

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, ashaiya@modiproperties.com and

Company:	Modi Realty Pocharam LLP	Date:	10.06.23
Site:	Nilgiri Heights	Prepared by:	A.Sravani
Report From / To	04.06.23.23 to 10.06.23	Approved by:	G.vijay raj
Report Date	10.06.23		
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
202306002002	02.06.2023	1	Steel hoarding
			Reason for not preparing PO/WO
			Po to be issue .20
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
20230505014	05.05.2023	3 & 5	Cpvc material
20230508039	08.05.23	3	Dust bin
20230601028	01.06.23	3,4 & 5	Cleaning material
20230530020	30.05.23	1 , 2	Cpvc material
20230602005	02.06.23	1 to 4	Door frames
20230608010	08.06.23	1 to 9	Pvc material
20230609011	09.06.23	1 & 2	Bombay Brooms
Details of discussion with supplier ^s			
Partly material received .			
Partly material received .			
Partly material received .			
Partly material received .			
Next week delivery .			
Next week delivery .			
Next week delivery .			
No. of gate passes issued this week:		Nil	From No.
Delivery van site visit on:		07.06.23 & 09.06.23 .	
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
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire	-	
			500
			1000
OPC stock	150 bags	OPC last weeks stock	200 bags
			PPC/PSC stock
			400 bags
			PPC/PSC last weeks stock
			450 bags
Details		Project Manager	
Sign		Admin Officer/Manager	
Date		10.06.23	

rajikumarn@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!