

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

Company:	Modi Realty Mallapur LLP	Date:	30.04.2021
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	25.04.2021 Sunday	Approved by:	
Report Date	30.04.2021 Saturday		

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*
68951	24.04.21	1 to 2	Laptop bag & laptop mouse	

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	Reason for not preparing PO/WO*
68782	23.02.2021	1 to7	Panel doors	PO NO – 75160 .No stock at SSSLP .
68876	01.03.21	1 to 2	Concelled flush tank	PO NO -76603 No stock at SSSLP
68882	25.03.2021	1	Flush tank	PO No - 76094. No stock at SSSLP.
68900	10.04.21	1 to 5	Country rosso ,country chocklet	PO NO 76265 -NO stock at SSSLP
68942	20.04.21	1 to 7	Country rosso	PO NO .76650 . Next weak delivery
68957	27.04.21	1	Concealed flush tank	PO NO -76738 no stock at SSSLP
68944	21.04.21	1 to 2	PVC false ceiling sheet	PO NO -76649 supplier arranging the material
68907	08.04.21	1 to 4	Wpc panel doors	PO NO -76271 NO stock at SSSLP
68894	06.04.21	1 to 4	Panel doors	PO NO -76314 NO stock at SSSLP

No of gate passes issued this weak	Nil	From No.	Nil	To No.	Nil

Delivery van site visit on : 25.04.21(Sunday)27.04.21 (Tuesday) , 29.04.21 (Thursday) & 30.04.21(friday)

Inward report (MRN/other) &stock report emailed in pdf format to purchase Yes

It not ordered but received : nil

Oher correction & remarks : nil

Detail of steel & cement stock

SI 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			nil	nil	nil
2.	10mm			nil	nil	nil

				nil	nil	nil
	12mm			nil	nil	nil
	16mm			nil	nil	nil
	20mm			nil	nil	nil
	25mm			nil	nil	nil
	32mm			nil	nil	nil
	Binding wire			PPC/PSC stock	500 bags	PPC/PSC last weeks stock
OPC stock	nil	OPC last weeks stock	nil	Admin Officer/Manager		Admin Audit
Details		Project Manager	<i>[Signature]</i>			
Sign				<i>M. Deep</i>		
Date			<i>30/04/21</i>			

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