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

Company: Ka		Kada	adakia &Modi Housing			e:	17-04-202	1		0100		
Site: Bloc			omdale			pared by:	G.Rahul					
Report From / To 08-0		08-04	4-2021 To 14-04-2021			proved by:	G.Rahul					
Report Date 17-0			4-2021			310.00	G.Runui					
List of requisitions numbers missing in the report*:												
List of requ	isitions wh	nere PO	/WO not prepare	ed 3 working	dav	s after requis	ition:		*****			
Req No.	Red	Date		Des	ition.	Reason for not preparing PO/WO#						
21594	94 03-04-2021				Shabad stone (3				ot preparing			
				37,4044	The state of the s		1 0 not preparing					
				*							-	
							- 34					
List of requ	isitions wh	ere PO	/WO is prepared	and items ha	ave n	ot been recei	ved at	site beyond	the lead	time		
Req No. Req Date		Date	Serial no of	Item	Item Description		Details of discussion with supplier ^{\$}					
		•	item in Req		z comption			Details of discussion with supplier				
		-										
		-										
											-	

11 V 11 T												
No. of gate p	oasses issu	ed this	week:	Nil/5	5 From No		_	To	No.		<u>A</u>	
Delivery var	site visit	on:		_				10	110.	,		
Inward repor	rt (MRN/o	ther) &	stock report emailed in pdf forma			t to purchase?			Yes / No			
Items not ord	dered but r	eceived	l:	1		1	-					
Other correc	tions & rei	narks:								- -		
Details of ste	el & ceme	nt stocl	k					-				
Sl. No	Tor size		Wt per mtr	Wt. for 12	mtr	Stock at sit	e S	tock at site in	n Dw	ordona sta	-1-: rz	
			kgs	rod – kgs		- no of rod			u Pr	Previous stock in Kgs		
1.	8mm		.395		4.74 -		s Kgs					
2.	10mm		.617		404	_	+-					
3.	12mm		.89		0.68	_		-			ara da ara d	
4.	16mm		1.58		8.96			-				
5.	20mm		2.47		29.64 -		-					
6.	25mm		3.86		5.32	_		-				
7.	32mm		6.32		5.84	_			- -		and the second of the second	
8.	Binding	wire	-			_	- <u>-</u>					
OPC stock	-		OPC last			PPC/PSC	180		DDC/F	SC lost		
•			weeks stock		stock		100		PPC/PSC last - weeks stock			
Details			Project Manager				cer/M	mager Admin Audit				
Sign			for Cahammo			Admin Officer/Manager Adm			Aunil	Audit		
Date		1	17-04-2021									
Notes: 1. * Send	a copy of the	missing	requisitions to Purcha	se immediately	2 San	J 41.1	1	O			Sept.	

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