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

Company:	Modi Realty Mallapur LLP	Date:	21.09.21
Site:	Gulmohar Residency	Prepared by:	A Sravani
Report From / To	12.09.21	Approved by:	
Report Date	18.09.21		

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
187263	19.08.21	1	MI Cameras	Online purpose
187319	31.08.21	1	Sim based wifi router	Online purpose
187361	08.09.21	1 to 10	Hose pipe	PO to be issue
187387	15.09.21	1	Epson m205 printer	-

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
68924	16.04.21	1	Regal Beige Tiles	Pending 178 Boxes, no stock at SSLLP
187011	24.05.21	7 & 11	Ultra sprinkle Highlighter & MAlasian Highlighter	No stock at SSLLP
187012	22.05.21	1	Vitrified floor tiles 2'x2' - 58 boxes	PO NO 77394, will get in 2 days
187035	09.06.21	5,6,7& 9,10,11	Bath room wall tiles	PO NO -77605 partly receiving
187066	23.06.21	1 to 3	Ispira carrara (64 boxes) & urban wood natural (38 boxes)	PO NO -78112 No stock at SSLLP.
187077	29.06.21	1	Ispira carrara (61 boxes)	PO NO - 78330 No stock at SSLLP.
187089	02.07.21	3,6,7,& 11,12	Bath room highliter tiless	PO NO - 78313 No stock in ssllp
187143	23.07.21	1 to 4	Tiles country rosso	Will get it from SSLLP
187152	26.07.21	1	Ispira carrara - 83 boxes	PO NO -79054 No stock at SSLLP
187155	27.07.21	1 to 7	Tan brown granite	PO NO -79112 by Wednesday will be delivery
187169	31.07.21	1	DG set with AMF panel single conductor	Need site clearance.
187176	31.07.21	1 to 7	Tan brown granite	PO NO -79318 material in transit, this week it will receive.
187179	31.07.21	1 to 8	Tan brown granite	PO NO -79317 by material in transit, this week it will receive.
187195	03.08.21	1 to 5	Ms grills (A-block)	PO NO -79455 by next weak will be

				delivery.
187196	03.08.21	1 to 4	Upvc windows (A-block)	PO NO -79562, site will followup
187197	03.08.21	1	UPVC sliding windows (A-Block)	PO NO -79560 by Wednesday will be delivery
187201	03.08.21	1	SS railing (B-Block)	PO NO -79507, site will followup
187202	03.08.21	1	Urban wood natural	PO NO -79381 No stock at SSLLP
187206	04.08.21	1 to 5	Grills	PO NO 79451 by Friday will be delivery
187207	04.08.21	1 to 5	Panel doors (A-Block)	PO NO -79396 by Wednesday will be delivery
187210	04.08.21	1 to 4	Upvc windows	PO NO -79554 by Wednesday will be delivery
187211	04.08.21	1	Upvc sliding windows	PO NO -79557 by Wednesday will be delivery
187214	04.08.21	1 to7	Tan brown granite	PO NO - 79426 material in transit, this week it will receive.
187226	03.08.21	1	SS railing (A-Block)	PO NO -79509 following with welder
187255	18.08.21	1 to 7	Tan brown granite	PO NO-79860 material in transit, this week it will receive.
187265	19.08.21	1	Marbo opera beige(4'x2')	400 boxes site has to pickup
187268	19.08.21	1 to 3	Large series tiles (urban wood, crema marfile & etc)	No stock in SSLLP
187320	31.08.21	1 to 3	Open well submersible pump	PO NO -80261 by Wednesday will be delivery
187337	04.09.21	1 to 2	Tiles earth grey light	PO NO -80504 site will pickup
187338	04.09.21	1	LED lights	PO No - 80516 .next week delivery .
187340	04.09.21	1 to 4	Country rosso , chocolate	PO No - 80514 . next week delivery.
187341	04.09.21	1,2	Tan brown granite	PO No - 80397 . supplier arranging material .
187346	06.09.21	1 to 12	CPVC material	PO No - 80528 . next week delivery .
187348	07.09.21	1 to 4	Bathroom tiles	PO No - 80495 . next week delivery.
187351	07.09.21	1	Regal beige	PO No - 80506 . supplier arranging material.
187352	07.09.21	1 to 4	Bathroom tiles	PO No - 80497 . next week delivery .
187353	07.09.21	1 to 4	Tiles	PO No - 80500 . partly delivery .
187354	07.09.21	1 to 3	Country rosso , black beery	PO No - 80502 . next week delivery.
187385	14.09.21	1 to 8	Steel	PO No 80678 . next week delivery .

No of gate passes issued this weak	02	From No.	2747	To No.	2748	

Delivery van site visit on :	14.09.21 , 16.09.21 , 18.09.21 .
Inward report (MRN/other) &stock report emailed in pdf format to purchase	Yes

Item not ordered but received : Nil

Detail of steel & cement stock

Sl 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	50	237		nill
2.	10mm	0.617	7.41	8	59.28		nill
3.	12mm	0.888	10.66	15	159		nill
4.	16mm	1.580	18.96	8	151.6		nill
5.	20mm	2.469	29.23	4	116		nill
6.	25mm	3.86	46.32	5	231		nill
7.	32mm	6.32		nill	nill		nill
8.	Binding wire			nill	nill		nill
OPC stock	Nil	OPC last weeks stock	214 Bags	PPC/PSC stock	nil	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Bhimraj Rampracad	Saravanan	
Date		22/9/21	

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