

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

Company:	Modi Realty Mallapur LLP	Date:	08.01.22
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	09.01.22 Sunday	Approved by:	
Report Date	08.01.22 Saturday		

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
192542	16.12.21	1	Fire safety single doors	Po to be issue
192601	28.12.21	1	Fire safety (single leaf)	Po to be issue
192621	03.01.22	1	Pvc pipe	Po to be issue
192617	03.01.22	1	Pvc pipe	Po to be issue
192623	03.01.22	1	Cpvc pipe 3/4	Po to be issue
192624	03.01.22	1	Channel bracket	Po to be issue
192629	04.01.22	1	Tagus tiles	Po to be issue
192633	04.01.22	1	Tagus tiles	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	Reason for not preparing PO/WO
187887	11.11.21	1	Ms l angle	By Wednesday will be delivery
187924	18.11.21	1 to 2	Templates 6'x4'	By Wednesday will be delivery
192548	17.12.21	1,2	Rod cutting blades	By Thursday will be delivery
192555	21.12.21	1 to 3	Door frames	By Thursday will be delivery
192553	20.12.21	1 to 3	Door frames	By Thursday will be delivery
192565	21.12.21	1	Led lights	By Wednesday will be delivery
192568	27.1.21	1to 8	Ms l angle	By Thursday will be delivery
192567	27.12.21	1	Pvc rigid pipe	By Thursday will be delivery
192570	27.12.21	1	Pvc pipe	By Thursday will be delivery
192598	28.12.21	1	3 core armored cable	By Wednesday will be delivery P.O error
192599	28.12.21	1	Distribution board	By Tuesday will be delivery
192602	28.12.21	1	Mastic pads	By Thursday will be delivery
192616	03.01.22	1	Roff stone tile adhesive	By Tuesday will be delivery
192627	04.01.22	1 to 4	Ms grills	By Tuesday will be delivery
192628	04.01.22	1 to 3	templates	By Thursday will be delivery
192635	04.01.22	1to 2	S.s screws	By Wednesday will be delivery
192636	05.01.22	1 to 7	Room freshner	By Tuesday will be delivery

No of gate passes issued this week	From No.	Nil	To No.	Nil
Delivery van site visit on :	04.01.22(Tuesday) 06.01.22 (Thursday) & 08.01.22(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	316	1500		nil
2.	10mm	0.617	7.41	202	1500		nil
3.	12mm	0.888	10.6	135	1440		nil
4.	16mm	1.580	18.9	109	2070		nil
5.	20mm	2.469	29.6	67	2000		nil
6.	25mm	3.86	46.32	39	1810		nil
7.	32mm	66.67		nil	nil		nil
8.	Binding wire			20 guage	200		nil
OPC stock	60	OPC last weeks stock	150	PPC/PSC stock	130	PPC/PSC last weeks stock	nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		<i>[Signature]</i>		<i>Deepa</i>			
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 rajumarn@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!