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

Company:	Modi Realty Mallapur LLP	Date:	07.05.2022
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	03.05.2022 to 05.05.2022	Approved by:	
Report Date	07.05.2022		

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 iteam in Req	Item Description	Reason for not preparing PO/WO
192980	21.03.22	01	Breath analyzer	Online purchase
193103	19.04.2	11 to 21	Hitech clamps ,pvc material	PO to be issued for part material
193074	11.04.22	1	MS Pipe	Rates in negotiation
193111	23.04.22	18 to 24	HI tech clamps,GI U - clamps	PO to be issued for part material
193133	29.04. 22	1	Roots automatic cleaning machine	Po to be issue
193158	04.05.22	1,2	G.I cable tray ,G.I flat patti	Requisition send to approval
193156	04.05.22	1 to 10	Electrical wires	Po to be issue
193165	05.05.22	1 to 4	Steel	Requisiton send to MD approval

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
192900	28.02.22	1	False ceiling	Work in progress
192901	28.02.22	1	False ceiling	Work in progress
192962	17.03.22	1	Water proofing	Work in progress
192936	12.03.22	1	Glass balcony railing	Work in progress
192987	22.03.22	1	Ss railing	Work in progress
192998	24.03.22	1	Ss glass balcony railing	Work in progress
192872	22.02.22	2	Fire safety doors	Partly delivered
192871	22.02.22	2	Fire safety doors	Partly delivered
193065	11.04.2022	1	Modular kitchen	Work in progress
193064	11.04.2022	1	Modular kitchen	Work in progress
193078	12.04.22	1 to 3	UPVC windows	No stock at supplier
193094	16.04.22	1 to 7	Panel doors	No stock at SLLP
193098	18.04.22	2,34,6,7,8	Tan brown grinte	Partly delivered
193110	23.04.22	1 to 7	Panel doors	No stock at SLLP
193113	23.04.22	4 to 7	Tan brown graite	Partly delivered
193117	29.04.22	1 to 12	Pvc material	No stock at SSLLP
193118	26.04.22	1 to 7	Panel doors	No stock at SSLLP
193121	26.04.22	1 to 3	Pvc rigid pipe ,elbows,copling	Ready with supplier Monday will be delivered
193122	27.04.22	1	Pvc FAPT	Monday will be delivered

193128	27.04.22	1,2	Electrical wires	Partly delivered
193129	27.04.22	1	Tube lights	Partly delivered
193132	27.04.22	6 to 10	Metal box	Partly delivered
193137	30.04.22	1,2,4	Pvc pipe ,pvc bend	No stock at SSLLP
193146	02.05.22	1,2	Electrode welding road	Monday will be delivered
193148	02.05.22	1	Eco drian pipe	No stock at supplier

No of gate passes issued this weak	From No.	3443	To No.	3443

Delivery van site visit on : 10.05.22,12.05.22,14.05.22

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	Nill	
2.	10mm	0.617	7.41	Nill	Nill	
3.	12mm	0.888	10.6	Nill	Nill	
4.	16mm	1.580	18.9	100	1890	
5.	20mm	2.469	29.6	30	888	
6.	25mm	3.86	46.32	3	139	
7.	32mm	66.67		Nil	Nil	
8.	Binding wire			Nil	Nil	

OPC stock	310	OPC last weeks stock	250	PPC/PSC stock	506	PPC/PSC last weeks stock	150

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Rajesh R.	A. Janaki	
Date	07/05/22	7.5.22	

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