

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

Company:						Kadakia & Modi Housing	Date:	24-12-2021					
Site:						Bloomdale	Prepared by:	Chand Mohammad					
Report From / To						16-12-2021 To 22-12-2021							
Report Date						24-12-2021							
List of requisitions numbers missing in the report ⁴ :													
List of requisitions where PO/WO not prepared 3 working days after requisition:													
Req No.		Req Date		Item Description		Reason for not preparing PO/WO#							
21677		05-11-2021		Aluminium windows		Po not prepared							
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					
No. of gate passes issued this week:				Nil / 5		From No.		-	To No.	-			
Delivery van site visit on:				03-12-2021									
Inward report (MRN/other) & stock report emailed in pdf format to purchase?								Yes / No					
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		-		-		-	
2.		10mm		.617		7.404		-		-		-	
3.		12mm		.89		10.68		-		-		-	
4.		16mm		1.58		18.96		-		-		-	
5.		20mm		2.47		29.64		-		-		-	
6.		25mm		3.86		46.32		-		-		-	
7.		32mm		6.32		75.84		-		-		-	
8.		Binding wire		-		-		-		-		-	
OPC stock		-		OPC last weeks stock		-		PPC/PSC stock		15		PPC PSC last weeks stock	
Details				Project Manager				Admin Officer/Manager				Admin Audit	
Sign				for Chand Mohammad									
Date				24/12/21									

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashraya@modiproperties.com and rajkumam@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 DC's / 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. S 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 'N/A' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up. **DO NOT CALL PURCHASE!**