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

Company: K		Kadakia & Modi Housing Dat				te: 22-05-202			1		
Site: Bloc			omdale			ared by:	G:Rahul				
Report From / To 13-0		3-05-	5-2021 To 19-05-2021			roved by:	G.Rahul				
Report Date 22-0:			5-2021								
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		ate	Item D						r no	t preparing PO/WO#	
								TFirst State Control			
		1000		7							
								2			
List of requisitions when PO/WO:											
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:											
Req No. Req Date		ate	Serial no of Item			Description		Details of discussion with supplier\$			
			item in Req.								
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-		-540									
		1990								· · · · · · · · · · · · · · · · · · ·	
No. of gate passes issued this week: Nil / 5						From No.	_	То	No.	-	
Delivery van site visit on: 17-05-2021							I				
Inward report (MRN/other) & stock report emailed in pdf for						to purchase	e?			Yes / No	
Items not ordered but received:											
Other corrections & remarks:											
Details of steel & cement stock											
Sl. No Tor size			Wt per mtr Wt. for		mtr Stock at site		ite	Stock at site in		Previous stock in Kgs	
			kgs	rod – kgs	rod – kgs		ds	Kgs			
1.	8mm		.395		4.74	-		- `		-	
<u>2.</u>	10mm		.617		404	-		- `		-	
3.	12mm		.89		0.68	-		pre .		-	
4.	16mm		1.58		8.96	-		-		_	
5.	20mm		2.47		9.64	-		_		-	
6.	25mm 3.86			6.32	-		-		•		
7. 8.	32mm	-	6.32		5.84	_					
OPC stock	Binding wi		ODC 1	-		- DD = = = =				-	
OI C SLOCK	-		OPC last	-		PPC/PSC		65		C/PSC last -	
Details			Weeks stock			stock			weeks stock		
Sign			Project Manager			Admin Officer/Manager			Ac	lmin Audit	
Date		-+	22-05-2021							,	
Notes: 1 * Send a convert the minimum			24-03-2021								

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