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

Company:	AMTZ MEDPOLIS SQUARE 801 PVT LTD	Date:	18-05-2024
Site:	AMS 801	Prepared by:	A Dharma Teja
Report From / To	11-05-24 to 17-05-24	Approved by:	Roop Kamal
Report Date	18-05-2024		

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
20240323014	23-03-24	1	Portable Toilet	Material ready with supplier yet to dispatch
20240323015	23-03-24	1	Portable Toilet	Material ready with supplier yet to dispatch

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Other corrections & remarks:-

Details of steel & cement stock

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 stock in tons
1.	8mm	0.395	4.74	2868	13.6	14.00
2.	10mm	0.617	7.404	581	4.30	5.28
3.	12mm	0.89	10.68	843	9.00	52.93
4.	16mm	1.58	18.96	381	7.25	8.00
5.	20mm	2.47	29.64	115	3.40	12.94
6.	25mm	3.86	46.32	108	5.00	10.91
7.	32mm	6.32	75.84	1	0.076	0.215
8.	Binding wire			0.00	0.00	0.00

OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Roop Kamal		
Date	18-05-2024		

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

APPROVED BY
18 MAY 2024
Roop Kamal.CH
Project Manager