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

Company:	Modi Realty Miryalaguda LLP	Date:	26-04-2021
Site:	AVR Gulmohar Homes	Prepared by:	Roja
Report From / To	19-04-2021 to 26-04-2021	Approved by:	
Report Date	26-04-2021		

List of requisitions numbers missing in the report*:165296.

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	Po to be issued.
165345	09-04-2021	1 to 3	Sliding windows	Po to be issued.

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
165325	19-03-2021	1 to 5	Cuntry cafe	Ready for supplies
165330	18-03-2021	1	Steel cutting blades	Ready for supplies
165334	26-03-2021	1 to 7	Grills	90% received ; remaining will delivered by next week
165335	26-03-2021	1to 4	Utility tiles	Ready for supplies
165336	26-03-2021	1 to 20	Bath room tiles	70% received ; remaining will delivered by next week
165347	16-04-2021	1 to 3	MS-Railing	Ready for supplies
165350	20-04-2021	1	Sintex box	Ready for supplies
165351	20-04-2021	1 to 7	Aluminum armored cables,Insulation tape	Ready for supplies
165352	20-04-2021	1	SS-Railing	Ready for supplies

No. of gate passes issued this week:	1	From No.	1432	To No.	1433
Delivery van site visit on:	24-04-2021,25-04-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Items not ordered but received: NA

Other corrections & remarks: DEL Laptop for repairing purpose at H.O

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	185.34	228.
2.	10mm	.617	7.404	90	621.93	666.36
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 stock	242	PPC last week stock	265
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
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!