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

Company:	Modi Realty Mallapur LLP	Date:	03.07.2021
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	27.06.2021 Sunday	Approved by:	
Report Date	03.07.2021 Saturday		

List of requisitions numbers missing in the report*: Req no 187085

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
187078	29.06.21	1	Wipro	Requisition sent to MD'S approval
187077	29.06.21	1	Ispira carrara	Po to be issue
187074	29.06.21	1 to 2	Led warm bulbs	Requisition sent to MD'S approval

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
68971	28.04.21	8	Distribution board	PO NO -76848 No stock at shubham enterprises
68973	28.04.21	1	Creama marfil tiles	PO NO -76850-partly receiving
68990	10.05.21	1	Elecrtric bike	PO NO -77630 Estimate with MD for approval
187012	22.05.21	1 to 2	Vitrified floor tiles	PO NO 77394 partly receiving
187011	01.06.21	7&9to10& 11	Bathroom tiles	PO NO -77351 partly receiving MPL on vista
187028	08.06.21	2 to 3	Panel doors	PO NO -77560 by Wednesday will be delivery
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 supplier arranging the material
187043	14.06.21	1	Vitrified tiles	PO NO -77672 supplier arranging the material
187047	16.06.21	1	Led lights	PO NO -77771 by Wednesday will be delivery
187050	16.06.21	1	Ms Z Angle	PO NO -77777 by Wednesday will be delivery
187052	17.06.21	2	Tube light fitting	PO NO -77722 by Wednesday will be delivery

187057	18.06.21	1 to 3	Templates	PO NO -77907 by Wednesday will be delivery
187062	21.06.21	1	Concealed flush tank	PO NO -77946 by Wednesday will be delivery
187067	23.06.21	1 to 2	Wooden folding boxes	PO NO -78061 by Wednesday will be delivery
187068	23.06.21	1 to 6	Panel doors	PO NO -78238 by Tuesday will be delivery
187069	24.06.21	1	Recron	PO NO - 78011 by Wednesday will be delivery
187070	28.06.21	1	Cera boards	PO NO - 78185 by Tuesday will be delivery
187073	28.06.21	1	Visitor helments	PO NO -78174 today will be delivery
187075	29.06.21	1 to 6	Tan brown granite	PO NO -78239 supplier arranging the material
187076	29.06.21	1	Concealed flush tank	PO NO -78153 by Wednesday will be delivery
187079	29.06.21	1 to 6	Tan brown granite	PO NO -78248 supplier arranging the material
187080	29.06.21	1	Red oxide	PO NO -78168 by Wednesday will be delivery
187082	29.06.21	1 to 4	Chemicals	PO NO -78155 by Wednesday will be delivery

No of gate passes issued this weak	01	From No.	2740	To No.	2740

Delivery van site visit on :	29.06.21 (Tuesday) 01.07.21 (Thursday) & 03.07.21(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	0.222	4.68	452	1120		nill
2.	10mm	0.395	7.4	44	200		nill
3.	12mm	0.617	10.66	62	660		nill
4.	16mm	1.58	18.96	32	600		nill
5.	20mm	2.47	29.62	102	3010		nill
6.	25mm	3.86	46.3	66	3040		nill
7.	32mm			nill	nill		nill
8.	Binding wire			nill	nill		nill
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	200 bags	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Rajesh	M. Deepa	
Date		05/04/21	

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!