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

Company:	Modi Realty Mallapur LLP	Date:	27.11.2021
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	21.11.2021 (Sunday) to 27.11.21 (Saturday)	Approved by:	
Report Date	27.11.2021 Saturday		

List of requisitions numbers missing in the report*: Req no :

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	serial no of iteam in Req	Item Description	Reason for not preparing PO/WO
187930	19.11.21	1	G.I channel bracket	Po to be issue
187395	22.11.21	1	RO Plant membranes	Po to be issue
187948	23.11.21	1 to 7	Booster pump	Po to be issue
187950	25.11.21	1,2	Cement	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	Reason for not preparing PO/WO
187821	29.10.21	1 to 6	Templates	By Wednesday will be delivery
187855	05.11.21	1 to 3	Round pipe	By Monday will be delivery
187862	05.11.21	3&6	Modular plate	No stock at SSLLP
187882	10.11.21	1,3,4&5	CPVC pipe	By Wednesday will be delivery
187887	11.11.21	1	MS L angle	Supplier arranging the material
187897	22.11.21	1 to 8	CPVC pipe	Monday will be delivery
187898	15.11.21	1 to 15	PVC socket pipe	Monday will be delivery
187901	15.11.21	1 to 11	CPVC pipe	Wednesday will be delivery
187905	15.11.21	1	CPVC pipe	Wednesday will be delivery
187906	15.11.21	1 to 11	CPVC pipes	Wednesday will be delivery
187910	16.11.21	1&5	PVC bend	Wednesday will be delivery
187911	16.11.21	1 to 9	PVC pipe	Wednesday will be delivery
187912	16.11.21	1	Tile grout silk	Tuesday will be delivery
187914	17.11.21	1to 12	PVC pipe	Wednesday will be delivery
187917	17.11.21	1	Power plug	Monday will be delivery
187924	18.11.21	1 to 6	Templates	Wednesday will be delivery
187926	18.11.21	1 to 4	Templates	Tuesday will be delivery
187936	19.11.21	1 to 10	Doors & locks	Next week delivery
187937	19.11.21	1 to 6	Templates	Monday delivery
187942	22.11.21	1 to 4	PVC rigid pipe	Next week delivery
187918	22.11.21	1	G.I pole	Next week delivery

No of gate passes issued this weak	2	From No.	3406	To No.	3407

Delivery van site visit on :	23.11.21 (Tuesday) 25.11.21 (Thursday) & 27.11.21(Saturday)	
Inward report (MRN/other) &stock report emailed in pdf format to purchase		Yes
Item not ordered but received		

Detail 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	0.395	4.74	300	1422	nill
2.	10mm	0.617	7.41	250	1852.5	nill
3.	12mm	0.888	10.6	20	212	nill
4.	16mm	1.580	162	10	1620	nill
5.	20mm	2.469	29.6	0	0	nill
6.	25mm	3.86	46.32	25	1158	nill
7.	32mm	6.32		nill	nill	nill
8.	Binding wire			20 guage	200	nill

OPC stock	nill	OPC last weeks stock	nill	PPC/PSC stock	nill	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Janaki	
Date	27/11/21	27/11/21	

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