

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

Company:	Modi Realty Mallapur LLP		Date:	12.03.22
Site:	Gulmohar Residency		Prepared by:	A.Janaki
Report From / To	22.02.22		Approved by:	
Report Date	12.03.22			
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
192874	22.02.22	1	Rain water line MS pipe(150mm)	Requisition send to MD approval
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
192911	01.03.22	1 to 20	Switches	Po to be issue
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
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
192529	15.12.21	1	Panel doors	No stock at supplier
187170	31.07.21	1,2	Passenger lift	Delivery pending from supplier
187173	31.07.21	1,2	Passenger lift	Delivery pending from supplier
192798	05.02.22	1	Fire extinguisher	Ready with supplier
192759	05.02.22	1 to 4	MS grills	Partly material received
192802	07.02.22	1 to 3	Templates	No stock at SSLLP
192803	07.02.22	1 to 3	Templates	No stock at SSLLP
192806	07.02.22	1	Lenova charger	Online parches
192830	12.02.22	1 to 4	MS material	Partly material received
192835	14.02.22	1 to 10	PVC pipe	No stock at SSLLP
192838	14.02.22	1 to 16	Electrical wires	No stock at SSLLP
192878	22.02.22	1	RMC(M20)	Ready with supplier
192895	26.02.22	1 to 4	Tan brown granite	Ready with supplier
192862	21.02.22	1 to 3	PVC pipes(FRLS)	Ready with supplier
192868	21.02.22	6,7	Metal box 6&8way	No stock at SSLLP
192902	01.03.22	1 to 3	Templates	No stock at SSLLP
192903	01.03.22	1 to 3	Templates	No stock at SSLLP
192904	01.03.22	1 to 21	Switches	Ready with SSLLP
192907	01.03.22	8,9,10	Metal box	No stock at SSLLP
192908	01.03.22	1 to 16	Electrical wires	No stock at SSLLP
192909	01.03.22	1 to3	Templates	No stock at SSLLP
192913	03.03.22	1	SS sink with drain board	No stock at supplier

No of gate passes issued this weak				From No.	3430	To No.	3431
Delivery van site visit on :		08.03.22(Tuesday) 10.03.22(Thursday)					
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	169	3194		
5.	20mm	2.469	29.6	100	2960		
6.	25mm	3.86	46.32	Nill	Nill		
7.	32mm	66.67		Nill	Nill		
8.	Binding wire			Nill	Nill		
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	93	PPC/PSC last weeks stock	130
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!