

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

Company:	Modi Realty Mallapur LLP	Date:	19.06.2021
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	13.05.2021 Sunday	Approved by:	
Report Date	19.06.2021 Saturday		

List of requisitions numbers missing in the report\*:

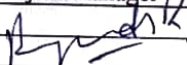
List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	serial no of item in Req	Item Description	Reason for not preparing PO/WO#
68952	26.04.21	1	Passenger lift	Comparison with Anand sir
68977	04.05.21	1	Flexi boards	Req sent to MD'S Approval
68990	10.05.21	1	Electrical bike	Req sent to MD'S Approval
187021	29.05.21	1	Concealed flush tank	Po to be issue
187026	04.06.21	1 to 16	Electrical wires	Po to be issue
187042	14.06.21	1 to 10	Cpvc pipe	Po to be issue
187045	15.06.21	1 to 9	Phynyle	Po to be issue
187054	17.06.21	1	Foam board	Req 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
68966	28.04.21	1 to 2	PVC false ceiling	PO NO-76909 Supplier arranging the material
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 supplier arranging the material
68973	28.04.21	1	Crema marfil tiles	PO NO -76850-by Wednesday will be delivery
68987	08.05.21	1	Pvc false ceiling	PO NO -77088 Supplier arranging the material
68988	08.05.21	1	Pvc false ceiling	PO NO -77087 Supplier arranging material
187004	18.05.21	1	CLC Blocks	PO NO -77174 . partly receiving
187012	22.05.21	1 to 2	Regal beige	PO NO 77394 partly receiving
187011	01.06.21	1 to 12	Bathroom tiles	PO NO -77351 partly receiving MPL on vista
187016	25.05.21	4 to 7&12	Maharaja beige	PO NO -77350 partly receiving
187019	29.05.21	10 to 15	A1 service wire	PO NO-77582 supplier arranging the material

187020	29.05.21	2 & 3	Panel doors	PO NO - 77335 by Wednesday will be delivery		
187024	02.06.21	1	Chemicals -roff stone tile adhesive	PO NO -77403 by Wednesday will be delivery		
187028	08.06.21	1 to 7	Panel doors	PO NO -77560 by Wednesday will be delivery		
187029	08.06.21	1 to 3	Internal beeding	PO NO -77816 by Wednesday will be delivery		
187030	08.06.21	1 to 7	Verified tiles	PO NO -77559 partly receiving		
187035	09.06.21	1 to 12	Bath room wall tiles	PO NO -77605 partly receiving		
187036	12.06.21	1 to 17	Electrical wires	PO NO -77766 by Tuesday will be delivery		
187037	10.06.21	3&6 to10&11	Bath room wall tiles	PO NO-77602 partly receiving		
187039	12.06.21	1 to 5	Distribution board	PO NO 77675 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		
187044	16.06.21	1 to 3	Spray paints	PO NO -77807 Supplier arranging the material		
187046	16.06.21	1	Gunny bag	PO NO -77762 by Monday will be delivery		
187047	16.06.21	1	Led lights	PO NO -77771 by Wednesday will be delivery		
187048	16.06.21	1	Ncl altek lappam	PO NO -77804 supplier arranging the material		
187049	16.06.21	1 to 3	Sponges	PO NO -77763 by Wednesday will be delivery		
187050	16.06.21	1 to 4	Ms Z Angle	PO NO -77777 by Wednesday will be delivery		
No of gate passes issued this weak			03	From No.	2737	To No. 2739
Delivery van site visit on :			15.06.21 (Tuesday ) 17.06.21 (Thursday ) & 19.06.21(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	2120	nill
2.	10mm	0.395	7.4	44	320	nill
3.	12mm	0.617	10.66	62	660	nill

	20mm	2.47	29.62	102	3010	nill	
	25mm	3.86	46.3	66	3040	nill	
	32mm			nill	nill	nill	
8.	Binding wire			nill	nill	nill	
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	10 bags	PPC/PSC last weeks stock	nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				Deepa			
Date				19/6/21			

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiva@modiproperties.com](mailto:ashaiva@modiproperties.com) and [rajkumarn@modiproperties.com](mailto:rajkumarn@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!