

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

Company:	Modi reality pocharam LLP	Date:	05-03-2022
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	27-02-2022 to 05-03-22	Approved by:	G.Vijay raj
Report Date	05-03-2022		

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*
181857	15.02.22	1-4	MI video cameras	Online purchase
181858	15.02.22	2	Base saddle clamps	PO to be issued ✓
181869	28.02.22	1	Diesel cans	Online purchase <

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
181808	02.01.22	1-7	UPVC windows	Partially delivered <i>Done</i>
181868	25.02.22	1	Torch light	Ready with supplier <i>D</i>
181870	28.02.22	1	RO dozing chemical	Ready with supplier <i>sup</i>
181872	01.03.22	1	Rod cutting blades	Ready with supplier <i>o</i>
181874	03.03.22	1	Surface mounted lights	Ready with supplier <i>f</i>

No. of gate passes issued this week:-	01	From No.	1093	To No.	1093
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Delivery van site visit on:	01.03.22,03.03.22&04.03.22
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Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes
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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	120	888.48	
3.	12mm	.89	10.68	-	-	
4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	-	-	
6.	25mm	3.86	46.32	30	-	
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire			-	-	-
OPC stock	100	OPC last weeks stock	100	PPC/PSC stock	75	PPC/PSC last weeks stock 85
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	<i>[Signature]</i>		<i>[Signature]</i>			
Date	05-03-2022		05-03-2022			

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 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!