

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

Company:	Modi Realty Mallapur LLP	Date:	04.12.2021
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	28.11.2021 Sunday	Approved by:	
Report Date	04.12.2021 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
187948	23.11.21	1 to 7	Booster pump	Po to be issue
187479	30.09.21	1 to 2	Modular kitchen	Rates to be finalized
187480	30.09.21	1	Modular kitchen	Rates to be finalized
187967	30.11.21	1to 5	WPC door frames	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
187821	01.11.21	1 to5	Templates	By next week will be delivery
187855	09.11.21	1 to 3	M.S Round pipe	By Wednesday will be delivery
187876	15.11.21	1,2	Down commers	By next week will be delivery
187882	11.11.21	1&5	CPVC pipe	By Tuesday will be delivery
187914	22.11.21	1&2	Junction box	By Tuesday will be delivery
187924	20.11.21	1 to 4	Templates	Next week will be delivery
187926	20.11.21	1 to 4	Templates	By Wednesday will be delivery
187936	20.11.21	1,3,4,5,6	Panel doors	By Wednesday will be delivery
187937	20.11.21	1 to 6	MS Templates	Next week will be delivery
187961	29.11.21	1 to 5	Door frames	By Wednesday will be delivery

No of gate passes issued this weak

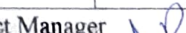
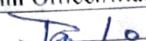
01 From No. 3408 To No. 3408

Delivery van site visit on : 30.11.21 (Tuesday) 02.12.21 (Thursday) & 04.12.21(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	320	1516	nill
2.	10mm	0.617	7.41	200	1482	nill
3.	12mm	0.888	10.6	72	763.2	nill
4.	16mm	1.580	162	10	1620	nill
5.	20mm	2.469	29.6	70	2072	nill

6.	25mm	3.86	46.32	25	1158	nill	
7.	32mm	6.32		nill	nill	nill	
8.	Binding wire			10	100	nill	
OPC stock	180	OPC last weeks stock	nill	PPC/PSC stock	250	PPC/PSC last weeks stock	nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		04/12/21					

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