

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

Company:	Modi Realty Mallapur LLP	Date:	16-09-23
Site:	Gulmohar Residency	Prepared by:	B.Meenakshi Goud
Report From / To	09-09-23 Friday to 16-09-23 sat)	Approved by:	Narender Reddy
Report Date	16-09-23		

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 item in Req	Item Description	Reason for not preparing PO/WO
20230828002	28-08-23	1	RMC M30	
20230906034	06-09-23	2	Notched trowel	
20230906005	06-09-23	7-9	LED Tv nd play stations	
20230907032	07-09-23	1-2	GAS Cylinder stove	
20230907033	07-09-23	1	Yoga mat	
20230907041	07-09-23	1-9	Club house hospitable material	
20230912033	12-09-23	1	Sink with vegetable bowl	
20230913068	13-09-23	1-4	UPVC winodws	
20230913060	13-09-23	1-15	Electrical switches	
20230913018	13-09-23	1	Plastic chairs	
20230913017	13-09-23	1	Coffe table	

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
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 delivered installation pending
20230619013	19-06-23	1	Lift B block	Material delivered installation pending
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
20230718019	18-07-23	1	Single leaf fire rated door	Supplier not responding to calls
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	Supplier not responding to calls		
20230807059	07-08-23	2	Laptop Bag	No stock at SSSLP		
20230811013	11-08-23	1-2	HOB and chimney	Supplier not responding to calls		
20230812024	12-08-23	1	Anchor bolts	Material will delivery by thursday		
20230818014	18-08-23	7	Wires electrical 2 nos	Supplier delivery by thursday		
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		
20230824046	24-08-23	1	Loft tanks	Material available at SSSLP to delivery by Monday part material delived		
20230824027	24-08-23	1	Panel doors 3nos	Material delivery by wednesday		
20230824025	24-08-23	1	Panel doors 4nos	Material delivery by wednesday		
20230824028	24-08-23	1	Panel doors 2 nos	Material delivery by wednesday		
20230824022	24-08-23	1	Panel doors 2 nos	Material delivery by wednesday		
20230824023	24-08-23	1	Panel doors 3 nos	Material delivery by wednesday		
20230825025	25-08-23	1	SS name plate	Supplier arranging for material		
20230828031	28-08-23	1	False ceiling lights	Material delivery by monday		
20230830009	30-08-23	1	Container	Supplier not received the payment		
20230831050	31-08-23	1-16	GYM Equipments	Supplier not received payment and		
20230831048	31-08-23	1-14	Crech play equipments	Supplier call not connecting		
20230905017	05-09-23	1	ACs for club house 3 nos	Supplier not received payment		
20230906055	06-09-23	2	Sink waste coupling	Material delivery by monday		
20230906048	06-09-23	1	Wifi cameras	Material avaiable at supplier delivery by tuesday		
20230906009	06-09-23	1	Tandoor stone	Part material received balance delivery by wedensday		
20230907018	07-09-23	1	Manhole FRP covers	avaible at sslp delivery by tuesday		
20230907040	07-09-23	1	SS Stand	Advance payment not received after receiving payment material to be deliverd		
20230908028	08-09-23	1	Tandoor stone	Part material received balance delivery by wedensday		
20230911043	11-09-23	1-5	Plumbing material	Part material delived balance delivery by tuesday		
20230911049	11-09-23	1-7	Club house fire safety material	Part material received balance have stock at SSSLP-GV		
20230911045	11-09-23	1-6	CPVC Material	Part material delived balance delivery by tuesday		
20230911005	11-09-23	2	Janath paste	SSSLP have stock delivery by wedensday		
20230912009	12-09-23	1	Anchor bolts	Suppliedelivery by thursday		
20230912008	12-09-23	3	Anchor bolts	Suppliedelivery by thursday		
20230912055	12-09-23	2	MS Elbows	Supplier delivry by Tuesday at material suplier		
20230914046	14-09-23	1	MS Round pipes	Supplier delivry by Tuesday at material suplie		
20230913009	13-09-23	1-4	UPVC windows	Measurement taken by supplier delivery by tuesday		
No of gate passes issued this weak		3	From No.	6260	To No.	6263
Delivery van site visit on :						

Send inward report (MRN/other) & stock report emailed in pdf format to purchase

Yes

Item not ordered but received : Nil

Detail of steel & cement stock

Sl 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	2711	1621
2.	10mm	0.617	7.41	181	1111	1345
3.	12mm	0.888	10.6	201	3973	2170
4.	16mm	1.580	18.9	40	642	756
5.	20mm	2.469	29.6	40	12384	1184
6.	25mm	3.86	46.32	35	61200	1621
7.	32mm	66.67				100kgs
8.	Binding wire				2950kg	
OPC stock	84	OPC last weeks stock	116	ppc/psc stock	84	PPC/psc last weeks stock

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	K.Narendar	B.Meenakshi	
Date	16-09-23	16-09-23	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on raikumar@modiproperties.com on every Saturday. 5. Admin offices shall not leave the site without completing this report. 6. Report to be signed by Admin manager & the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Local purchase, For MDs approval/input. 8. Project manager at site and filed at site. 7. Suggested remarks - For technical details from site. 5. Mention PO & MRN no. on DCs / bills. 6. Local purchase, For MDs approval/input. 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!