

Remarks from site on the 'Requisition by Site Report' of purchase division						
Company:		Modi reality pocharam LLP		Date:	08.01.2022	
Site:		Nilgiri heights		Prepared by:	S.Sharvani	
Report From / To		01-01-22 to 08-01-22		Approved by:	G.Vijay raj	
Report Date		08-01-2022				
List of requisitions numbers missing in the report*:						
List of requisitions where PO/WO not prepared 3 working days after requisition: Reason for not preparing PO/WO#						
Req No.	Req Date	Serial no of item in Req.	Item Description			
181808	02.01.22	1-7	UPVC windows	Wrong PO issued		
181813	06.01.22	1	Measurement box	To be issued		
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time: Details of discussion with supplier ^s						
Req No.	Req Date	Serial no of item in Req.	Item Description			
181775	08.12.21	1	FRP Pipes	Partially received		
181795	23.12.21	1	Measurement Tape (5M)	Stock not available at SSSLP		
181802	28.12.21	1	RBR Bonding agent	Next week Delivered		
181814	06.01.22	1	Curing pipes	Ready with supplier		
No. of gate passes issued this week:-				From No.	To No.	
Delivery van site visit on:		03.01.22 & 05.01.22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
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	310	2295.24	
3.	12mm	.89	10.68	336	3588.4	
4.	16mm	1.58	18.96	76	1441	
5.	20mm	2.47	29.64	130	3853	
6.	25mm	3.86	46.32	90	4169	
7.	32mm	6.32	75.84		-	
8.	Binding wire				600	
OPC stock	250	OPC last weeks stock	281	PPC/PSC stock	294	PPC/PSC last weeks stock 306
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		08.01.2022		08.01.2022		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashviya@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. 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!