

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

Company:	Kadakia & Modi Housing	Date:	04-10-2021
Site:	Bloomdale	Prepared by:	Chand Modiproperties
Report From / To	23-09-2021 To 29-09-2021		
Report Date	04-10-2021		

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

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 objection with supplier

No. of gate passes issued this week: Nil / 5 From No. - To No. -

Delivery van site visit on: 28-09-2021

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	48	PPC last weeks stock -
Details	Project Manager			Admin Officer/Manager		Value Audit
Sign	<i>for. C. Sharma</i>					
Date	04-10-2021					

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com or modipropertiesrajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Mention requisition numbers are written in the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & Invoice no. on DCs / bills of lading. 6. For MDs approval. 7. Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under preparation, material for fabrication received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arrangement not done. 8. Purchase to send this report within one week. 9. Follow up for WO is the responsibility of engineers at site. 10. Admin offices to write 'NA' in repl. to this report. 11. Admin offices must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!