

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

Company:	Modi reality pocharam LLP	Date:	09.10.2021
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	02-10-21 to 09-10-21	Approved by:	G.Vijay raj
Report Date	09-10-2021		
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	Serial no of item in Req.	Item Description
181725	05.10.21	1	MS compund wall grill
			Reason for not preparing PO/WO#
			Sent to 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
181703	13.09.21	1-3	Al windows
181708	15.09.21	1	dimmis
181721	04.10.21	1	CC rings
181722	04.10.21	1-7	Plumbing material
181723	05.10.21	1	TDS meter
181724	07.10.21	1&4	Wires
			Details of discussion with supplier ^s
			Ready with supplier
			Ready with supplier
			Local purchase
			Ready with supplier
			Supplier arranging for material
			Ready with supplier
No. of gate passes issued this week:-		From No.	To No.
Delivery van site visit on:		05.10.21	
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
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	462	PPC/PSC last weeks stock	-
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	09.10.2021	09.10.2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!