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

Company:	Modi Realty Mallapur LLP	Date:	07.08.2021
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	08.08.2021 Sunday	Approved by:	
Report Date	07.08.2021 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 iteam in Req	Item Description	Reason for not preparing PO/WO#
187195	03.08.21	1 to 4	Powder coated grill	Po to be issue
187196	03.08.21	1 to 4	UPVC windows	Po to be issue
187197	03.08.21	1	UPVC sliding windows	Po to be issue
187199	03.08.21	1 to 4	Main door beeding	Po to be issue
187200	03.08.21	1	MS main gate	Estimate to be prepare
187201	03.08.21	1	SS railing	Po to be issue
187206	04.08.21	1	Powder coated grills for windows	Requisition sent to MD's approval
187208	04.08.21	1	Maindoor beeding	Requisition sent to MD's approval
187210	04.08.21	1 to 4	UPVC windows	Requisition sent to MD's approval
187211	04.08.21	1	UPVC sliding windows	Requisition sent to MD's approval
187167	31.07.21	1 to 2	Automatic 08 passengers (B - block)	Estimate to be prepare
187168	31.07.21	1 to 2	Automatic passengers lift (A - block)	Estimate to be prepare
187170	31.07.21	1 to 2	Automatic passengers lift (F - block)	Estimate to be prepare
187171	31.07.21	1 to 2	Automatic passengers lift (C-block)	Estimate to be prepare
187172	31.07.21	1 to 2	Automatic passengers lift (D - block)	Estimate to be prepare
187173	31.07.21	1 to 2	Automatic passengers lift (G - block)	Estimate to be prepare

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
68968	28.04.21	1	MS Z angle templates	PO NO -76908 by Wednesday will be delivery
68969	28.04.21	1 to 4	MS Z angle templates	PO NO -76907 by Wednesday will be delivery
187011	01.06.21	11	Bathroom tiles	PO NO -77351 partly receiving MPL on vista
187012	22.05.21	2	Vitrified floor tiles	PO NO 77394 partly receiving
187035	09.06.21	5 to 11	Bath room wall tiles	PO NO -77605 partly receiving
187066	23.06.21	1to 3	Ispira carrara &	PO NO -78112 No stock at SSLLP

			urban wood natural	
187077	29.06.21	1	Ispira carrara	PO NO - 78330 partly receiving
187089	02.07.21	4,6,7,8 to10,11	Bath room wall tiles	PO NO - 78313 partly receiving
187124	15.07.21	1	MS stand	PO NO -78714 today will be delivery
187137	20.07.21	1	Dozin chemical	PO NO -78973 by Tuesday will be delivery
187141	21.07.21	1	U clamps	PO NO -78977 by Wednesday will be delivery
187143	23.07.21	1 to 4	Tiles country rosso	PO NO -79086 partly receiving
187147	24.07.21	1 to 7	Panel doors	PO NO -79066 by Wednesday will be delivery
187152	26.07.21	1 to 2	Ispira carrara	PO NO -79054 No stock at SSLLP
187153	26.07.21	5 to 8	Pvc pipes	PO NO -79023,79047 by Wednesday will be delivery
187155	27.07.21	1 to 7	Tan brown granite	PO NO -79112 by Wednesday will be delivery
187158	28.07.21	1 to 5	Tan brown granite	PO NO -79113 by Wednesday will be delivery
187159	05.08.21	1 to 3	PVC rigid pipe	PO NO -79424 by Wednesday will be delivery
187163	29.07.21	1	MS stand	PO NO -79217 today will be delivery
187164	31.07.21	1,2 to 6,7,10	Electrical wires	PO NO -79231 by Wednesday will be delivery
187165	31.07.21	2	Anchor bolt pin type	PO NO -79215 by Tuesday will be delivery
187166	29.07.21	1	Stained concrete grigio	PO NO -79195 partly receiving
187169	31.07.21	1	Dg set with AMF panel single conductor	PO NO -79267 by next weak will be delivery
187176	31.07.21	1 to 7	Tan brown granite	PO NO -79318 by Wednesday will be delivery
187179	31.07.21	1 to 8	Tan brown granite	PO NO -79317 by Wednesday will be delivery
187187	02.08.21	1	Gunny bags	PO NO -79272 by Tuesday will be delivery
187198	03.08.21	1 to 7	Panel doors	PO NO -79402 by Wednesday will be delivery
187202	03.08.21	1	Urban wood natural	PO NO -79381 No stock at SSLLP
187203	04.08.21	6	A4 paper bundles	PO NO -79345 by Tuesday will be delivery
187207	04.08.21	1 to 8	Panel doors	PO NO -79396 by Wednesday will be delivery
187213	04.08.21	1	Concealed flush	PO NO -78983 by Wednesday will be

			tank	delivery
187214	04.08.21	1 TO 7	Tan brown granite	PO NO -79426 by Wednesday will be delivery
187215	05.08.21	1 to 19	CPVC pipe	PO NO -79247 by Tuesday will be delivery
187217	05.08.21	1 to 10	Channel brackets	PO NO -79418 by Wednesday will be delivery
187218	05.08.21		Channel brackets	PO NO -79422 by Wednesday will be delivery
187219	05.08.21		Rigid pipe	PO NO 79419 by Tuesday will be delivery

No of gate passes issued this weak		From No.	nill	To No.	nill

Delivery van site visit on :	03.08.21 (Tuesday) 05.08.21 (Thursday) & 07.08.21(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	4.68	1710	8100		nill
2.	10mm	0.617	7.32	550	4330		nill
3.	12mm	0.888	10.66	50	533		nill
4.	16mm	1.580	18.96	56	1062		nill
5.	20mm	2.469	29.52	50	1772		nill
6.	25mm	3.86	46.3	60	2778		nill
7.	32mm	6.32	75.84	nill	nill		nill
8.	Binding wire			nill	nill		nill
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	400 bags	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date		7/8/21	

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!