

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

Company:	Modi Realty Mallapur LLP	Date:	12.02.22	
Site:	Gulmohar Residency	Prepared by:	A. Janaki	
Report From / To	06.02.22 Sunday	Approved by:		
Report Date	12.02.22 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 item in Req	Item Description	Reason for not preparing PO/WO
192684	17.01.22	1 to 4	Aluminum screws	Po to be issue
192753	31.01.22	1 to 10	PVC pipes	Requisition send to MD
192789	04.02.22	2 to 7	G.I pipes	Po to be issue
192793	05.02.22	1&2	Fire safety doors	Requisition send to MD
192786	03.02.22	1	SS sink with drain board	Requisition send to MD
192814	08.02.22	1	Nylon safety nets	Requisition send to MD
192812	08.02.22	1	Nylon safety nets	Requisition send to MD
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
192649	06.01.22	1	SS railing	By Saturday will be delivery
192598	28.12.21	1	Armored cable	Next week will be delivery
192619	31.01.22	1 to 3	Hold fast	By Tuesday will be delivery
192628	04.01.22	1 to 3	Templates	Next week will be delivery
192641	05.01.22	1	Ms stool	By Wednesday will be delivery
192652	07.01.22	1	FRP round tubes	By Saturday will be delivery
192683	17.01.22	1	4 core armoured cable	By Wednesday will be delivery
192686	17.01.22	1&2	Electrical wires	By Wednesday will be delivery
192700	18.01.22	1	M.S I-section	
192722	24.01.22	1 to 5	S.S screws	By Tuesday will be delivery
192628	24.01.22	1 & 2	Templates	By Wednesday will be delivery
192688	17.01.22	1	FP Isolator	By Wednesday will be delivery
192695	18.01.22	1	Luppam	Next week will be delivery
192742	27.01.22	1	SS railing	By Saturday will be delivery
192714	21.01.22	1 to 7	Panel doors	By Wednesday will be delivery
192716	21.01.22	1 to 11	PVC pipes	By Wednesday will be delivery
192775	01.22.22	1 to 4	Distribution board	No stock at SLLP
192696	18.01.22	1	Flush tank	Next week will be delivery
192730	24.01.22	1	MS L angle	Next week will be delivery
192739	27.01.22	1 to 15	16 amps MCB	By Tuesday will be delivery
192777	02.02.22	1 to 8	Recron	No stock at SLLP.

2700	18.01.22	1	MS sections	Supplier didn't received po
192702	18.01.22	1 to 5	S S screws	By Tuesday will be delivery
192825	10.02.22	1	Pedestal	No stock at SLLP
No of gate passes issued this week		4	From No.	To No. 3424

Delivery van site visit on :

Inward report (MRN/other) & stock report emailed in pdf format to purchase 08.02.22 (Tuesday) 10.02.22(Thursday) & 12.02.22(Saturday) 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	0	0	nil
2.	10mm	0.617	7.41	0	0	nil
3.	12mm	0.888	10.6	49	519	nil
4.	16mm	1.580	16.2	61	1000	nil
5.	20mm	2.469	29.6	16	500	nil
6.	25mm	3.86	46.32	24	1111	nil
7.	32mm	6.32	Nil	Nil	Nil	nil
8.	Binding wire			14	280	nil
OPC stock	150	OPC last weeks stock	100	PPC/PSC stock	150	PPC/PSC last weeks stock nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>[Signature]</i>	<i>[Signature]</i>	
Date	13/2/22	13/2/22	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashava@modiproperties.com and rajikumam@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!