

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](mailto:purchase@modiproperties.com), [asharya@modiproperties.com](mailto:asharya@modiproperties.com) and

Company:	Modi Realty Pocharam LLP	Date:	01.04.23				
Site:	Nilgiri Heights	Prepared by:	A.Sravani				
Report From / To	2603.23 to 01.04.23	Approved by:	G.vijay raj				
Report Date	01.04.23						
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			
20230325005	25.03.23	1	Tea flask	Po to be issue.			
20230327020	27.03.23	1	Rug 4'x6'	Po to be issue.			
20230327017	27.03.23	1	Rug 2'x6'	Po to be issue.			
20230327012	27.03.23	1	Bed lamp	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 <sup>5</sup>			
182438	28.02.23	1 to 4	Z Angles	Next week delivery .			
182447	03.03.23	1 to 3	Pump	Next week delivery .			
20230315012	15.03.23	1 to 10	PVC material	Partly material received .			
20230321015	21.03.23	5	CC Bonding agent	Partly material received .			
20230323031	23.03.23	4	Anchore bolt	Partly material received .			
20230324014	24.03.23	1 to 7	PVC electrical	Next week delivery .			
20230327056	27.03.23	1 to 11	Clenaing material	Next week delivery .			
20230328031	28.03.23	1	Hold fast	Next week delivery .			
No. of gate passes issued this week:				Nil From No. Nil To No. Nil			
Delivery van site visit on:				28.03.23 , 30.03.23 & 01.04.23			
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	10	12	
2.	10mm	.617	7.404	400	1	1	
3.	12mm	.89	10.68	187	2	2	
4.	16mm	1.58	18.96	395	3	3	
5.	20mm	2.47	29.64	270	5.5	5.5	
6.	25mm	3.86	46.32	43	0.860	0.860	
7.	32mm	6.32	75.84				
8.	Binding wire	-			1000	1000	
OPC stock	270 bags	OPC last weeks stock	270 bags	PPC/PSC stock	460 bags	PPC/PSC last weeks stock	560 bags
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		03.04.23		03.04.23			

[rajumam@modiproperties.com](mailto:rajumam@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!