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

Company:	Modi Realty Mallapur LLP	Date:	17-04-23
Site.	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	08-04-23	Approved by:	
Report Date	17-04-23		

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
209011	11-02-23	1	AMC digital generator of 62kv	Po to be issue
20230408001	08-04-23	1 to 3	3 core copper cable,starter three phase	Po to be issue
20230317043	17-03-23	1	Laptop bags	Po to be issue
20230413017	13-04-23	7	Fan dimmers	Po done for part martial, remaining Po to be issue.
20230412056	12-04-23	6	Starter three phase	Po done for part martial, remaining Po to be issue.
20230412027	12-04-23	1	Laptop bags	Po to be issue.
20230411037	11-04-23	1	LED surfae light	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	12-09-23	3,4	UPVC windows	Work in progress
208064	15-10-22	1	Electrical power supply	Work under progress
20230320003	20-03-23	1	Plywood	Stock at supplier vehicle to be arrange
20230324026	24-03-23	1	Diesel generator	Supplier not responding
20230329020	29-03-23	7,8	CP angle cock ,CP health faucet	No stock at SSLLP
20230329037	29-03-23	7,8	CP angle cock ,CP health faucet	No stock at SSLLP
20230329042	29-03-23	1 to 3	MCB (6 amps,16 amps)	To be delivered on Tuesday
20230330014	30-03-23	1,3	Tan brown granite, granite Adhesive	No stock at SOV
20230330008	30-03-23	1	2.5 Sq.mm Electrical wire	Part material delivered remaining to be delivered on Tuesday
20230331002	31-03-23	4,5	SS Screws-pan head ,csk head	Part material delivered, ,remaining to be delivered on Tuesday
20230401041	01-04-23	4,9	CP angle cock,CP health faucet	No stock at SSLLP
20230403019	03-04-23	2 to 4	Cp double jali	Part material delivered remaining delivered on Tuesday
20230403039	03-04-23	1	Tan brown granite	No stock at SOV
20230403016	03-04-23	1	Glass balcony railing	Work in progress

			(C-106,107,207,301,302)	
20230403022	03-04-23	1 to 4	UPVC french door with sliding with mesh(C-104)	Work in progress
20230407020	07-04-23	1	PVC flase ceiling G(401 to 407 & 501 to 507	Work in progress
20230307025	07-04-23	8,9	1 sq.mm Electrical wires (Black & red)	Less stock at SSLLP to be delivered on 20th
20230408002	08-04-23	1	Safety padlock	To be delivered on Wednesday
20230410006	10-04-23	1 to 9	Electrical wires (D-305)	Less stock at SSLLP to be delivered on 20th
20230412050	12-04-23	1	Glass balcony railing (C-304,305,307,401,402)	Work in progress
20230412048	12-04-23	1 to 10	Electrical wires(C-605)	Less stock at SSLLP to be delivered on 20th
20230412011	12-04-23	1 to 6	Electrical wires	Less stock at SSLLP to be delivered on 20th
20230413015	13-04-23	2,5,6,7,9	CP sanitary	Part material delivered reaming to be delivered on Wednesday
20230413018	13-04-23	4	4 pole isolation	Part material delivrd remaining delivered on Tuesday

No of gate passes issued this weak	From No.	-	To No.	-
Delivery van site visit on -	11-04-23,13-04-23,15-04-23			
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	30	142.2	
2.	10mm	0.617	7.41	150	1111.5	
3.	12mm	0.888	10.6	770	8162	
4.	16mm	1.580	18.9	Nill	Nill	
5.	20mm	2.469	29.6	10	296	
6.	25mm	3.86	46.32	Nill	Nill	
7.	32mm	66.67				
8	Binding wire		200kgs	200kgs		

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

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		A.Janaki	
Date			

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!