

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

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

Company:	Modi Realty Pocharam LLP	Date:	10.12.2022
Site:	Nilgiri Heights	Prepared by:	A Sravani
Report From / To	01.12.2022 to 10.12.2022	Approved by:	G.vijay raj
Report Date	10.12.22		

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
182328	28.11.22	1	Router	PO To be issue
182344	05.12.22	4	Cobweb broom stick	PO To be issue
182346	06.12.22	1	Air Blower	PO To be issue

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 ^s
182180	09.09.22	1	Denver beige	Partly received .
182258	19.10.22	1	Z angle templates	Partly delivered . balance to be receive .
182314	14.11.22	1 to 3	Z angle templates	Next week delivery .
182323	01.12.22	1 & 2	Door frames	Next week delivery .
182324	24.11.22	3,5 & 8	Cpvc material	Partly delivered . balance to be receive .
182330	29.11.22	1,2,5 & 6	wires	Partly delivered . balance to be receive .
182342	05.12.22	1,8 & 10	Cleaning material	Partly delivered . balance to be receive .
182343	05.12.22	3 & 8	Stationary material	Partly delivered . balance to be receive .

No. of gate passes issued this week: Nil From No. Nil To No. Nil

Delivery van site visit on: 05.12.22, 07.12.22 & 09.12.22 .

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

Items not ordered but received:

Other corrections & remarks: Nil

Details of steel & cement stock : Cement bags :

Details of steel & cement stock Cement bags							
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	210	1	1.8	
2.	10mm	.617	7.404	48	0.350	0.780	
3.	12mm	.89	10.68	10	0.100	0.214	
4.	16mm	1.58	18.96	20	0.420	0.758	
5.	20mm	2.47	29.64	8	1.3	2.3	
6.	25mm	3.86	46.32	35	1.2	2.5	
7.	32mm	6.32	75.84				
8.	Binding wire	-			120	420	
OPC stock	350 bags	OPC last weeks stock	500 bags	PPC/PSC stock	380 bags	PPC/PSC last weeks stock	500 bags
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		10.12.22		10.12.22			

rajikumam@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