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

Company:	Modi Realty Mallapur LLP	Date:	18.12.2021
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	12.11.2021 Sunday	Approved by:	
Report Date	18.12.2021 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
192506	08.12.21	1	Asbestos sheet	Po to be issue
187479	30.09.21	1to 2	Modular kitchen	Rates to be finalized
187480	30.09.21	1	Modular kitchen	Rates to be finalized
192503	08.12.21	2	Pin board	Po to be issue
192505	08.12.21	1 to 7	Booster pump	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
187953	26.11.21	1	M.S round pipe	By Saturday will be delivery
187817	28.10.21	1 to 5	S.S Screws	By Wednesday will be delivery
187938	19.11.21	1 to 3	Grigio	Next week will be delivery
187936	22.11.21	5&6	Cylindrical locks	By Tuesday will be delivery
187976	03.12.21	1	Anchor bolt	By Wednesday will be delivery
187926	18.11.21	1 to 4	Templates	Next week will be delivery
187924	18.11.21	1 to 4	Templates	By Wednesday will be delivery
187984	04.12.21	1,2	U clamp patti	By Wednesday will be delivery
187972	01.12.21	6	Metal box	By Tuesday will be delivery
187975	02.12.21	1	FRP pipes	Next week will be delivery
192507	08.12.21	1	Armoured cable	By Tuesday will be delivery
192502	08.12.21	1	Chairs	Next week will be delivery
192508	09.12.21	1	Luppam	No stock
187937	19.11.21	1 to 6	Templates	By next week will be delivery

No of gate passes issued this weak	01	From No.	3409	To No.	3409

Delivery van site visit on : 14.11.21 (Tuesday) 16.12.21 (Thursday) & 18.12.21(Saturday)

Inward report (MRN/other) &stock report emailed in pdf format to purchase — Yes

Item not ordered but received

Detail of steel & cement stock

SI 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	350	1659	nill
2.	10mm	0.617	7.41	250	1852	nill
3.	12mm	0.888	10.6	150	1590	nill

4.	16mm	1.580	162	90	14580	nill
5.	20mm	2.469	29.6	150	4440	nill
6.	25mm	3.86	46.32	120	5558	nill
7.	32mm	6.32		nill	nill	nill
8.	Binding wire			20	200	nill

OPC stock	Nill	OPC last weeks stock	150	PPC/PSC stock	Nill	PPC/PSC last weeks stock	250

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		A. Janaki	
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 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!