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

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|---|---|---|---|
| Company: | Modi Realty Mallapur LLP | Date: | 25-03-23 |
| Site: | Gulmohar Residency | Prepared by: | A.Janaki |
| Report From / To | 18-03-23 | Approved by: | |
| Report Date | 25-03-23 | | |

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 |
|---|---|---|---|---|
| 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 |
| 20230307002 | 07-03-23 | 1,2 | SS Railing | Po to be issue |
| 2023030721 | 07-03-23 | 3 | Plywood | Po to be issue |
| 20230310003 | 10-03-23 | 3 | Square hinges | Po to be issue |
| 20230317043 | 17-03-23 | 1 | Laptop bags | Po to be issue |
| 20230320010 | 20-03-23 | 1 | Granite Adhesive | Partial approved |

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 |
| 208482 | 14-12-22 | 1 | Notice board | To be delivered to 28th march |
| 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 |
| 208883 | 02-02-23 | 1 to 5 | MS grills | Part material delivered remaining Under fabrication |
| 208884 | 02-02-23 | 1 to 5 | MS grills | Part material delivered remaining Under fabrication |
| 209074 | 03-03-23 | 1 | 125ATS(L&T) brand | Part delivered remaing to be delivered on 27th. |
| 20230227008 | 27-02-23 | 1 | Plain false ceiling(C-605) | Work in progress |
| 20230228004 | 28-02-23 | 1 | Plain false ceiling(Club house 2nd floor) | 50% work completed remaining work under progress |
| 20230301005 | 01-03-23 | 1 | False ceiling designer(D-508) | Work under progress |

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|---|---|---|---|---|
| 20230307004 | 07-03-23 | 1 | Dry garbage can blue colour | No stock at supplier,to be delivered on 28th |
| 20230314005 | 14-03-23 | 1 to 5 | CP sanitary | To be delivered on Tuesday |
| 20230314003 | 14-03-23 | 1 to 10 | CP sanitary | To be delivered on Tuesday |
| 20230317047 | 17-03-23 | 1 to 9 | Stationary,Cleaning material | Less stock at SSLLP Tuesday will be delivered |
| 20230317015 | 17-03-23 | 1 | Foam boards | To be deivered on Tuesday |
| 20230318012 | 18-03-23 | 1 | Internal door beading | Part material delivered no stock at ssllp |
| 20230320030 | 20-03-23 | 1 | Plywood | To be delivered on monday |
| 20230320022 | 20-03-23 | 1 to 10 | Electrical wires | To be delivered on Tuesday |

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|---|---|---|---|---|
| No of gate passes issued this weak | From No. | 9774 | To No. | 9774 |

Delivery van site visit on : 18-03-23,21-03-23,23-03-23.

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 | 50 | 370.5 | |
| 3. | 12mm | 0.888 | 10.6 | 50 | 530 | |
| 4. | 16mm | 1.580 | 18.9 | Nill | Nill | |
| 5. | 20mm | 2.469 | 29.6 | 15 | 444 | |
| 6. | 25mm | 3.86 | 46.32 | 20 | 926 | |
| 7. | 32mm | 66.67 | Nill | - | Nill | |
| 8. | Binding wire | | Nill | | Nill | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| OPC stock | 09 | OPC last weeks stock | 320 | PPC/PSC stock | 302 | PPC/PSC last weeks stock | 400 |

| Details | Project Manager | Admin Officer/Manager | Admin Audit |
|---|---|---|---|
| Sign | APPROVED BY | A. Jamal | |
| Date | 25 MAR 2023 | 25/3/23 | |

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 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 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!