

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

Company:	Modi Realty Mallapur LLP	Date:	25.04.2022
Site:	Gulmohar Residency	Prepared by:	B.Nandini
Report From / To	16.04.2022 to 24.04.2022	Approved by:	
Report Date	25.04.2022		

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
192980	21.03.2022	01	Breath analyzer	Online purchase
193020	29.03.2022	03	Open well submersible pump	Rates in negotiation
193046	06.04.22	1	Net working switch	Requisition send to MD approval
193062	11.04.2022	8 to 17	PVC nahni trap,fastners,hitech clamp,etc	Po to be issued for part material
193074	11.04.2022	1	MS Pipe	PO to be issued
193103	19.04.2022	11 to 21	Fastner,hitech clamp,thread rod,etc	PO to be issued for part material

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
187210	04.08.2021	4	UPVC Windows	Work in progress
187211	04.08.2021	1	UPVC Windows	Work in progress
192871	22.02.2022	2	Fire safety doors	Material to be Delivered (Measurements taken at site)
192872	22.02.2022	2	Fire safety doors	Material to be Delivered (Measurements taken at site)
192873	22.02.2022	1	Fire safety doors	Material to be Delivered (Measurements taken at site)
192900	28.02.2022	1	False ceiling	Work in progress
192901	28.02.2022	1	False ceiling	Work in progress
192936	12.03.2022	1	Glass balcony railing	Work in progress
192963	17.03.2022	1	Sump Water proofing	Work in progress
192966	17.03.2022	1,9,10	Doors 38"x80",Door stoppers,hinges	Ready with supplier delivery by wednesday
192987	22.03.2022	1	SS railing	Work in progress
192988	24.03.2022	1	SS balcony railing	Work in progress
193064	11.04.2022	1	Modular kitchen	Work in progress
193065	11.04.2022	1	Modular kitchen	Work in progress
193078	12.04.2022	3	UPVC Windows	Work in progress
193084	13.04.2022	5	UPVC Windows	Work in progress
193085	13.04.2022	1	Cera board	Work in progress
193086	13.04.2022	3	Rod cutting blades,welding rods	Material in transit

193091	14.04.2022	2,3	Thread rods, anchor bolts	Material delivered on Wednesday			
193092	15.04.2022	1	Ms pipe	Work in progress			
193094	16.04.2022	10	Pnel doors	Ready with supplier delivery by tuesday			
193096	19.04.2022	1	6sq.mm 4core armoured cable	Material delivered on Wednesday			
193097	18.04.2022	1 to 4	Bathroom tiles	Part material delivered remaining will pickup at stores			
193104	19.04.2022	4	Vernier callipers	Ready with supplier will pick up on Tuesday			
193106	19.04.2022	1	Chairs without caster	Supplier has not received PO from purchase material ready with supplier			
193107	20.04.2022	23	PVC material	Ready with suplier pick up on Tuesday			
No of gate passes issued this weak			From No.	3439	To No.	3441	
Delivery van site visit on :			19 th , 21 st and 23 rd				
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	474		
2.	10mm	0.617	7.41	150	1111		
3.	12mm	0.888	10.6	100	1060		
4.	16mm	1.580	18.9	40	756		
5.	20mm	2.469	29.6	60	1776		
6.	25mm	3.86	46.32	Nil	Nil		
7.	32mm	66.67		Nil	Nil		
8.	Binding wire			Nil	Nil		
OPC stock	400	OPC last weeks stock	330	PPC/PSC stock	82	PPC/PSC last weeks stock	274
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date							

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