

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

Remarks from site on the 'Requisition by Site Report' of parent					
Company:		Modi Realty Mallapur LLP		Date: 16.04.22	
Site:		Gulmohar Residency		Prepared by: A. Janaki	
Report From / To		09.04.22 to 15.04.22		Approved by:	
Report Date		16.04.22			
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 item in Req	Item Description	Reason for not preparing PO/WO	
193046	06.04.22	1	Net working switch	Requisition send to MD approval	
193065	11.04.22	1	Modular kitchen (B1 type)	Drawing to be receive	
193064	11.04.22	1	Modular kitchen (B1 type)	Drawing to be receive	
193084	13.04.22	1 to 4	UPVC sliding window with mesh	Requisition send to MD approval	
193062	11.04.22	8 to 17	PVC internal	Only few material PO only we get	
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	
192966	17.04.22	2 to 5	Panel doors	Partly material delivered	
193078	12.04.22	1 to 3	UPVC windows	Material delivered on Wednesday	
193042	05.04.22	1 to 4	WPC door frames	Supplier didn't get PO from SSSLP	
193038	04.04.22	1	6sq.mm 4core armoured cable	Material delivered on Monday	
193030	01.04.22	1	G.I cable tray	Supplier didn't get PO from SSSLP	
193020	29.03.22	1 to 3	Open well submersible pump	Rates to be negotiation	
193080	12.04.22	1,2	Roff chemical	No stock at SSSLP	
193005	26.03.22	1 to 3	CI pipes&electrodes	Supplier didn't get PO from SSSLP	
193002	25.03.22	3,5	Aluminum armored cable	Party material delivered	
192986	22.03.22	1,2	Flush doors	No stock at supplier Monday will be delivered	
192980	21.03.22	1	Breath analyzer	Online purchase	
192873	22.02.22	1	Fie safety doors	Supplier not responding spoken to prabaker	
192871	22.02.22	1,2	Fire safety doors	Supplier not responding spoken to prabaker	
192872	22.02.22	1,2	Fire safety doors	Supplier not responding spoken to prabaker	
193074	11.04.22	1	MS pipe (B-class)	Work not started	
192963	17.03.22	1	Water proofing	Work under progress	
192962	17.03.22	1	Water proofing	Work under progress	
192987	22.03.22	1	SS railing with thick glass	Work in progress	
192998	24.03.22	1	SS railing	Work in progress	
192936	12.03.22	1	SS railing	Work in progress	
No of gate passes issued this weak			From No.	3438	To No. 3438
Delivery van site visit on :			12.04.22(Tuesday) 14.04.22(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							
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		Nill		
2.	10mm	0.617	7.41	Nill	Nill		
3.	12mm	0.888	10.6	Nill	Nill		
4.	16mm	1.580	18.9	80	1512		
5.	20mm	2.469	29.6	110	3256		
6.	25mm	3.86	46.32	5	231		
7.	32mm	66.67		Nill	Nill		
8.	Binding wire			Nill	Nill		
OPC stock	330	OPC last weeks stock	550	PPC/PSC stock	274	PPC/PSC last weeks stock	420
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				A. Tanaki			
Date				16/4/22			

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