

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

Company: Modi reality pocharam LLP
 Site: Nilgiri heights
 Report From / To: 15-05-2022 to 21-05-22
 Report Date: 21-05-2022
 Date: 21-05-2022
 Prepared by: S. Sharvani
 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

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
181938	04.05.22	1	Split ac's
181941	06.05.22	1-3	Video cameras
181961	18.05.22	1	Wooden thadaka

Online purchase
 No stock
 Rates under negotiation
 Po to be issued
 Sent to MD's approval

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
181857	15.02.22	1	MI video cameras
181937	04.05.22	1-5	Storage units
181941	06.05.22	4	UPS
181945	07.05.22	1-5	Mics
181946	07.05.22	1	3phase starter
181950	10.05.22	1-2	Spirit level

Partially received
 Supplier arranging material
 Ready with supplier
 Delivery next week
 Delivery next week
 Delivery next week

No. of gate passes issued this week:-

- From No. -

To No. -

Delivery van site visit on:

15.05.22&19.05.22

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	375	1777.5	2133
2.	10mm	.617	7.404	120	8889	1776
3.	12mm	.89	10.68	182	1944	897.12
4.	16mm	1.58	18.96	96	1820	1176
5.	20mm	2.47	29.64	38	1126	2905
6.	25mm	3.86	46.32	12	556	649
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire			23	650	1200
OPC stock	488	OPC last weeks stock	549	PPC/PSC stock	-	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		21-05-2022		21-05-2022		

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