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

		Date:	06.08.2022
Company:	Modi Realty Pocharam LLP	Prepared by:	B.Swetha
Site:	Nilgiri Heights	Approved by:	G.vijay raj
Report From / To	31-07-2022 to 06.08.2022		
Report Date	06.08.22		

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
182043	14.07.22	1,3	Timer & contactor	PO Pending from purchase team
182075	27.07.22	1	Promotion files	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$
182025	01.07.22	1 to 5	Z angle Templates	Monday will delivery
182054	23.07.22	1	SS Railing	Monday will delivery
182061	25.07.22	1	Proportion box	Wednesday will delivery
182062	25.07.22	1	Z angle Templates	Tuesday will delivery
182065	26.07.22	1 to 6	Door frames	Part material delivered
182066	26.07.22	1 to 5	Z angle Templates	Tuesday will delivery
182067	26.07.22	1	Door frames	Wednesday will delivery
182068	26.07.22	1	LED flood light	Wednesday will delivery
182070	27.07.22	1	Safety Net	Part material delivered
182072	27.07.22	1	RCC jali	Tuesday will delivery
182078	01.08.22	1	Blue sheet	Part material delivered
182079	02.08.22	1	Guard alert	Tuesday will delivery
182080	02.08.22	1 to 2	Anchor bolt	Tuesday will delivery
182081	02.08.22	1 to 5	Recron	Part material delivered
182082	02.08.22	1 to 8	G.I Universal clamp	Tuesday will delivery
182084	03.08.22	1	Spacers	Tuesday will delivery

No. of gate passes issued this week:	Nill	From No.	To No.
Delivery van site visit on:	01.08.22,02.08.22,04.08.22		
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	420	1990	1422
2.	10mm	.617	7.404	0.00	0.00	0.00
3.	12mm	.89	10.68	203	2168	1345
4.	16mm	1.58	18.96	0.00	0.00	379
5.	20mm	2.47	29.64	40	1185	0.00
6.	25mm	3.86	46.32	49	2269	1621
7.	32mm	6.32	75.84	0.00	0.00	0.00
8.	Binding	-		900	0.99	0.5

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	wire						
OPC stock	275 bags	OPC last weeks stock	365 bags	PPC/PSC stock	74 bags	PPC/PSC last weeks stock	390 bags
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		06.08.22		06.08.22			

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!