

MODI Properties

Stock List – Till Date : 01-08-2020

Company : East Side Residency Annojiguda LLP

Location : East Side Residency

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Category / Item Name	Balance Qty	Rate	Balance Value
Building material	160		4,320
1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	160	27	4,320
Carpentry - hardware	8		1,280
2076 - Carpentry - hardware - Chicken Mesh - NA - bundles	8	160	1,280
Cement	7		1,652
3002 - Cement - PPC - 50kgs - bags	7	236	1,652
Consumables	104		5,058
4001 - Consumables - Air Freshner - NA - nos	3	40	120
4003 - Consumables - Bombay Broom - Big - nos	7	58	406
4008 - Consumables - Cleaning Cloth - other - nos	9	15	135
4009 - Consumables - Coconut Broom - other - nos	5	9	45
4011 - Consumables - Coffee Powder - NA - kgs	3	400	1,200
4014 - Consumables - Colin - 500ml - nos	2	65	130
4022 - Consumables - Dettol - NA - nos	11	38	418
4035 - Consumables - Harpic - Cleaner - 500ml - nos	2	70	140
4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	9	81	729
4041 - Consumables - Mopping stick - NA - nos	2	100	200
4046 - Consumables - Phynyle - 1Ltr - nos	6	35	210
4057 - Consumables - Sponges - NA - nos	12	7	84
4059 - Consumables - Surf Detergent Powder - NA - kgs	5	8	40
4060 - Consumables - Tea Powder - NA - kgs	3	280	840
4065 - Consumables - Vim bar - NA - nos	2	30	60
4066 - Consumables - Water bottle - NA - nos	10	21	210
4080 - Consumables - Bombay Brooms - Other - Nos	13	7	91
Electrical - other	3		5,100
4620 - Electrical - other - Meters - Three Phase - nos	3	1,700	5,100
Miscellaneous	7		890
6023 - Miscellaneous - GI- Bucket - other - nos	1	110	110
6025 - Miscellaneous - Gova rope - NA - bundles	6	130	780
Plumbing - other	120		2,880
7353 - Plumbing - other - Green Hose pipe - Other - Mtrs	120	24	2,880
Plumbing - sanitary	2		5,566
7310 - Plumbing - sanitary - Sink - other - nos	2	2,783	5,566
Stationery - other	222		3,402
7507 - Stationery - other - Box file - Big - nos	2	36	72
7509 - Stationery - other - Calculator - NA - nos	1	177	177
7514 - Stationery - other - Cello Tape - other - nos	2	30	60
7530 - Stationery - other - Folder cover - NA - nos	200	6	1,200

Category / Item Name	Balance Qty	Rate	Balance Value
7532 - Stationery - other - Gum - 150ml - nos	3	40	120
7560 - Stationery - other - Pen - NA - nos	5	5	25
7578 - Stationery - other - Ring Binder - other - nos	9	194	1,748
Stone - granite	41		4,296
8501 - Stone - granite - Black - 19mm - sft	41	105	4,296
Tools	47		950
9501 - Tools - Auto Level - NA - nos	1	0	0
9545 - Tools - Helmet - other - nos	10	52	520
9561 - Tools - Scissors - other - nos	2	50	100
9570 - Tools - Spade with handle - NA - nos	1	90	90
9596 - Tools - Bamboo - NA - Nos	3	80	240
9600 - Tools - mask - NA - Nos	30	0	0
Total Stock Value...			35,394

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

Company:	ESR,Annojiguda LLP		Date:	01.08.2020		
Site:	East Side residency		Prepared by:	Vijay Raj		
Report From / To	25.07.2020 to 01.08.2020		Approved by:	Vijay Raj		
Report Date	01.08.2020					
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 [#]		
130106	21-05-2020	1,2,3	Bed pillows	Pending from purchase Dept		
130107	21-05-2020	1	ISMB 200 Beams(Indian Standard Medium Weight beam)	Pending from purchase Dept		
130113	02-06-2020	1	Lenovo Laptop Charger	Pending from purchase Dept		
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 ^{\$}		
130103	15-05-2020	1	Flat files	Follow up with promotions		
Gate pass issued in this week			-	From no	Nil	to Nil
Delivery van site visit on:			Nil			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl. No. during the week	From No.	Nil	To No.	Nil		
Items not ordered but received: Nil						
Items sent to HO /vendor that are pending for repair: Nil						
Other corrections & remarks: .						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	G. Vijay Raj					
Date	01.08.2020					

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