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

Company:	Modi Realty Mallapur LLP	Date:	02-09-23
Site:	Gulmohar Residency	Prepared by:	B.Meenakshi Goud
Report From / To	25-08-23 Friday to02-09-23 sat)	Approved by:	Narender Reddy
Report Date	02-09-23		Kn

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
20230808055	08-08-2023	1	Fire safety Alarm	
20230821010	21-08-2023	1	Expansio Mortar	
20230829034	29-08-23	1	Spilt AC 2 tone 3 nos	
20230829035	29-08-23	1	Door frame with thershold	
20230830052	30-08-2023	1	Cable round flexible 3 core	

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
208064	15-10-22	1	Electrical power supply(E,F,club house)	Work under progress
20230506004	06-05-2023	1	Tan brown granite	Material delivery by Monday
20230602037	02-06-23	1	Diesel generator	Material ready with supplier but after payment confirmation from purchase he will ready to dispatch.
20230603015	03-06-23	1-2	Double leaf and singke leaf fire doors	Supplier not Responding to calls
20230608026	08-06-2023	1-3	Panel doors 5 nos balance	Part material received balance material delivery by Monday
20230619014	19-06-23	1	Lift C block	Material available at supplier delivery after confirmation from site
20230619012	19-06-23	1	Lift A block	Material available at supplier delivery after confirmation from site
20230619013	19-06-23	1	Lift B block	Material available at supplier delivery after confirmation from site
20230619015	19-06-23	1	Lift D block	Material available at supplier delivery after confirmation from site
20230619016	19-06-23	1	Lift F block	Material available at supplier delivery after confirmation from site
20230619017	19-06-23	1	Lift G block	Material available at supplier delivery after confirmation from site
20230626032	26-06-23	1-2	Fire rated door double leaf	Supplier not responding to calls
20230701002	01-07-23	1	Toughned glass	Work under progresss
20230701003	01-07-23	1	Toughned glass	Supplier taken measurements delivery by thursday
20230718019	18-07-23	1	Single leaf fire rated door	Supplier not responding to calls
20230731016	31-07-23	3	Hydrant valve	Matereial avialble at SSLLP-GV delivery by monday
20230731026	31-07-23	1	Forged brass ball valve	Matereial avialble at SSLLP-GV delivery by

				monday
20230731031	31-07-23	3	Insulation tapes	Supplier delivery by thursday
20230731038	31-07-23	1	Hob and chimney	Material ready with supplier delivery by wedensday
20230731044	31-07-23	1	Toughned glass	Material received Work under progress
20230805041	05-08-23	3	Country Grass	Holding for while site not ready
20230807042	07-08-23	1	Altec Lappum 7 bags bags	Part material received balance Material delivery by monday
20230807059	07-08-23	2	Laptop Bag	No stock at SSLLP
20230811012	11-08-23	1	Toughned glass	Work under progress
20230811013	11-08-23	1-2	HOB and chimney	Supplier material delivery by wedensday
20230811021	11-08-23	1-2	UPVC windows	Work under progress measurement taken
20230812024	12-08-23	1	Anchor bolts	Material will delibery by thursday
20230818027	18-08-23	1-2	MS L angle and MS flat	Supplier material delivery by tuesday
20230819021	19-08-23	1-6	Consumbles	Material delivery by monday
20230821025	21-08-23	1-5	SWimming pool Equipment	Site not yet ready
20230821026	21-08-23	1	Swimming pool filter plant	Site not yet ready
20230821027	21-08-23	1	Swimming pool filter plant	Site not yet ready
20230822035	22-08-23	1-7	Consumbles dust pan	Material delivery by monday
20230823038	23-08-23	1	Aluminum louvers	Material delivery by tuesday
20230824046	24-08-23	1	Loft tanks	Material available at SSLLP to delivery by monday
20230824026	24-08-23	1	Nylone rope	Material delivery by tuesday
20230824046	24-08-23	1-7	Loft tanks	Material available at SSLLP to delivery by monday
20230824053	24-08-23	2	Long bends	Material delivery by tuesday
20230825025	25-08-23	1	SS name plate	Supplier
20230826021	26-08-23	1	Cable tray	Material delivery by tuesday
20230826030	26-08-23	1-2	UPVC Windows	Work under progress
20230828039	28-08-23	1	Tan brown granite antiskid	Supplier delivery by tuesday
20230828040	28-08-23	1-8	Electrical wires and conducting pipes	Part material deliverd balance delivery by tuesday
20230828031	28-08-23	1	False ceiling Lights	Material delivery by tuesday
20230829033	29-08-23	1-11	Electrical module plates	Part material received balance material delivery by tuesday
20230829032	29-08-23	1-11	Electrical module plates	Part material received balance material delivery by tuesday
20230830062	30-08-23	1	LED Lights 20wats	Material delivery by tuesday

No of gate passes issued this weak	Nill	From No.	Nill	To No.	Nill
Delivery van site visit on :					
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	100	1621		1550
2.	10mm	0.617	7.41	181	1345		1345
3.	12mm	0.888	10.6	201	2170		2170
4.	16mm	1.580	18.9	40	756		756
5.	20mm	2.469	29.6	40	1184		2470
6.	25mm	3.86	46.32	35	1621		2470
7.	32mm	66.67					
8.	Binding wire				100kgs		200
OPC stock	116	OPC last weeks stock	143	PPC/PSC stock	260	PPC/PSC last weeks stock	313
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				B.Meenakshi			
Date		02-09-23		02-09-23			

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 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!