

Company:	Modi Realty Miryalaguda LLP	Date:	06-11-2021		
Site:	AVR Gulmohar Homes	Prepared by:	Zakir		
Report From / To	29-10-21 to 05-11-2021	Approved by:			
Report Date	06-11-2021				
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	
165511	28-10-2021	1 to 11	PVC materials	Po to be issue	
165514	30-11-2021	1	Laptop	Po to be issue	
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	
165423	26-07-2021	1,23 &5	Z angle templates	Ready to supplies	
165431	26-07-2021	1 & 3	Window grills	80% received ;	
165448	23-08-2021	1	CC TV camera	Ready to supplies	
165459	04-09-2021	1 to 12	Bathroom tiles	Ready to supplies	
165460	04-09-2021	1 to 3	Utility Tiles	Ready to supplies	
165461	04-09-2021	1to 6	Panel door	85% received ;	
165463	03-09-2021	1 to 07	Windows grill	Ready to supplies	
165469	08-09-2021	1 to 12	Bathroom tiles	Ready to supplies	
165486	26-09-2021	1 to 5	MS gate	Ready to supplies	
165488	26-09-2021	1 to 6	Pavers & parkign	85% % Received	
165491	30-09-2021	1 to 3	MS railing	Ready to supplies	
165500	19-10-2021	1	HOT	Ready to supplies	
165506	27-10-2021	1 to 3	Paint materials	Ready to supplies	
165507	27-10-2021	1 to 8	Electrical Wires	Ready to supplies	
165508	27-10-2021	1 to 8	Electrical Wires	Ready to supplies	
165509	27-10-2021	5	AL.fixed windows	Ready to supplies	
165512	29-10-2021	1 to 09	CP materials	Ready to supplies	
165513	01-11-2021	1 to 08	Sanitary materials	Ready to supplies	
No. of gate passes issued this week:	Have	From No.	14873	To No.	14899
Delivery van last site visit on:	03-10-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register SI.No. during the week	From No.	14938	To No.	14997	
Items not ordered but received:					
Other corrections & remarks: Drilling machine and cutting machine.for repairing purpose.					
Details	Project Manager	Admin Officer/Manager	Admin Audit		
Sign					
Date					

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