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

Company:	Modi Realty Mallapur LLP	Date:	04-03-23
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	25-02-23	Approved by:	
Report Date	04-03-23		

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
208896	06-02-23	1,2	Tiles-Vitrified - nitco tagus,nitco biblios	Requisition send to MD approval
208895	06-02-23	1,2	Tiles-Vitrified - nitco tagus,nitco biblios	Requisition send to MD approval
208589	23-12-23	1,2	Fire rated doors single &double leaf,	Hold by MD sir
208856	01-02-23	1	Hdpe heater mirror	Prabhaker to be follow up
209011	11-02-23	1	AMC digital generator of 62 kv	Prabhaker to be follow up

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
193795	09-09-22	1 to 4	UPVC windows	Part material delivered remaining waiting for payment
193800	12-09-22	1 to 4	UPVC windows	Supplier Payment issue.
193801	09-09-22	1 to 5	UPVC windows	Part material delivered remaining under prodection
208064	15-10-22	1	Electrical power supply LS(towards E,F,club house)	Work under progress
208065	15-10-22	1	Electrical power supply LS(towards G&H blocks)	Work under progress
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
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
208882	02-02-23	1 to 5	MS grills	Under fabrication

208883	02-02-23	1 to 5	MS grills	Under fabrication
208967	14-02-23	1 to 8	CPVC material & GI nipple	Tuesday will be deliverd
208972	14-02-23	1	C-block upper basement sprinkler	80% of work complted remaing in progress
208956	14-02-23	1 to 10	Electrical wires	Less stock at SSLLP Monday day will be delivered
208988	16-02-23	1	SS Sink with drain board	Supplier arranging the material
208982	15-02-23	3 to 5	Anchor bolt ,GI U clamp+nut +washer	Part materil delivered remaining Monday will be delivered
208993	17-02-23	1	4 pole RCCB	No stock at suplier
209000	20-02-23	1 to 6	GI-U clamps +Nut +Washer	Part materil delivered remaining Monday will be delivered
208904	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP Monday day will be delivered
208907	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP monday will be delivered
209009	21-02-23	1 to 3	4 core Aluminum Armored cable	Tuesday will be delivered

No of gate passes issued this weak	From No	-	To No	-
Delivery van site visit on	28-02-23,02-03-23			
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	40	OPC last weeks stock	120	PPC/PSC stock	0	PPC/PSC last weeks stock	120

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		A. Jangir	
Date		04/3/23	

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!

208883	02-02-23	1 to 5	MS grills	Under fabrication
208967	14-02-23	1 to 8	CPVC material & GI nipple	Tuesday will be deliverd
208972	14-02-23	1	C-block upper basement sprinkler	80% of work complted remaing in progress
208956	14-02-23	1 to 10	Electrical wires	Less stock at SSLLP Monday day will be delivered
208988	16-02-23	1	SS Sink with drain board	Supplier arranging the material
208982	15-02-23	3 to 5	Anchor bolt ,GI U clamp+nut +washer	Part materil delivered remaining Monday will be delivered
208993	17-02-23	1	4 pole RCCB	No stock at suplier
209000	20-02-23	1 to 6	GI-U clamps +Nut +Washer	Part materil delivered remaining Monday will be delivered
208904	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP Monday day will be delivered
208907	07-02-23	1 to 10	Electrical wires	Less stock at SSLLP monday will be delivered
209009	21-02-23	1 to 3	4 core Aluminum Armored cable	Tuesday will be delivered

No of gate passes issued this weak	From No.	-	To No.	-
Delivery van site visit on :	28-02-23,02-03-23.			
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	40	OPC last weeks stock	120	PPC/PSC stock	0	PPC/PSC last weeks stock	120
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				A. Jangir			
Date				04/3/23			

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!