

Company:	Modi Realty Miryalaguda LLP	Date:	01.02.2021		
Site:	AVR Gulmohar Homes	Prepared by:	Zakir		
Report From / To	22.02.2021 to 27.02.2021	Approved by:			
Report Date	01.02.2021				
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	
165284	1.02.2021	1	8mm H glass with logo of project	Req. Sent for MD's approval	
165314	05-02-2021	1 to 2	Visiting card	Po to 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	
165099	24.08.2020	1	Swimming pool filter equipment	Hold MD sir	
165225	11-12-2020	1 to 3	MS Telescopic pole	Ready for supplies	
165235	21.12.2020	1 to 8	Al. windows	45% received ; remaining will delivered by next week	
165238	22.12.2020	1 to 3	hammer	Will be delivered by next week	
165250	4.1.2021	1 to 5	Door frames	90% received ; remaining will delivered by next week	
165257	5.01.2021	2	Pavers & parking tiles	80% received ; remaining will delivered by next week	
165262	5.01.2021	1	Digital Camera	Online Purchase	
165269	12.01.2021	1,4,5,8	Bathroom Tiles	90% received ; remaining will delivered by next week	
165275	12.01.2021	1to 10	TAN Brown Granite materials	Will be delivered by next week	
165281	29.01.2021	13	Bends & covers	90% received ; remaining will delivered by next week	
165283	30-1-2021	1 to 03	Well cutting Blades	90% received ; remaining will delivered by next week	
165285	3-2-2021	1-2	Tandur stone	Ready for supplies	
165289	05-02-2021	1 to 20	Panel doors	Ready for supplies	
165291	08-02-2021	01	Paint materials	90% received ; remaining will delivered by next week	
165293	09-02-2021	1	Ms Railing	Ready for supplies	
165294	09-02-21	1	Kitchen sink	90% received ; remaining will delivered by next week	
165296	11-02-21	1 to 8	AL. Windows	Ready for supplies	
165298	13-02-2021	1 to 6	MS gate	Ready for supplies	
165302	13-2-2021	1 to 2	Cladding tiles	Ready for supplies	
165305	16-02-2021	1 to 3	Paint materials	Ready for supplies	
165310	22.02.2021	1 to 9	Panel Doors	Ready for supplies	
165311	23-02-2021	1 to 41	CPVC materials	90% received ; remaining will delivered by next week	
165312	23-02-2021	1 to 38	PVC materials	90% received ; remaining will delivered by next week	
No. of gate passes issued this week:	4	From No.	01	To No.	03
Delivery van last site visit on:	27.02.2021 (Salman)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	14493	To No.	14506	
Items not ordered by received:					
Other corrections & remarks:	Certified by				
Details	Project Manager	Admin Officer/Manager	Admin Audit		
Sign					

Assl. Project Manager/Engineer
Modi Realty (Miryalaguda) LLP

Date

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