

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

Company:	Modi Realty Pocharam LLP	Date:	05.11.2022
Site:	Nilgiri Heights	Prepared by:	A.Sravani
Report From / To	30.10.2022 to 05.11.2022	Approved by:	G.vijay raj
Report Date	05.11.22		

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
182286	01.11.22	1	Fishing net	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 ^s
182103	08.08.22	5	CI Electrode	Po to be sent to supplier . supplier arranging material .
182143	29.08.22	2	Z angle templates	Partly delivered . balance to be receive .
182153	03.09.22	4	Grills	Partly delivered . balance to be receive .
182176	10.09.22	10	Wires	Partly delivered . balance to be receive .
182180	09.09.22	1	Denver beige	Partly received .
182199	22.09.22	1 ,2 & 16	PVC plumbing material	Partly delivered . balance to be receive .
182235	03.10.22	11	CPVC plumbing	Partly delivered . balance to be receive
182238	07.10.22	1 to 3	Kitchen cabinet	Supplier not responding . required urgent .
182255	19.10.22	4,6 & 8	PVC material	Partly delivered . balance to be receive .
182258	19.10.22	1	Z angle templates	Partly delivered . balance to be receive .
182263	21.10.22	1	Plastic blue sheet	Next week delivery .
182272	31.10.22	6 & 7	Wires	Partly delivered . balance to be receive .
182276	31.10.22	1	Service wire	Next week delivery .
182277	31.10.22	1	Starter	Next week delivery .
182278	31.10.22	1 to 9	CPVC material	Next week delivery .
182280	31.10.22	1 to 14	PVC material	Next week delivery .
182281	31.10.22	2	Epoxy myk	Next week delivery .

No. of gate passes issued this week: nil From No. nil To No. nil

Delivery van site visit on: 01.11.22 , 03.11.22 & 05.11.22 .

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 :

Balance 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	1582	0.349	1.2	
2.	10mm	.617	7.404	405	0.444	1	
3.	12mm	.89	10.68	468	1.388	1.5	
4.	16mm	1.58	18.96	263	3.792	4	
5.	20mm	2.47	29.64	236	5.335	5.5	
6.	25mm	3.86	46.32	75	6.021	6.4	
7.	32mm	6.32	75.84	0.00		0	
8.	Binding wire	-		1000		250	
OPC stock	250 bags	OPC last weeks stock	300 bags	PPC/PSC stock	0 bags	PPC/PSC last weeks stock	0 bags

Site	Project Manager	Admin Officer/Manager	Admin Audit
21	5	5	
date	05.11.22	05.11.22	

Notes: 1. • Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@mediproperies.com, ashay@mediproperies.com and rahman@mediproperies.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/upt. 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!