

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

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

Company:	Modi Realty Pocharam LLP	Date:	07.07.23
Site:	Nilgiri Heights	Prepared by:	A.Sravani
Report From / To	02.07.23 to 07.07.23	Approved by:	G.vijay raj
Report Date	07.07.23		

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
20230602002	02.06.2023	1	Steel hoarding	Po to be issue .
20230614021	14.06.23	1 to 3	Cuplocks	Po to be issue .

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	Details of discussion with supplier <sup>s</sup>
20230508039	08.05.23	3	Dust bin	Partly material received .
20230612009	12.06.23	1 to 4	Cleaning material	Next week delivery .
20230614022	14.06.23	1 to 15	Cpvc material	Next week delivery .
20230608010	08.06.23	1 to 9	Cpvc material	Partly material received .
20230614023	14.06.23	1 to 7	Pvc material	Partly material received .
20230627034	27.06.23	1	Rain coat	Next week delivery .
20230627035	27.06.23	1	Umbrella	Next week delivery .
20230629019	29.06.23	1 to 4	Door frames	Next week delivery .
20230629018	29.06.23	1 to 4	Templates	Next week delivery .
20230629008	29.06.23	1 to 5	Isolator	Next week delivery .
20230629007	29.06.23	1 & 2	Cutting balde	Next week delivery .

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:	06.07.23 .				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Items not ordered but received:  
Other corrections & remarks: Nil

Details of steel & cement stock : Cement bags :

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in tons	Previous weeks stock in tons	
1.	8mm	.395	4.74	1800	3	5	
2.	10mm	.617	7.404	400	1	1	
3.	12mm	.89	10.68	187	2	2	
4.	16mm	1.58	18.96	395	3	3	
5.	20mm	2.47	29.64	270	2.5	2.5	
6.	25mm	3.86	46.32	43	0.860	0.860	
7.	32mm	6.32	75.84				
8.	Binding wire	-			450	500	
OPC stock	150 bags	OPC last weeks stock	200 bags	PPC/PSC stock	560 bags	PPC/PSC last weeks stock	150 bags
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	07.07.23			07.07.23			
Date							

[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!