

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

Company:	Modi Realty Mallapur LLP	Date:	05.06.2021
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	30.05.2021 Sunday	Approved by:	
Report Date	05.06.2021 Saturday		

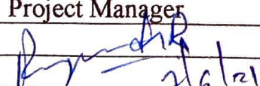
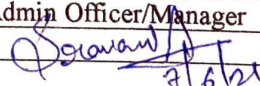
List of requisitions numbers missing in the report\*:

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	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
187023	02.06.21	1 to 15	Pvc pipe	Req sent to MD'S Approval
187025	02.06.21	1	Ispira carrara	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#
68809	02.03.21	1	RCC jali	PO NO - 76607.local purchase will be done .
68827	09.03.21	3	Urban wood natural	PO NO -75686 Partly receiving
68841	18.03.21	11	Malysian brown HL tiles	PO NO75684 no stock at SSSLP
68872	27.03.21	1 to 3	MS Z Angle templates	PO NO -76000 by Wednesday will be delivery
68880	01-04-2021	1,4,	PVC Rigid end cap Carpentry hardware anchor bolt	PO No - 76099 &76146 . No stock at SSSLP.
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 stock at SSSLP
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 SSSLP.
68973	28.04.21	1	Crema 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	False ceiling sheet	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 supplier arranging the material			
187016	25.05.21	1 to 12	Bath room tiles	PO NO -77350 partly receiving			
187019	29.05.21	1 to 15	Electrical wires	PO NO -77334 by Wednesday will be delivery			
187020	29.05.21	2 & 3	Panel doors	PO NO - 77335 No stock at SLLP			
187022	03.06.21	1	Gunny bags	PO NO-77401 by Tuesday it will be delivery			
187024	02.06.21	1 to 7	Chemicals -roff stone tile adhesive	PO NO -77403 by Wednesday will be delivery			
No of gate passes issued this weak			01	From No.	2735	To No.	2735
Delivery van site visit on :			01.06.21 (Tuesday ) , 03.06.21 (Thursday ) & 05.06.21(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	300	1404	nill	
2.	10mm	0.395	7.4	90	666	nill	
3.	12mm	0.617	10.66	50	533	nill	
4.	16mm	1.58	18.96	45	853	nill	
5.	20mm	2.47	29.62	9	266	nill	
6.	25mm	3.86	46.3	0	nill	nill	
7.	32mm			nill	nill	nill	
8.	Binding wire			nill	nill	nill	
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	170 bags	PPC/PSC last weeks stock	nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		26/21		26/21			

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 [rajkumar@modiproperties.com](mailto:rajkumar@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!