

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

Company:	Modi reality pocharam LLP	Date:	26-02-2022
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	20-02-2022 to 26-02-22	Approved by:	G.Vijay raj
Report Date	26-02-2022		

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	
181857	15.02.22	1-4	MI video cameras	PO to be issued
181858	15.02.22	2,3	Base Saddle, Screws	PO 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 suppliers

Req No.	Req Date	Serial no of item in Req.	Item Description	
181808	02.01.22	1-7	UPVC windows	Monday I.e 21.02.22 delivery
181856	12.02.22	1	MS sheets	Monday delivery
181858	15.02.22	1	DB Box	Monday delivery

No. of gate passes issued this week:-	1	From No.	1092	To No.	1092
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Delivery van site visit on: 22.02.22, 23.02.22

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	60	285	1138
2.	10mm	.617	7.404	142	1050	1333
3.	12mm	.89	10.68	0	-	-
4.	16mm	1.58	18.96	70	1328	1384
5.	20mm	2.47	29.64	0	0	178
6.	25mm	3.86	46.32	40	1852	2131
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire			40 bundles	150	400
OPC stock	55	OPC last weeks stock	80	PPC/PSC stock	152	PPC/PSC last weeks stock 194
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	26-02-2022			26-02-2022		28/2/22

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 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. \$ 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, WO - material for fabrication not 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. 9. Purchase to send reply to must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE! 11. Admin officers/managers