

Company:		Remarks from site on the 'Requisition by Site Report' of purchase division				
Site:	Modi reality pocharam LLP	Date:	24.12.2021			
Report From / To	Nilgiri heights	Prepared by:	S.Sharvani			
Report Date	19-12-21 to 24-12-21	Approved by:	G.Vijay raj			
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"		
181787	16.12.21	1	Concrete tape	Sent to MD's approval		
181789	18.12.21	1	Canvas Flat pipe	PO to be prepared		
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		
181775	08.12.21	1	Plumbing material	Partially received		
181777	10.12.21	1	Helmets	Partially received		
181778	10.12.21	2	Umbrellas	Ready with supplier		
181784	15.12.21	1	Curb stone	Monday delivery		
181791	20.12.21	1	Spacers	Partially received		
No. of gate passes issued this week:-		From No.		To No.		
Delivery van site visit on:		21.12.21&23.12.21		Yes		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						
Items not ordered but received:						
Other corrections & remarks:						
Details of steel & cement stock						
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	-	-	
2.	10mm	.617	7.404	600	4442.4	
3.	12mm	.89	10.68	320	3417.6	
4.	16mm	1.58	18.96	390	7394.4	
5.	20mm	2.47	29.64	160	4742.4	
6.	25mm	3.86	46.32	110	5095.2	
7.	32mm	6.32	75.84		-	
8.	Binding wire				500	
OPC stock	297	OPC last weeks stock	334	PPC/PSC stock	326	PPC/PSC last weeks stock 326
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		24.12.2021		24.12.2021		

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 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. S 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!