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

Company:	Modi Realty Miryalaguda LLP	Date:	05-04-2021
Site:	AVR Gulmohar Homes	Prepared by:	Roja
Report From / To	27-03-2021 to 05-04-2021	Approved by:	
Report Date	05-04-2021		

List of requisitions numbers missing in the report*:165296.165330.165335.

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of Req.	Item Description	Reason for not preparing PO/WO#
165314	05.02.2021	2	Visiting cards for names	Req. Sent for MD's approval.
165317	10.03.2021	3	MS telescopic pole,Gazette Plate of pole,washers.	Req. Sent for MD's approval.
165296	11-02-2021	1 to 8	AL.Windows	Missing Req.
165330	18-03-2021	1	Steel cutting blades	Missing Req
165335	26-03-2021	1 to 4	Utility tiles	Missing Req

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$
165235	4.1.2021	1 to 8	Al. windows	90% received ; remaining will 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
165275	12.01.2021	1to 10	TAN Brown Granite materials	Will be delivered by next week
165310	22-02-2021	1 to 09	Penal door	50% received ; remaining will delivered by next week
165324	19-03-2021	1	Earth beige	40% received ; remaining will delivered by next week
165325	19-03-2021	1 to 5	Cuntry cafe	Ready for supplies
165328	18-03-2021	1 to 2	Blade,Araldite	50% received ; remaining will delivered by next week
165334	26-03-2021	1 to 7	Grills	90% received ; remaining will delivered by next week
165336	26-03-2021	1 to 20	Bath room tiles	Ready for supplies
165339	02-04-2021	1 to 2	Wipro flood light-day light	90% received ; remaining will delivered by next week

No. of gate passes issued this week:	1	From No.	1430	To No.	1431
Delivery van site visit on:	03-04-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Items not ordered but received:

Other corrections & remarks: chipping machine,submarsbul pump,1HP moter outward for repairing purpose.

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 Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	48	228	341.28
2.	10mm	.617	7.404	90	666.36	799.652
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						0
OPC stock		OPC last weeks stock		PPC/PSC stock	390	PPC/PSC last weeks stock	414
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				Roja			
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 rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!