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

Company:	Modi Realty Mallapur LLP	Date:	01-04-23
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	25-03-23	Approved by:	
Report Date	01-04-23		

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
20230307002	07-03-23	1,2	SS Railing	Po to be issue
20230310003	10-03-23	3	Square hinges	Po done for part material
20230317043	17-03-23	1	Laptop bags	Po to be issue
208589	23-12-23	1,2	Fire rated doors single &double leaf	Hold by MD sir
20230329019	29-03-23	1	Paper bundles	Po to be issue
20230329020	29-03-23	1 to 10	CP sanitary	Po to be issue

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
193800	12-10-22	1 to 4	UPVC sliding window with mess	Supplier not responding
208064	15-10-22	1	Electrical power supply LS (towards E,F,club house)	Work under progress
209074	03-03-23	1	125ATS(L&T)brand	Part material delivered remaining one to be delivered on 05-04-23
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 in progress
20230314005	14-03-23	8	Concealed flush tanks plate	To be delivered on Monday
20230317047	17-03-23	1 to 9	Cunsumables	Part delivered remaining delivered on Tuesday
20230318012	18-03-23	1	Internal door beading	Part material delivered remaining no stock at SSLLP
20230320030	20-03-23	1	Ply wood	To be delivered on Tuesday
20230324001	24-03-23	1	SS railing (D-block 1st to 6th Floor)	Work under progress
20230324026	24-03-23	1	Diesel generator	Supplier not responding
20230325014	25-03-23	1to 5	PVC coupling,vent cover,plain bend	To be delivered on Monday

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01 APR 2023
M. RA... (G.M.R.)

20230327063	27-03-23	1,2	Rubber gasket ,gasket sheet	To be delivered on wednessday
20230328008	28-03-23	1,2	Internal door beading	No stock at SSLLP
20230328041	28-03-23	1 to 5	Cylindrical lock ,door stopper ,SS hinges	Part material delivered remaining delivered to be Tuesday

No of gate passes issued this weak		From No.	-	To No.	-
Delivery van site visit on :	25-03-23,28-03-23,30-03-23.				
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	40	189.6	
2.	10mm	0.617	7.41	50	370.5	
3.	12mm	0.888	10.6	30	318	
4.	16mm	1.580	18.9	10	189	
5.	20mm	2.469	29.6	30	888	
6.	25mm	3.86	46.32	40	1852	
7.	32mm	66.67	Nill	Nill	Nill	
8.	Binding wire		Nill			

OPC stock	Nill	OPC last weeks stock	09	PPC/PSC stock	200	PPC/PSC last weeks stock	302
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		Ram prasad sir		Basavoshwari			
Date				1/4/23			

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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!