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

Company:	Modi Realty Mallapur LLP	Date:	08-04-23
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	01-04-23	Approved by:	
Report Date	08-04-23		

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
208589	23-12-22	1,2	Fire rated doors single &double leaf	Hold by MD sir
208895	06-02-23	1,2	Tiles-vitrified-nitco tagus ,nitco biblios	Requisition send to MD approval
209011	11-02-23	1	AMC digital generator of 62kv	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
20230311013	11-03-23	1,2	PVC false ceiling	Po to be issue
20230404038	04-04-23	1 to 3	Steel	Po to be issue
20230404003	04-04-23	1 to 9	PVC material	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
193800	12-10-22	1	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 delivered on wednessday
20230405011	05-03-23	1	DB TPN -3phase	To be delivered on Monday
20230307025	07-03-23	8,9	Electricial wires(1sqmm -yellow,black)	Less stock at ssllp to be delivered on Tuesday
20230324026	24-03-23	1	Diesel generator	Supplier not responding
20230327063	27-03-23	1,2	Rubber gasket,gasket sheet	To be delivered on Tuesday
20230329037	29-03-23	7,8	CP angle cock ,CP Health faucet	Today Stock came to the ssllp Monday will be delivered
20230329020	29-03-23	7,8	CP angle cock ,CP Health faucet	Today Stock came to the ssllp Monday will be delivered
20230330008	30-03-23	1	Electrical wires 2.5 sqmm	Part material delivered remaining Tuesday will be delivered
20230330014	30-03-23	1 to 2	Tan brown granite ,granite adhesive	To be delivered on Monday
20230331002	31-03-23	4,5,6	SS screws -pan head	No stock at SSLLP

20230401041	01-04-23	4,9	CP angle cock,Cp health faucet	Today Stock came to the ssllp Monday will be delivered
20230401034	01-04-23	1	Non return valve, GI strip	To be delivered on Thursday
20230403015	03-04-23	1 to 10	Electrical wires	Less stock at SSLLP to be delivered on Tuesday
20230403016	03-04-23	1	Glass balcony railing	Work under progress
20230403029	03-04-23	1 to 9	Electrical wires	Less stock at SSLLP to be delivered on Tuesday
20230403039	03-04-23	1	Tan browm granite	To be delivered on Monday
20230403019	03-04-23	2 to 4	PVC : bend,single socket pipes	To be delivered on wednessday day
20230403016	03-04-23	1	Glass balacony railing	Work under progress

No of gate passes issued this weak	From No.	-	To No.	-
Delivery van site visit on :	01-04-23,04-04-23,06-04-23.			
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	170	805	
2.	10mm	0.617	7.41	363	2798.73	
3.	12mm	0.888	10.6	65	689	
4.	16mm	1.580	18.9	-	-	
5.	20mm	2.469	29.6	80	2368	
6.	25mm	3.86	46.32	20	926.4	
7.	32mm	66.67		-		
8.	Binding wire	Nill		Nill		

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	65	PPC/PSC last weeks stock	200

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Ram prasad sir	Basaveshwari	
Date		8/4/23	

APPROVED BY

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!