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

Company:	Modi Realty Pocharam LLP	Date:	30.07.2022
Site:	Nilgiri Heights	Prepared by:	B.Swetha
Report From / To	24-07-2022 to 30.07.2022	Approved by:	G.vijay raj
Report Date	30.07.22		

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
182061	25.07.22	1	Steel proportion box	PO Pending from purchase tea
182062	25.07.22	1	Z angle Templates	PO Pending from purchase team
182066	26.07.22	1 to 5	Z angle Templates	PO Pending from purchase team
182069	27.07.22	1	Recron	PO Pending from purchase team
182070	27.07.22	1	Safety Net	PO Pending from purchase team

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$
182043	14.07.22	1,3	Timer,Contactor	Part material delivered
182065	26.07.22	1 to 5	Door Frames	Wednesday will delivery
182067	26.07.22	1	Door Frames with Threshold	Wednesday will delivery
182068	26.07.22	1	LED Flood Light	Wednesday will delivery
182072	27.07.22	1	RCC jail	Monday will delivery
182073	27.07.22	1	Mastic Pad	Monday will delivery
182076	28.07.22	1	Aluminum Armored	Monday will delivery

No. of gate passes issued this week:	Nill	From No.		To No.
Delivery van site visit on:	25.07.22,26.07.22,28.07.22,29.07.22			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes			
Items not ordered but received:	NIL			
Other corrections & remarks: Nil				

Details of steel & cement stock : Cement bags : 365sss bags are present.

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	450	2133	1422
2.	10mm	.617	7.404	290	2147	0.00
3.	12mm	.89	10.68	140	1495	1345
4.	16mm	1.58	18.96	45	853	379
5.	20mm	2.47	29.64	30	889	0.00
6.	25mm	3.86	46.32	50	2316	1621
7.	32mm	6.32	75.84	0.00	0.00	0.00
8.	Binding wire	-		150	3000	700

OPC stock	281 bags	OPC last weeks stock	365 bags	PPC/PSC stock	262	PPC/PSC last weeks stock	390

	Project Manager	Admin Officer/Manager	Admin Audit
	30.07.22	30.07.22	

otes: 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!