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

Company:	Modi Realty Mallapur LLP	Date:	05.02.22
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	28.02.22 Sunday	Approved by:	
Report Date	05.02.22Saturday		

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
192874	22.02.22	1	Rain water line MS pipe(150mm) labour charges	Requisition send to MD approval
192875	22.02.22	1 to 8	Steel	Hold by MD
192888	24.02.22	1	Ply wood	Not entry in data base
192891	24.02.22	1 to 10	Hydrant valve Fire	Requisition send to MD approval
192892	24.02.22	1 to 6	MS coupling Fire	Requisition send to MD approval
192894	26.02.22	1	Earthing electrodes	Requisition 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	Reason for not preparing PO/WO
192529	15.12.21	1	Panel doors	No stock at supplier next week will be delivered
192757	31.01.22	1	Flush tank	No stock at SSLLP
192763	31.01.22	1	Flush tank	No stock at SSLLP
192765	31.01.22	1	Panel doors	No stock at supplier next week will be delivery
192764	31.01.22	1	Panel doors	No stock at supplier next week will be delivered
192766	31.01.22	1 to 4	Templates	No stock at SSLLP
192768	31.01.22	7	PVC 45degree bend	No stock at SSLLP
192778	02.02.22	8	8 way Metal box	By Tuesday will be delivered
192802	07.02.22	1 to4	Templates	No stock at SSLLP
192803	07.02.22	1 to 4	Templates	No stock at SSLLP
192815	09.02.22	1 to 5	Panel doors	No stock at SSLLP
192829	12.02.22	1	Panel doors	Next week will be delivered
192834	14.02.22	6	PVC bend45degree	By Thursday will be delivered
192868	14.02.22	1to 10	PVC pipes	By Tuesday will be delivered
192837	14.02.22	5,6	Modular plates 2&6way	No stock at SSLLP
192833	14.02.22	1	Flush tank	By Saturday will be delivered
192855	19.02.22	1	PVC pipes	By Thursday will be delivery
192854	19.02.22	1 to 9	PVC pipe	By Wednesday will be delivered
192835	14.02.22	1 to 10	PVC pipe	No stock at SSLLP by Saturday will be delivery
192838	14.02.22	1 to 14	Electrical wires	By Saturday will be delivery
192868	21.02.22	6,7	Metal box 6&8way	By Tuesday will be delivered
192862	21.02.22	1 to 3	PVC pipes(FRLS)	By Thursday will be delivery
192864	21.02.22	1	Base saddle	By Saturday will be delivered
192867	21.02.22	5,6,7	Metal box	No stock at SSLLP by Saturday will be delivery
192915	03.03.22	1	Cricket nets	No stock at SSLLP

No of gate passes issued this weak		From No.	-	To No.	-
Delivery van site visit on :	01.03.22(Tuesday) 03.03.22(Thursday) & 05.05.22(Saturday)				

Inward report (MRN/other) &stock report emailed in pdf format to purchase	Yes
Item not ordered but received	

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	169	3194	
5.	20mm	2.469	29.6	100	2960	
6.	25mm	3.86	46.32	10	463.2	
7.	32mm	66.67		nill	nill	
8.	Binding wire			20 guage	200	

OPC stock		OPC last weeks stock	80	PPC/PSC stock	200	PPC/PSC last weeks stock	nil

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, ashaiva@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!