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

Company:	Modi Realty Mallapur LLP	Date:	12.06.2021
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	06.05.2021 Sunday	Approved by:	
Report Date	12.06.2021 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 iteam in Req	Item Description	Reason for not preparing PO/WO#
68952	26.04.21	1	Passenger lift	Estimation to be prepared
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	Req sent to MD'S Approval
187023	02.06.21	1 to 15	Pvc pipe	Req sent to MD'S Approval
187032	09.06.21	1	Cement	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
68841	18.03.21	11	Malysian brown HL tiles	PO NO75684 no stock at SSLLP
68872	27.03.21	1 to 3	MS Z Angle templates	PO NO -76000 by Wednesday will be delivery
68907	10.04.21	3	SS Hinges	PO No - 76271 by Tuesday it will be delivered.
68966	28.04.21	1 to 2	PVC false ceiling	PO NO-76909 by Wednesday will be delivery
68967	28.04.21	2 &3	Panel doors	PO NO -76966. NO Wednesday will be delivery
68968	28.04.21	1	MS Z angle templates	PO NO -76908 B 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 SSLLP.
68973	28.04.21	1	Creama marfil tiles	PO NO -76850-by Wednesday it 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

7011	01.06.21	1 to 12	Bathroom tiles	PO NO -77351 supplier arranging the material
187016	25.05.21	4 to 7&12	Maharaja beige	PO NO -77350 partly receiving
187020	29.05.21	2 & 3	Panel doors	PO NO - 77335 by Wednesday will be delibery
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 NO stock at SSLLP
187030	08.06.21	1 to 7	Verified tiles	PO NO -77559 by Wednesday will be delivery
187031	09.06.21	1	Coffee powder	PO NO- 77590 by Tuesday will be delivery
187033	09.06.21	1	Covering blocks	PO NO - 77587 by Wednesday will be delivery
187034	09.06.21	1 to 2	Tiles utility floor	PO NO -77604 partly receiving
187035	09.06.21	1 to 12	Bath room wall tiles	PO NO -77605 partly receiving

No of gate passes issued this weak	03	From No.	2736	To No.	2738

Delivery van site visit on :	08.06.21 (Tuesday) 10.06.21 (Thursday) & 12.06.21(Saturday)
Inward report (MRN/other) &stock report emailed in pdf format to purchase	Yes

Item not ordered but received

Remarks:Req No .68959 .68960. 68962. 67963.we have requisition passenger lifts & service lifts for A block & B block vide date 29.04.21, but these material purpose site wise requisition reports is showing it has been cancelled by MD hence please confirm sir whether it is cancelled or hold

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	720	3370	nill
2.	10mm	0.395	7.4	663	490	nill
3.	12mm	0.617	10.66	102	1090	nill
4.	16mm	1.58	18.96	56	1070	nill
5.	20mm	2.47	29.62	206	6120	nill
6.	25mm	3.86	46.3	111	5190	nill
7.	32mm			nill	nill	nill
8.	Binding wire			nill	nill	nill

OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	100bags	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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 sitions, 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 & 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. gested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not eived, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to his 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!