

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

Company:	Modi reality pocharam LLP	Date:	04.12.2021				
Site:	Nilgiri heights	Prepared by:	S.Sharvani				
Report From / To	28-11-21 to 04-12-21	Approved by:	G.Vijay raj				
Report Date	04-12-2021						
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 [#]			
181767	02.12.21	10&14	Electrical material	Sent to MD'S approval			
181768	02.12.21	1	Light stand	Sent to MD'S approval			
181769	02.12.21	1	LED flood lights	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	Details of discussion with supplier ⁵			
181753	17.11.21	1	Wooden tdkas	Supplier arranging material			
181754	17.11.21	1	Ms stool	Supplier arranging material			
181763	29.11.21	1	Gum tapes	Ready with supplier			
181764	30.11.21	1-6	General material	Ready with supplier			
No. of gate passes issued this week:-		From No.	1079	To No.	1081		
Delivery van site visit on:		29.11.21 & 03.12.21					
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	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	400	1896		
2.	10mm	.617	7.404	50	370.2		
3.	12mm	.89	10.68	-	-		
4.	16mm	1.58	18.96	-	-		
5.	20mm	2.47	29.64	100	2964		
6.	25mm	3.86	46.32	50	2316		
7.	32mm	6.32	75.84	-	-		
8.	Binding wire			250	250		
OPC stock	400	OPC last weeks stock	-	PPC/PSC stock	326	PPC/PSC last weeks stock	340
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		04.12.2021		04.12.2021			

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