up
208312	19-11-22	1,2	Fire rated doors (single&double leaf)	Procuremet to be follow up
208482	14-12-22	1	Notice board	To be Delivered on 18th
208811	25-01-23	4	Exhaust fan	No stock at supplier
208837	28-01-23	2,3	MS grills	Part material delivered remaining under fabrication
208882	02-02-23	1 to 5	MS grills	Under fabrication
208884	02-02-23	1 to 5	MS grills	Under fabrication
208904	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP Tuesday will be delivered
208905	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP Tuesday will be delivered
208906	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP Tuesday will be delivered

208907	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP Tuesday will be delivered
208907	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP Tuesday will be delivered
208913	07-02-23	1,2	Door frame with threshold	Part material delivered no stock at supplier
208919	08-02-23	1	G.I washer	Stock at supplier vehicle to be arrange

No of gate passes issued this weak	From No.	9772	To No.	9772
Delivery van site visit on :	11-02-23,14-02-23,16-02-23.			
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	300	1422	
2.	10mm	0.617	7.41	150	1111	
3.	12mm	0.888	10.6	-	-	
4.	16mm	1.580	18.9	55	1039	
5.	20mm	2.469	29.6	5	148	
6.	25mm	3.86	46.32	-		
7.	32mm	66.67			Nill	
8.	Binding wire		Nill		Nill	

OPC stock	250	OPC last weeks stock	150	PPC/PSC stock	120	PPC/PSC last weeks stock	150

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	for G. Raja	A. Janaki	
Date		17/2/23	

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 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!