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

Company:	Modi reality pocharam LLP		
Site:	Nilgiri heights	Date:	01-04-2022
Report From / To	27-03-2022 to 01-04-22	Prepared by:	S.Sharvani
Report Date	01-04-2022	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#
181857	15.02.22	1-4	MI video cameras	Online purchase
181869	28.02.22	1	Diesel cans	Online purchase
181886	15.03.22	1-2	Breath analyzer	Online purchase
181887	15.03.22	2	Wooden screws	PO to be issued
181892	23.03.22	1	Air cooler	PO to be issued
181898	29.03.22	1	Luminous sign board	PO to be issued

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$
181885	12.03.22	2	Binding wire	No Stock available with supplier
181894	25.03.22	5	GI nipple	No Stock available with supplier
181901	31.03.22	1-2	Coffee powder	Ready with supplier

No. of gate passes issued this week:-	01	From No.	1097	To No.	1097
Delivery van site visit on:	29.03.2022&30.03.22				
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	2844
2.	10mm	.617	7.404	-	-	740.4
3.	12mm	.89	10.68	120	1282	1644.72
4.	16mm	1.58	18.96	120	2275	1062
5.	20mm	2.47	29.64	430	12745	1186
6.	25mm	3.86	46.32	-	-	-
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire			20	500	550

OPC stock	520	OPC last weeks stock	40	PPC/PSC stock	-	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	01-04-2022	01-04-2022	

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