

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:	24.06.23
Site:	Nilgiri Heights	Prepared by:	A.Sravani
Report From / To	17.06.23.23 to 24.06.23	Approved by:	G.vijay raj
Report Date	24.06.23		
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	Reason for not preparing PO/WO
20230602002	02.06.2023	1	Steel hoarding
20230614021	14.06.23	1 to 3	Cuplocks
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.	Details of discussion with supplier ^s
20230508039	08.05.23	3	Dust bin
20230612009	12.06.23	1 to 4	Cleaning material
20230614022	14.06.23	1 to 15	Cpvc material
20230608010	08.06.23	1 to 9	Cpvc material
20230614023	14.06.23	1 to 7	Pvc material
20230621047	21.06.23	4 to 11	Electrical material
No. of gate passes issued this week:			
Nil		From No.	Nil
Delivery van site visit on:		21.06.23 , 23.06.23 & 25.06.23 .	
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
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire	-	
OPC stock	150 bags	OPC last weeks stock	200 bags
			PPC/PSC stock
			300 bags
			PPC/PSC last weeks stock
			400 bags
Details		Project Manager	Admin Officer/Manager
Sign			
Date		24.06.23	24.06.23

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!