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

Company:	Modi reality pocharam LLP	Date:	18.12.2021
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	12-12-21 to 18-12-21	Approved by:	G.Vijay raj
Report Date	18-12-2021		

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#
181781	11.12.21	1	Ms hoardings boards	Sent to MD's approval
181787	16.12.21	1	Concrete tape	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$
181771	06.12.21	11-12	General material	Ready with supplier
181775	08.12.21	1-2	Plumbing material	Ready with supplier
181777	10.12.21	1	Helmets	Partially received
181778	10.12.21	1-2	Consumables	Ready with supplier
181779	11.12.21	1-10	Tan brown granite	Granite cutting under progress
181782	11.12.21	1-2	Chemicals	Partially received
181788	16.12.21	1-7	Electrical	Ready with supplier

No. of gate passes issued this week:-	From No.	-	To No.	-
Delivery van site visit on:	14.12.21&15.12.21			
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	140	663.6	
2.	10mm	.617	7.404	160	1184.64	
3.	12mm	.89	10.68	160	1708.8	
4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	70	2074.8	
6.	25mm	3.86	46.32	65	3010.8	
7.	32mm	6.32	75.84		-	
8.	Binding wire			250	250	

OPC stock	334	OPC last weeks stock	365	PPC/PSC stock	326	PPC/PSC last weeks stock	326

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	18.12.2021	18.12.2021	18/12/21

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!