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

Company:	Modi Realty Mallapur LLP	Date:	13.11.2021
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	14.11.2021 Sunday	Approved by:	
Report Date	13.112021 Saturday		

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

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
187387	15.09.21	1	Epson m205series printer	Online purchase
187479	30.09.21	1 to 2	Modular kitchen	Rates to be finalized
187480	30.09.21	1	Modular kitchen	Rates to be finalized
187540	11.10.21	1	Epson printer	Online purchase

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
187816	27.10.21	1	Ac split	By next weak will be delivery
187817	28.10.21	1	Ms l angle	By Wednesday will be delivery
187821	29.10.21	1 to 2	Templates	No stock at SSLLP
187843	03.11.21	1	Grout white	by Thursday will be delivery
187857	05.11.21	1	Pvc pipe	By Wednesday will be delivery
187858	05.11.21	1 to 3	Tan brown granite	Partly receiving
187862	05.11.21	1 to 8	Switches	By Wednesday will be delivery1
187863	05.11.21	1	Pvc pipe	By Tuesday will be delivery
187864	05.11.21	1	Anchor fastner bolt	By Thursday will be delivery
187865	05.11.21	1	GI nut bolt	By Wednesday will be delivery
187867	06.11.21	1	Channel bracket	By Saturday will be delivery
187871	08.11.21	1	Plastic drums	By Monday will be delivery
187882	10.11.21	1 to8	Cpvc pipe	By Wednesday will be delivery
187888	10.11.21	1	Grout powder	By Tuesday will be delivery

No of gate passes issued this weak		From No.	3403	To No.	3404

Delivery van site visit on :	09.11.21 (Tuesday) 11.11.21 (Thursday) & 13.11.21(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	4.74	584	2805		nill
2.	10mm	0.617	7.41	289	2170		nill
3.	12mm	0.888	10.6	94.3	1000		nill
4.	16mm	1.580	162	19	3110		nill
5.	20mm	2.469	29.6	90	2500		nill
6.	25mm	3.86	46.32	35	1600		nill
7.	32mm	6.32		nill	nill		nill
8.	Binding wire			20 guage	200		nill
OPC stock	nil	OPC last weeks stock	nill	PPC/PSC stock	250	PPC/PSC last weeks stock	nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				M Deepa			
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 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!