

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

Company:	Villa Orchids-LLP	Date:	25-09-2021
Site:	Villa Orchids	Prepared by:	N. Shravya
Report From / To	19-09-21 To 25-09-21	Approved by:	A. SURESH
Report Date	25-09-2021		
List of requisitions numbers missing in the report ¹ :-			
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 ²			
-			
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
63797	20-09-2021	1	Gate lamps
Details of discussion with supplier ³			
PO No. 80845, Sup: S.R Lights, We will get it from them by Tuesday.			
No. of gate passes issued this week:	Nil	From No.	-
Delivery van site visit on:	-	To No.	-
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
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		
Stock at site - no of rods	Nil	Stock at site in Kgs	Nil
OPC stock	OPC last weeks stock	PPC/PSC stock	-
Details	Project Manager	PPC/PSC last weeks stock	-
Sign	A.Suresh	Admin Officer/Manager	Admin Audit
Date	25-09-2021	N.Shravya	
		25-09-2021	

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 offices/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

Certified by:

 N. Shravya
 Asst. Engineer
 MEHTA & MODI REALTY KOWKUR LLP