

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

Company:	Modi reality pocharam LLP	Date:	31.07.2021
Site:	Nilgiri heights	Prepared by:	P.sneha
Report From / To	24-07-21 to 31-07-21	Approved by:	G.Vijay raj
Report Date	31-07-2021		

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
181640	27.7.21	1	Mesuring box	PO to be not 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 ^s
181574	04.5.21	1	Two wheeler vehicle	Delivery on August month ending ✓
181595	14.06.21	1	Notice board	Quality not good return to suppliers
181601	25.6.21	1	Plastic chair	PO and cheque not issued to suppliers

No. of gate passes issued this week:-

Delivery van site visit on: 26.7.21/28.7.21

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

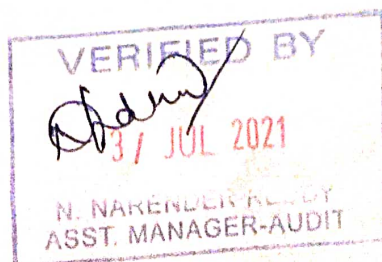
Items not ordered but received:

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	72	341.2	
2.	10mm	.617	7.404	126	932.9	
3.	12mm	.89	10.68	112	1196	
4.	16mm	1.58	18.96	90	1706	
5.	20mm	2.47	29.64	140	4149	
6.	25mm	3.86	46.32	30	1389	
7.	32mm	6.32	75.84			
8.	Binding wire			250	250	
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	40 bag's	PPC/PSC last weeks stock
				Admin Officer/Manager		Admin Audit
Details		Project Manager				
Sign				31.07.2021		
Date		31.07.2021				

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!



Prepared by:		Prabhakar			
Date:		Modi Realty Pocharam LLP(NGH)			
Site:		17-07-2021			
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		
181615	10-07-21	MS Square pipe, GI Sheets	Deliverd		
181611	07-07-21	Laptop bags	Online purchase		
List of Requisitions where PO/WO is preparad and items have not been received at site beyond the lead time					
181601	25-06-2021	Plastic chair	Pick up from Siddarth Ent		
181595	14-06-2021	Notice board	Co ordinate with Anand supplier		