

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:	25.02.23			
Site:	Nilgiri Heights	Prepared by:	A.Sravani			
Report From / To	18.02.2023 to 25.02.2022	Approved by:	G.vijay raj			
Report Date	25.02.23					
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		
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 .		
182328	28.11.22	1	Router	PO To be issue Next week.		
182423	31.01.23	4 & 5	GI Clamps	Next week delivery .		
182433	15.02.23	5	Non return valve	Next week delivery .		
182434	20.02.23	1	Spacers	Partly received .		
182436	25.02.23	1	Pvc material	Next week delivery .		
No. of gate passes issued this week:			Nil	From No. Nil To No. Nil		
Delivery van site visit on:			21.02.23 , 23.02.23 & 25.02.23 .			
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	1800	4	6
2.	10mm	.617	7.404	400	1	2
3.	12mm	.89	10.68	187	0.680	1
4.	16mm	1.58	18.96	395	3.5	5
5.	20mm	2.47	29.64	270	4	6
6.	25mm	3.86	46.32	43	0.860	1
7.	32mm	6.32	75.84			
8.	Binding wire	-			800	1000
OPC stock	410 bags	OPC last weeks stock	480 bags	PPC/PSC stock	460 bags	PPC/PSC last weeks stock 540 bags
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		25.02.23		25.02.23		

rajkumarn@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!