

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

Company:	Modi Realty Miryalguda LLP		Date:	03-01-2022	
Site:	AVR Gulmohar Homes		Prepared by:	Zakir	
Report From / To	24-12-21 to 03-01-2022		Approved by:		
Report Date	03-01-2022				
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	
165553	27-12-2021	1	Lappum bags	PO not issue	
165554	27-12-2021	1 to 5	Paint materials	PO not 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	Details of discussion with supplier	
165460	04-09-2021	1 to 3	Utility Tiles	Ready to supplies	
165509	27-10-2021	1	AL.fixed windows	80% received	
165512	29-10-2021	1 to 09	CP materials	70% received	
165513	29-10-2021	6	Wash basin Pedestal	Ready to supplies	
165521	15-11-2021	1	Urban wood light	50% Reqeived	
165524	23-11-2021	1 to 6	MS gate	Ready to supplies	
165526 & 165527	24-11-2021	1 to 10	SS name plate	Ready to supplies	
165537	30-11-2021	1	PVC pipe	Ready to supplies	
165540	03-12-2021	1 to 12	PVC materials	Ready to supplies	
165544	13-12-2021	1 to 13	Wires	Ready to supplies	
165546	14-12-2021	1	SS Ralling	Ready to supplies	
165547	15-12-2021	1 to 6	Pavers and parking tiles	90% received	
165548	18-12-2021	1 to 4 and 6	Al. Windows	Ready to supplies	
165549	22-12-2021	1 to 4	SS Scrows		
165550	23-12-2021	1 to 7	4x4 fixed windows	Ready to supplies	
165552	27-1-2021	1	Kitchen Sink	Ready to supplies	
165555	28-12-2021	1 to 4	Utility tiles	Ready to supplies	
165556	29-12-2021	1 to 22	Electrical switches	Ready to supplies	
No. of gate passes issued this week:			Have	From No.	15087 To No. 15103
Delivery van last site visit on:			31-12-2021		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl.No. during the week		From No.	15080	To No.	15090
Items not ordered but received:					
Other corrections & remarks: one Drilling machine and two cutting machines. For repairing purpose.					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign					
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 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!