

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

Company:	Modi reality pocharam LLP	Date:	24.07.2021
Site:	Nilgiri heights	Prepared by:	P.sneha
Report From / To	18-07-21 to 24-07-21	Approved by:	G.Vijay raj
Report Date	18-07-2021		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
181611	7.4.21	3	Laptop bags	Send for MD'S Approval

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 ^s
181574	04.5.21	1	Two wheele vehicle	Delivery on August 1st week
181595	14.06.21	1	Notice board	Quality not good return to supliers
181615	10.7.21	3	GI sheet	Delivery on 27.7.21
181601	25.6.21	1	Plastic chair	PO and cheque not issued to suppliers

No. of gate passes issued this week:-	Nil /	From No.	-	To No.	-
Delivery van site visit on:	19.7.21, 21.7.21, 23.7.21				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes
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Items not ordered but received:

Other corrections & remarks:

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	650	3087	
2.	10mm	.617	7.404	140	1036	
3.	12mm	.89	10.68	280	2990	
4.	16mm	1.58	18.96	380	7204	
5.	20mm	2.47	29.64	170	5038	
6.	25mm	3.86	46.32	30	1389	
7.	32mm	6.32	75.84			
8.	Binding wire			550	550	
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	50 bag's	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		24.07.2021		24.07.2021		

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 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. \$ 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!

APPROVED BY

[Signature]
24 JUL 2021

G. VIJAY RAJ
NILGIRI HEIGHTS

VERIFIED BY

[Signature]
24 JUL 2021

N. NARENDER REDDY
ASST. MANAGER-AUDIT

Certified by:

[Signature]
Admin Officer
NILGIRI HEIGHTS

Prepared by:	Prabhakar			
Date:	Modi Realty Pocharam LLP(NGH)			
Site:	10-07-2021			
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered? If material is not delivered - is delay justified?
List of requisition where where PO/WO not prepared 3 working days after requisition				
181574	07-05-21	Battary vehicle	PO 78798	
List of Requisitions where PO/WO is prepared and items have not been received at site beyond the lead time				
181598	18-06-2021	Ring binder file	Deliverd	
181601	25-06-2021	Plastio chair	Pick up from Siddartha	
181595	14-06-2021	Notice board	Co ordinate with Anand supplier	
181611	07-07-2021	Laptop bags	Deliverd	