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

Company:	Modi Realty Mallapur LLP	Date:	09.04.22
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	03.04.22	Approved by:	
Report Date	09.04.22		

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
193005	26.03.22	1to 4	Electrodes &CI pipes	Po to be issue
193017	29.03.22	1 to 4	Fire safety system 12 zone	Po to be issue
193020	29.03.22	1 to 3	Submersible pump	Po to be issue
193024	30.03.22	1 to 9	PVC door bend	Po to be issue
193033	01.04.22	1	MS pipe B-class	Po to be issue
193036	04.04.22	1 to 3	Hedge cutter	Po to be issue
193037	04.04.22	1	Aluminum strip	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
192759	05.02.22	1,2	Grills	Partly material delivered
192766	31.02.22	1 to 4	Templates	No stock at SSLLP
192802	07.02.22	1 to 4	Templates	No stock at SSLLP
192871	22.02.22	1,2	Fire safety doors	Colour to be Finalize
192872	22.02.22	1,2	Fire safety doors	Colour to be Finalize
192873	22.02.22	1	Fire safety	Colour to be Finalize
192830	12.02.22	1	MS square bar	Partly material delivered
193010	28.03.22	1	Water dispenser	Ready with supplier delivery after receiving advance cheque
192966	17.03.22	2 to 5	Panel doors	Partly material delivered
192986	22.03.22	1,2	Flush doors	Supplier arranging material
193044	06.04.22	1 to 30	Cpvc material	No stock at SSLLP
193045	06.04.22	1 to 11	PVC material	Ready with SSLLP Saturday will be delivered
193040	05.04.22	1 to 12	PVC material	Ready with SSLLP Saturday will be delivered
193041	15.03.22	1 to 18	Switches	Ready with SSLLP Saturday will be delivered
193022	29.03.22	1 to 17	Electrical wires	No stock at SSLLP
193002	25.03.22	5,6	Aluminum armored cable	Partly material delivered
193030	01.04.22	1	G.I cable tray	Supplier arranging material
193031	01.04.22	1	Tacoma plants	Supplier send material on Saturday
192980	21.03.22	1	Breath analyzer	Online purchase
193038	04.04.22	1	4core armored cable	Monday will be delivered

No of gate passes issued this weak	From No.	3437	To No.	3437
Delivery van site visit on :	05.04.22(Tuesday) 07.04.22(Thursday)			

Inward report (MRN/other) &stock report emailed in pdf format to purchase	Yes

Item not ordered but received : Nill

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		Nill	
2.	10mm	0.617	7.41	Nill	Nill	
3.	12mm	0.888	10.6	Nill	Nill	
4.	16mm	1.580	18.9	50	945	
5.	20mm	2.469	29.6	20	59	
6.	25mm	3.86	46.32	5	231	
7.	32mm	66.67		Nill	Nill	
8.	Binding wire				740kg	Nill

OPC stock	550	OPC last weeks stock	600	PPC/PSC stock	420	PPC/PSC last weeks stock	570

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		A. Janaki	
Date	09/04/22	09/04/22	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarr@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!