

Company: **Modi Realty Pocharam LLP** Date: **23.07.2022**
 Site: **Nilgiri Heights** Prepared by: **B.Swetha**
 Report From / To: **17-07-2022 to 23.07.2022** Approved by: **G.vijay raj**
 Report Date: **23.07.22**

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

List of requisitions numbers missing in the report: **3 working days after requisition:**

Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO
182025	01.07.22	1 to 5	Z angle Templates	PO Pending from purchase team
182043	14.07.22	1 to 5	Electrical Timer	PO Pending from purchase team
182050	20.07.22	1 to 11	Electrical Pipes	PO Pending from purchase team

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 suppliers
181941	06.05.22	3	Sim based router	Monday will delivery
181987	31.05.22	1	Flat files	Monday will delivery
182016	20.07.22	1,3	Z angle Templates	Part material delivery
182041	12.07.22	1	Anchor bolt	Tuesday will delivery
182044	18.07.22	1	Canvas Pipe	Tuesday will delivery
182049	19.07.22	1 to 4	SS Screws	Tuesday will delivery

No. of gate passes issued this week: **Nil** From No. **17.07.22,19.07.22,21.07.22,22.07.22** To No. **22.07.22**

Delivery van site visit on: **17.07.22,19.07.22,21.07.22,22.07.22** Yes

Inward report (MRN/other) & stock report emailed in pdf format to purchase? **Yes**

Items not ordered but received: **NIL**

Other corrections & remarks: **Nil**

Details of steel & cement stock : Cement bags :365 bags are present.

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in tons	Previous weeks stock in tons
1.	8mm	.395	4.74	300	1422	1900
2.	10mm	.617	7.404	0.00	0.00	0.00
3.	12mm	.89	10.68	126	1345	2616
4.	16mm	1.58	18.96	20	379	682
5.	20mm	2.47	29.64	0.00	0.00	1659
6.	25mm	3.86	46.32	35	1621	2826
7.	32mm	6.32	75.84	0.00	0.00	0.00
8.	Binding wire	-		35	700	800

OPC stock	365 bags	OPC last weeks stock	70 bags	PPC/PSC stock	390	PPC/PSC last weeks stock	0
-----------	----------	----------------------	---------	---------------	-----	--------------------------	---

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Date	23.07.22	23.07.22	

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