

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:	13.01.23
Site:	Nilgiri Heights	Prepared by:	A.Sravani
Report From / To	08.01.2023 to 13.01.2022	Approved by:	G.vijay raj
Report Date	13.01.23		

List of requisitions numbers missing in the report: 182403

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
182346	06.12.22	1	Air Blower	PO To be issue
182392	05.01.23	1	Oven , fridge	PO To be issue
182402	11.01.23	1	Wooden box	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 .
182324	24.11.22	3 & 8	Cpvc material	Partly delivered . balance to be receive .
182355	14.12.22	7	Anchor bolt	Next week delivery .
182369	23.12.22	1	Z angle templates	Partly delivered . balance to be receive .
182373	24.12.22	1	Thandoor stone	Partly delivered . balance to be receive .
182383	30.12.22	1 & 2	HOB & chimney	Next week delivery .
182384	31.12.22	2,3 & 8	PVC Material	Partly delivered . balance to be receive .
182389	03.01.23	1 & 2	Cutting blades	Next week delivery .

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
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Delivery van site visit on: 09.01.23 & 11.01.23

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 :

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	4	4.5
2.	10mm	.617	7.404	48	3	4
3.	12mm	.89	10.68	10	2.4	1
4.	16mm	1.58	18.96	20	3.2	1.1
5.	20mm	2.47	29.64	8	3.4	0.980
6.	25mm	3.86	46.32	35	3.2	0.800
7.	32mm	6.32	75.84			
8.	Binding wire	-			1000	300

OPC stock	500 bags	OPC last weeks stock	500 bags	PPC/PSC stock	200 bags	PPC/PSC last weeks stock	500 bags
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Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	13.01.23	13.01.23	

rajkumari@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!