

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

Company:		Villa Orchids-LLP		Date:		31-01-2022	
Site:		Villa Orchids		Prepared by:		K. Sneha	
Report From / To		23-01-2022 To 29-01-2022		Approved by:		A. SURESH	
Report Date		31-01-2022					
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#			
-	-	-	-	-			
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 ^s			
63808	18-12-2021	1	SS name plate	Po No.83928,Sup:Legend Elevation,Under Fabrication.Supplier deliver the material by Wednesday.			
63815	17-01-2022	1	Carpet grass	PO no 84776 ,Sup: Green belt services, informed supplier.			
No. of gate passes issued this week:			Nil	From No.	-	To No.	-
Delivery van site visit on:			-				
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	Nil	Nil	Nil	
2.	10mm	.617	7.404	Nil	Nil	Nil	
3.	12mm	.89	10.68	Nil	Nil	Nil	
4.	16mm	1.58	18.96	Nil	Nil	Nil	
5.	20mm	2.47	29.64	Nil	Nil	Nil	
6.	25mm	3.86	46.32	Nil	Nil	Nil	
7.	32mm	6.32	75.84	Nil	Nil	Nil	
8.	Binding wire			Nil	Nil	Nil	
OPC stock		OPC last weeks stock		PPC/PSC stock	-	PPC/PSC last weeks stock	-
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A.Suresh		N.Shravya			
Date		31-01-2022		31-01-2022			

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 - on 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. 1. Admin officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!

N. Shravya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP