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

Company:	Modi Realty Mallapur LLP	Date:	26.06.21
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	20.06.21 Sunday	Approved by:	
Report Date	26.06.2021 Saturday		

List of requisitions numbers missing in the report*: Req no 187070, 187071 & 187072 (Again mail sent to purchase)

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

Req No.	Req Date	serial no of iteam in Req	Item Description	Reason for not preparing PO/WO#
68952	26.04.21	1	Passenger lift	Comparision with anand sir for finalization

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
68966	28.04.21	1 to 2	Pvc false ceiling	PO NO -76909 by Tuesday will be delivery
68968	28.04.21	1	MS Z angle templates	PO NO -76908 B by Wednesday will be delivery
68969	28.04.21	1 to 4	MS Z angle templates	PO NO -76907 by Wednesday will be delivery
68971	28.04.21	8	Distribution board	PO NO -76848 by Wednesday will be delivery
68973	28.04.21	1	Creama marfil tiles	PO NO -76850-by Tuesday will be delivery
68987	08.05.21	1	Pvc false ceiling	PO NO -77088 Supplier arranging the material
68988	08.05.21	1	Pvc false ceiling	PO NO -77087 Supplier arranging material
68990	10.05.21	1	Electric bike	PO NO-77630 estimate with MD'S approval
187028	08.06.21	1 to 7	Panel doors	PO NO -77560 by Wednesday will be delivery
187029	08.06.21	1 to 5	Main door	PO NO -77816 BY WEDNESDAY WILL BE DELIVERY
187034	09.06.21	1 to 2	Tiles utility floor	PO NO -77604 partly receiving
187035	09.06.21	1 to 12	Bath room wall tiles	PO NO -77605 partly receiving
187039	12.06.21	1 to 5	Distribution boord	PO NO -77679 77675 by will be delivery

187040	12.06.21	1	Led lights	PO NO -77661 by Wednesday will be delivery
187043	14.06.21	1	Vitrified tiles	PO NO -77672 partly receiving
187045	15.06.21	1	Phynyle	PO NO -77877 by Tuesday will be delivery
187047	16.06.21	1	Led lights	PO NO -77771 by Tuesday will be delivery
187048	16.06.21	1	Ncl altek luppam	PO NO -77804 by Wednesday will be delivery
187050	16.06.21	1	Ms z angles	PO NO -77777 supplier arranging the material
187052	1706.21	1	Led lights	PO NO -77722 by wednes day will be delivery
187053	17.06.21	1	Cement	PO NO -77795 by Wednesday will be delivery
187057	18.06.21	1 TO 4	Templates	PO NO -77907 partly receiving
187060	21.06.21	1	Cement opc	PO NO -77939 by Wednesday will be delivery
187062	21.06.21	1	Concealed flush tank	PO NO -77946 by Wednesday will be delivery
187069	24.06.21	1	Recron	PO NO -78011 by Wednesday will be delivery

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

Delivery van site visit on :	22.06.21 (Tuesday) 24.06.21 (Thursday) & 26.06.21(Saturday)
Inward report (MRN/other) &stock report emailed in pdf format to purchase	Yes
Item not ordered but received	

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	0.39	4.68	270	1263		nill
2.	10mm	0.167	7.4	130	962		nill
3.	12mm	0.88	10.66	160	1705		nill
4.	16mm	1.58	18.96	140	2654		nill
5.	20mm	2.46	29.62	120	3230		nill
6.	25mm	3.85	46.3	100	4630		nill
7.	32mm			nill	nill		nill
8.	Binding wire			nill	nill		nill
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	nill	PPC/PSC last weeks stock	nil

Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				M.Deepa			
Date	26/06/21			26/06/21			

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!