

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

Company:	Modi reality pocharam LLP	Date:	23-04-2022
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	17-04-2022 to 23-04-22	Approved by:	G.Vijay raj
Report Date	23-04-2022		

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	3-4	Wifi router
181869	28.02.22	1	Diesel cans
181886	15.03.22	1-2	Breath analyzer
181898	29.03.22	1	Luminous sign board
181904	01.04.22	1-2	Storage units

Online purchase
No stock
Online purchase
Po to be issued
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
181857	15.02.22	1	MI video cameras
181892	23.03.22	1	Air cooler
181906	05.04.22	1	Tan brown granite
181910	06.04.22	1	Shabad stone
181915	11.04.22	1	Z angle templets
181919	12.04.22	1	Tube light fitting

Details of discussion with supplier's
Partially received
Check to be prepared
Cutting is under progress
Partially received
Partially received
Stock not available at SSSLP

No. of gate passes issued this week:-

- From No.

To No.

Delivery van site visit on:

16.04.22,19.04.22&21.04.22

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	315	1493	1280
2.	10mm	.617	7.404	-	-	-
3.	12mm	.89	10.68	154	1645	2243
4.	16mm	1.58	18.96	92	1744	3489
5.	20mm	2.47	29.64	42	1245	1067
6.	25mm	3.86	46.32	22	1019	1482
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire			50	1260	-
OPC stock	174	OPC last weeks stock	300	PPC/PSC stock	-	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		23-04-2022		23-04-2022		

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