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

Company:	Modi Realty Mallapur LLP	Date:	24.07.2021
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	18.07.2021 Sunday	Approved by:	
Report Date	24.07.2021 Saturday		

List of requisitions numbers missing in the report*:

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#
68952	26.04.21	1	Passenger lift	Comparision with Anand sir for finalization
187137	20.07.21	1	Dozing chemical	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
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
187012	22.05.21	1 to 2	Vitrified floor tiles	PO NO 77394 partly receiving
187011	01.06.21	7	Bathroom tiles	PO NO -77351 partly receiving MPL on vista
187035	09.06.21	1 to 12	Bath room wall tiles	PO NO -77605 by Wednesday will be delivery
187040	12.06.21	1	Led lights	PO NO 77661 by Wednesday will be delivery
187068	23.06.21	6 to7	SS hinges & door stopper	PO NO -78238 by Tuesday will be delivery
187070	28.06.21	1	Cera boards	PO NO - 78185 by Tuesday will be delivery
187077	29.06.21	1	Ispira carrara	PO NO - 78330 partly receiving
187085	30.06.21	4 to 5	Crema marfil tiles	PO NO -78472 by Wednesday will be delivery
187089	02.07.21	1 to 12	Bath room wall tiles	PO NO - 78313 partly receiving
187092	05.07.21	1 to 2	Pvc false ceiling sheet	PO NO -78435 by Wednesday will be delivery
187098	08.07.21	1 to 2	Green house pipes	PO NO - 78488 by Wednesday will be delivery
187101	09.07.21	1 to 9	Stationery items	PO NO - 78485 today will be delivery
187112	12.07.21	1 to 2	Measurements tape	PO NO -78579 by Wednesday will be delivery
187118	13.07.21	1 to 3	GI U clamp	PO NO -78775 today will be delivery

187121	15.07.21	1 to 9	PVC dummies	PO NO - 78718 today will be delivery
187124	15.07.21	1	MS stand	PO NO -78714 by wednesday will be delivery
87125	15.07.21	1 to 5	Electrical GI U clamps	PO NO -7877 today will be delivery
187126	15.07.21	1 to 3	Electrical GI U clamps	PO NO -78774 by Wednesday will be delivery
187129	16.07.21	1 to 4	Blue sheet	PO NO - 78785 by Wednesday will be delivery
187132	19.07.21	1	Pvc dummies	PO NO 78796 by Wednesday will be delivery
187136	20.07.21	1 to 17	Cpvc pipe	PO NO 78879 by Wednesday will be delivery
187138	20.07.21	1 to 8	Pvc round sheet	PO NO -78958 today will delivery
187141	21.07.21	1 to 17	Cpvc pipe	PO NO -78954 today will be delivery
187142	21.07.21	1	Concealed flush tank	PO NO -78919 today will be delivery

No of gate passes issued this weak		From No.	2742	To No.	2742

Delivery van site visit on :	20.07.21 (Tuesday) 22.07.21 (Thursday) & 24.07.21(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	300	494	nill
2.	10mm			nill	nill	nill
3.	12mm	0.888	10.66	40	575	nill
4.	16mm			nilll	nill	nill
5.	20mm			nill	nill	nill
6.	25mm	3.86	5	60	231	nill
7.	32mm			nill	nill	nill
8.	Binding wire			nill	nill	nill

OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	150 bags	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date		24/7/21	

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!