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

Company: Ka		Kadaki	Kadakia & Modi Housing			Date:		16-07-2021			
Site: Bloo		Bloom	omdale			ared by:	Chand Mohammod				
Report From / To 08-07		08-07-2	7-2021 To 14-07-2021			oved by:	G.Rahul				
			7-2021								
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		Date				Description		Reason for not preparing PO/WO			aring PO/WO#
		-									
								* <u>L</u> e			
List of requis	sitions wh	ere PO/V	WO is prepared	and items hav	e no	t been recei	ved a	at site beyond the	ne lea	d tir	ne:
Req No. Req Date		Date	Serial no of	Item I	n Description			Details of discussion			with supplier [§]
			item in Req.								
								·			
											\$ ***

									*		
No. of gate passes issued this week: Nil/5					F	rom No.		To 1	Vo.	Т	_
Delivery van site visit on: 09-07-2021						10111110.		101	10.	1	
Inward report (MRN/other) & stock report emailed in pdf f					rmat	to purchase	?			Yes	/ No
Items not ord				1		T					7710
Other correct											
Details of ste											
Sl. No	Tor size		Wt per mtr	Wt. for 12 mtr		Stock at site		Stock at site in	, T	Previous stock in Kg	
			kgs	rod – kgs	-no of ro			Kgs	1 1	100	lous stock in ixgs
1.	8mm		.395		.74	-		-			
2.	10mm		.617		104	-		_	-		
3.	12mm		.89	10	.68	-		-	-		
4.	16mm		1.58		.96	-		-	-		
5.	20mm		2.47		.64	-		-	T-		
6.	25mm		3.86	46.	.32	_		-	_		
7.	32mm		6.32		.84	-		-	-		-
8.	Binding		-	•		-		-	-		
OPC stock			OPC last	***		PPC/PSC		40	PPC	/PS	C last -
D			weeks stock			stock			weeks stoc		tock
Details			Project Manager			Admin Officer/Manager			Admin Audit		
Sign			for Cahammoo								
Date	0 0000 of 4		10-U/-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>rajkumam@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 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!