

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

Company:	Modi Realty Mallapur LLP	Date:	03-06-2023
Site:	Gulmohar Residency	Prepared by:	B.Meenakshi Goud
Report From / To	26-05-23 Friday to 03-06-23 sat)	Approved by:	Narender Reddy
Report Date	03-06-2023		

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 item in Req	Item Description	Reason for not preparing PO/WO

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	12-09-22	3,4	UPVC windows(C-401 to 605)	Work In progress
208064	15-10-22	1	Electrical power supply(E,F,club house)	Work under progress
20230227008	27-02-23	1	Plain false ceiling (C-605)	Work Under progress
20230227009	27-02-23	1	Plain false ceiling (C-607)	Work Under progress
20230228004	28-02-23	1	Plain false ceiling (Club house 2 nd floor)	Work in progress
20230426013	26-04-23	2&4	GI Nut and bolts and ISS flanges	Material ready at supplier delivery by friday
20230503008	03-05-2023	1	AMC for generator	Adance payment not Received by supplier
20230504017	04-05-2023	1-4	Stationery item	Material not available at supplier
20230505036	05-05-2023	1	RMC-M25	Site not ready yet
20230506004	06-05-2023	1	Tan brown granite	Delivery by monday
20230506040	06-05-2023	1	Guard alert siren	Online Purchase
20230508022	08-05-2023	1-9	CP fittings for D-402 sink cocks	Material not available at SLLP
20230508025	08-05-2023	1-9	CP fittings wall mixtures	Material not available at SLLP
20230508032	08-05-2023	5	Piller cock pending 2 nos	Material not available at SLLP
20230509005	09-05-2023	1-4	MS grills	Supplier arranging for material fabrication pending
2023050909	09-05-2023	1	MS round pipes 2 nos	Material ready at supplier delivery by tuesday
20230509006	09-05-2023	1-4	MS grills	Supplier arranging for material fabrication pending
20230509007	09-05-2023	1-4	MS grills	Supplier arranging for material fabrication pending
20230509008	09-05-2023	1-4	MS grills	Supplier arranging for material fabrication pending
20230509009	09-05-2023	1-4	MS grills	Supplier arranging for material fabrication pending
20230510024	10-05-2023	1	RMC-M10	Holding for some days site not ready

20230510014	10-05-2023	1-3	Cable glands double compression	Supplier delivery by tuesday			
20230511035	11-05-23	7-9	GI washers and nut bolts	Material ready at SSLLP delivery by Wednesday			
20230513036	13-05-2023	1-14	Air release valves &MS dummy plates	Material ready at SSLLP delivery by Wednesday			
20230513026	13-05-2023	1-11	CP material	Material not available at SSLLP			
20230513025	13-05-2023	1-11	CP material	Material not available at SSLLP			
2023055012	15-05-2023	1	Bycle	Material delivery by thursday			
20230516066	16-05-2023	1-10	CP material	Material not available at SSLLP			
20230516065	16-05-2023	1-10	CP material	Material not available at SSLLP			
20230516029	16-05-2023	1-2	HOB and chimmy	Payment not done that's why material not sending			
20230516028	16-05-2023	1-2	HOB and chimmy	Payment not done that's why material not sending			
20230516012	16-05-2023	1	Pressure switch	Supplier delivery by thursday			
20230516073	16-05-2023	1-3	General items and janta paste	Material ready at SSLLP delivery by Wednesday			
20230518003	18-05-2023	3	Pressure switches	Material ready at SSLLP delivery by Wednesday			
20230520019	20-05-2023	1	Cable red 2 core 1.5mm thick	Material available at sslp delivery by tuesday			
20230522008	22-05-2023	1	Tandor rough stines	Material avaible at sslp delivery by tuesday			
20230524001	24-05-2023	1	Country chocklate tiles	Material available at sslp delivery by Monday			
20230524046	24-05-2023	1-2	Hob and chimmy	Payment not done that's why material not sending			
20230524048	24-05-2023	1-2	Hob and chimmy	Payment not done that's why material not sending			
20230524049	24-05-2023	1-2	Hob and chimmy	Payment not done that's why material not sending			
20230524053	24-05-2023	1-9	Electrical wires blac 1/18 pending	Material available at sslp delivery by Monday			
20230526035	26-05-2023	1-2	Hob and chimmy	Payment not done that's why material not sending			
20230530002	30-05-2023	1-6	Cp material	No stock at sslp			
20230531011	31-05-2023	1	Plywood	Material Delivery by wednesday			
20230531002	31-05-2023	1	Magentic door stopers	Material available at sslp delivery by tuesday			
20230531037	31-05-2023	1-3	consumbles	Material available at sslp delivery by tuesday			
No of gate passes issued this weak			03	From No.	9793	To No.	9795
Delivery van site visit on :			27-05-23,29-05-23,31-05-23,03-05-23				
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	293	1390		

2.	10mm	0.617	7.41	420	3110		
3.	12mm	0.888	10.6	203	2170		
4.	16mm	1.580	18.9	55	1050		
5.	20mm	2.469	29.6	52	1550		
6.	25mm	3.86	46.32	55	2570		
7.	32mm	66.67					
8.	Binding wire		225kgs				
OPC stock	428	OPC last weeks stock	435	PPC/PSC stock	347	PPC/PSC last weeks stock	350
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign				B.Meenakshi			
Date	03-06-2023			03-06-2023			

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. S 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!

Meenakshi