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

Company:	Kadakia &Modi Housing	Date:	28-08-2021
Site:	Bloomdale	Prepared by:	Chand Mohammod
Report From / To	19-08-2021 To 25-08-2021		G.Rahul
Report Date	28-08-2021		

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		Item Description	Reason for not preparing PO/WO#
21639	13-08-2021		BT Patch up materials	Po not prepared

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$

No. of gate passes issued this week:	Nil / 5	From No.	2299	To No.	2300
Delivery van site visit on:	24-08-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No		
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	-	-	-	
2.	10mm	.617	7.404	-	-	-	
3.	12mm	.89	10.68	-	-	-	
4.	16mm	1.58	18.96	-	-	-	
5.	20mm	2.47	29.64	-	-	-	
6.	25mm	3.86	46.32	-	-	-	
7.	32mm	6.32	75.84	-	-	-	
8.	Binding wire	-	-	-	-	-	
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	75	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	for C. Mohammod		
Date	28-08-2021		

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 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!

OUTWARD - GATE PASS

No.: 2299

Date:	23/08/2021	Time:	15:20
Company:	Kadakia & Modi Housing		
Project/site:	Bloomdale		
Destination:	KNM to SSIIP		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
	Track	AP23X6309	Raju

	Material Description	Quantity	Units	Approx. rate	Amount
1.	50mm Pvc pipe (L=20')	18/-	Nos		
2.	Bath tub	03/-	Nos	÷	
3.	40 mm Coupling	60/-	Nos		
4.	Pvc clamp 110 mm	200/-	Nos		
5.	Bottle gully trap 110mm	15/-	Nos		
6.	Pvc clamp 3"	200/-	Nos		
7.	Reeorn	50/-	Packets		
8.	2 modular metal Box	280/-	Nos		
9.	8 modular metal Box	62/-	Nos		
10.	GI Earth pipe (5 feet)	03/-	Nos		
	Total				

Charges/refund	Purpose for transfer	Other details (to be filled by Admin – audit)
☐ ~~No~~ charge	☐Return to supplier for exchange	☐Material received by inward no.________ & date ________.
☐For refund from supplier	☐Return to supplier for refund	Details of credit note from supplier – date ______ & Amount Rs. ______________/-
☐Transfer to other site/project	☐On loan to be returned	Return of material - inward no. __________ & date ______
☐Transfer to other site/ project	Cost of material to be collected: ☐Collect 100% cost - new material ☐Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ______________, Amount ______________ date __________
☐Transfer to another phase of firm/company/project	☐No charges to be collected	NA
☐ ~~No~~ charge	☐for repairs & service	☐Material received by inward no. _________ & date________ __________.
☐ ~~Other~~:	Details:	Details:

Remarks: All Materials shifting to SSIIP from KNM site as per MD sir Inst.

Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:	for C.Shamma			
Received by other site on:	Inward No.	Admin sign:	Security sign.	
Approved by	Project accountant	Accounts manager	Admin - Audit	M D
Sign:				

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

OUTWARD - GATE PASS   No.: 2300

Date:	24/08/2021	Time:	14:30
Company:	Kadakia & Modi Housing		
Project/site:	Bloomdale		
Destination:	KNM to SSIIP		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
	Track	AP23X6309	Raju

	Material Description	Quantity	Units	Approx. rate	Amount
1.	old office table	02/-	Nos		
2.	old office furniture	03/-	Nos	÷	
3.	Cammod old	01/-	Nos		
4.	Fan Box	57/-	Nos		
5.	pvc Junction Box	226/-	Nos		
6.	old light	05/-	Nos		
7.	Door frame (2'6"x7')	04/-	Nos		
8.	Door frame (3'6"x7')	01/-	Nos		
9.					
10.					
	Total				

Charges/refund	Purpose for transfer	Other details (to be filled by Admin – audit)
☑ No charge	☐ Return to supplier for exchange	☐ Material received by inward no.________ & date ________.
☐ For refund from supplier	☐ Return to supplier for refund	Details of credit note from supplier – date _____ & Amount Rs. ____________/-
☐ Transfer to other site/project	☐ On loan to be returned	Return of material - inward no. ____________ & date ________
☐ Transfer to other site/ project	Cost of material to be collected: ☐ Collect 100% cost - new material ☐ Collect 60% cost - old material ☐ No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ______________, Amount ______________ date ___________
☐ Transfer to another phase of firm/company/project	☐ No charges to be collected	NA
☑ No charge	☐ for repairs & service	☐ Material received by inward no. ________ & date ________ ________.
☐ Other:	Details:	Details:

Remarks: material shifting to SSIIP from KNM site for MD sir Instruction.

Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:	for C.Sharma			
Received by other site on:	Inward No.	Admin sign:	Security sign.	
Approved by	Project accountant	Accounts manager	Admin - Audit	M D
Sign:				

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.