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

Company:	Modi Realty Mallapur LLP	Date:	25-02-23
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	17-02-23	Approved by:	
Report Date	24-02-23		

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
208589	23-12-22	1,2	Fire rated doors	Requisition send to MD’s approval
208834	27-01-23	4 to 7	MS elbow B class	Po to be issue
208895	06-02-23	1,2	Vitrified-Nitco tagus,nitco biblios	Requisition send to MD’s approval
208896	06-02-23	1,2	Vitrified-Nitco tagus,nitco biblios	Requisition send to MD’s approval
209009	21-02-23	1	4 core Aluminum armored cable	Po to be issue
209014	22-02-23	1 to 3	Panel doors and locks	Po to be issue
209016	22-02-23	1 to 10	Electrical wires	Requisition send to MD’s approval
209017	22-02-23	1 to 10	Electrical wires	Requisition send to MD’s 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
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	Procuremet to be follow up
208811	25-01-23	4	Exhaust fan	No stock at supplier
208799	23-01-23	1,4,7	Panel doors	No stock at SSLLP
208837	28-01-23	2,3	MS grills	Part material delivered remaining Under fabrication
208873	02-02-23	2 to 5	MS grills	Part material delivered remaining Under fabrication
208883	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

208907	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP Tuesday will be delivered
208919	08-02-23	3	GI washer	Monday will be delivered
208956	14-02-23	1 to 10	Electrical wires	Less stock at SSLLP Tuesday will be delivered
208967	14-02-23	1 to 9	GI nipple ,CPVC long bend,plain tee	Tuesday will be delivered.
208910	07-02-23	1	Ispira grigio serena	Part material delivered, remaining Tuesday will be delivered
208982	15-02-23	3 to 5	Anchor bolt ,GI U clamp+nut +washer	Part materil delivered remaining Monday will be delivered
208988	16-02-23	1	SS Sink with drain board	Monday will be delivered
208991	17-02-23	1	Anchor bolt	Monday will be delivered
209000	20-02-23	1 to 6	GI-U clamps +Nut +Washer	Part materil delivered remaining Monday will be delivered

No of gate passes issued this weak	From No.	-	To No.	-
Delivery van site visit on :	21-02-23,23-02-23,25-02-23.			
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	250	1185	
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	32	947	
6.	25mm	3.86	46.32	-		
7.	32mm	66.67			Nill	
8.	Binding wire		Nill		Nill	

OPC stock	160	OPC last weeks stock	120	PPC/PSC stock	30	PPC/PSC last weeks stock	120
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		Ahmed		A. Imaki			
Date		25/02/2023		25/2/23			

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!