

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

Company:	Modi Realty Mallapur LLP	Date:	26.03.22
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	20.03.22	Approved by:	
Report Date	26.03.22		

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
192891	24.02.22	1 to 10	Hydrant valve	Waseem to confirm
192892	24.02.22	1 to 6	MS coupling	Po to be issue
192872	22.02.22	1,2	Fire safety doors	Requisition send to MD approval
192873	22.02.22	1	Fire safety doors	Requisition send to MD approval
192871	22.02.22	1,2	Fire safety doors	Requisition send to MD approval
192962	17.03.22	1	Water proofing	Po to be issue
192963	17.03.22	1	Water proofing	Po to be issue
192964	17.03.22	1	Water proofing	Po to be issue
192972	19.03.22	1	MS pipe	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
192798	16.02.22	1	Fire extinguisher	Partly material delivered, reaming material delivered on Monday
192909	01.03.22	1 to 4	Templates	No stock at SSLLP
192917	08.03.22	1,2	Hold fast	Partly material delivered
192903	01.03.22	1 to 4	Templates	No stock at SSLLP
192766	31.01.22	1 to 4	Templates	No stock at SSLLP
192802	07.02.22	1 to 4	Templates	No stock at SSLLP
192803	07.02.22	1 to 4	Templates	No stock at SSLLP
192918	09.03.22	2,3,7	Panel doors	Partly material received
192922	08.03.22	1,2	Holdfast	Partly material delivered
192931	08.03.22	1	Concealed flush tanks	No stock at SSLLP
192932	08.03.22	1,2	Hold fast	Partly material received
192942	12.03.22	1 to 4	Grills	No stock at SSLLP
192946	14.03.22	1 to 5	Door frames	No stock at SSLLP
192951	15.03.22	1 to 5	Panel doors	No stock at SSLLP
192949	15.03.22	1 to 5	Panel doors	No stock at SSLLP
192955	17.03.22	1	Emery paper	Partly material received
192967	17.03.22	1	Concealed flush tanks	No stock at SSLLP
192966	17.03.22	1 to 7	Panel doors	No stock SSLLP
192970	17.03.22	1 to 5	HDPE material	Ready with supplier
192974	19.03.22	1 to 4	EWC wall hung	Supplier arranging for material
192976	21.03.22	1	4core armored cable	Ready with supplier, we will get on Tuesday

192978	21.03.22	1 to 3	Cable tray	Ready with supplier ,we will get on Tuesday		
192981	21.03.22	1	Panel door	No stock at SLLP		
192983	21.03.22	1	Panel doors	No stock at SLLP		
192985	22.03.22	1 to 6	Panel doors	No stock at SLLP		
192986	22.03.22	1,2	Flush doors	Supplier arranging for material		
No of gate passes issued this weak			From No.	3432	To No.	3435
Delivery van site visit on :			22.03.22(Tuesday) 24.03.22(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	75	1417	
5.	20mm	2.469	29.6	40	1184	
6.	25mm	3.86	46.32	5	231	
7.	32mm	66.67		Nill	Nill	
8.	Binding wire			Nill	Nill	
OPC stock	Nill	OPC last weeks stock	50	PPC/PSC stock	70	PPC/PSC last weeks stock 150
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		A. Janki				
Date		26/3/22				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumari@modiproperties.com on every Saturday. 3. Admin officers 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 DC's / 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!