

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

Company:	Modi Realty Mallapur LLP	Date:	19.03.22	
Site:	Gulmohar Residency	Prepared by:	A.Janaki	
Report From / To	13.03.22	Approved by:		
Report Date	19.03.22			
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
192891	24.02.22	1 to 10	Hydrant valve	Requisition send to MD approval
192892	24.02.22	1 to 6	MS coupling	Requisition send to MD approval
192872	22.02.22	1,2	Fire safety doors	Requisition send to MD approval
192873	22.02.22	1	Fire safety doors	Requisition send to MD approval
192871	22.02.22	1,2	Fire safety doors	Requisition send to MD approval
192936	12.03.22	1	SS glass balcony railing	Requisition send to MD approval
192937	12.03.22	1	XL PHT armored cable(3core)	Po to be issue
192943	12.03.22	1 to 6	Brass NRV (bore motor connection material)	Po to be issue
192945	14.03.22	1 to 15	Electrical wires	Po to be 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
192762	31.01.22	1 to 3	Templates	No stock at SSSLP
192766	31.01.22	1 to 4	Templates	No stock at SSSLP
192798	05.02.22	1	Fire extinguisher	Partly material received
192802	07.02.22	1 to 4	Templates	No stock at supplier
192803	07.02.22	1 to 4	Templates	Delivery pending from SSSLP
192830	12.02.22	1,2	MS rect. Pipe	Delivery pending from SSSLP
192862	21.02.22	1 to 3	PVC pipes (FRLS)	Ready with supplier
192867	21.02.22	5,6,7,10	Electrical internal	Partly material received
192868	21.02.22	6,7&10	Metal boxes	Partly material received
192902	01.03.22	1 to 3	Templates	No stock at SSSLP
192903	01.03.22	1 to 4	Templates	No stock at SSSLP
192909	01.03.22	1to 4	Templates	No stock at SSSLP
192816	12.03.22	2&7	Panel door	Partly material received
192917	09.03.22	1,2	Holdfast	Ready with supplier
192922	08.03.22	1,2	Holdfast	Ready with supplier
192931	08.03.22	1	Concealed flush tanks	No stock at SSSLP
192935	08.03.22	1 to 4	WPC door frames	No stock at supplier
192933	08.03.22	1 to 3	FP Isolator	Ready with supplier
192934	08.03.22	1 to 4	Tube lights (LED)	Ready to supplier
192935	12.03.22	1	Flush doors	No stock at supplier Wednesday will be delivered

192940	12.03.22	1	63amps PVC connector	Ready with supplier			
192941	12.03.22	1,2	LED flood lights	Ready with supplier			
192911	12.03.22	1 to 4	Grills	No stock at SSSLP			
192946	14.03.22	1 to 3	WPC door frame	No stock at supplier			
192948	14.03.22	1 to 12	PVC material	Ready with supplier			
192949	15.03.22	1 to 5	Panel doors	Ready with supplier			
192950	15.03.22	1	Lap top bags	Online purchase			
192951	15.03.22	1 to 5	Panel doors	No stock at SSSLP			
192952	15.03.22	1 to 21	Switches	Ready with SSSLP			
192961	16.03.22	1	Cement solid blocks	Ready with supplier			
No of gate passes issued this weak				From No.	-	To No.	-
Delivery van site visit on :			15.03.22(Tuesday) 17.03.22(Thursday)13.03.22(Saturday)				
Inward report (MRN/other) &stock report emailed in pdf format to purchase					Yes		
Item not ordered but received : Nill							
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		Nill		
2.	10mm	0.617	7.41	Nill	Nill		
3.	12mm	0.888	10.6	Nill	Nill		
4.	16mm	1.580	18.9	100	1890		
5.	20mm	2.469	29.6	50	1480		
6.	25mm	3.86	46.32	50	2316		
7.	32mm	66.67		Nill	Nill		
8.	Binding wire			Nill	Nill		
OPC stock	80	OPC last weeks stock	Nill	PPC/PSC stock	150	PPC/PSC last weeks stock	70
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!