Internal Memo No. 912/69 - Construction Division Date. 20.10.2014

Sub.: Standard format for requisitions

To expedite the process of purchase and delivery of material required at site standard formats for requisitions are now being prepared. Some requisitions are attached herein and some more will be added over a period of time.

The basic general requisition format has also been changed. Here two additional columns for inward no. and date have been added. Sites must ensure that inward no. and date for each material received is entered in the requisition form, which will help in tracking material receipts. Several other requisitions also have columns for requisition nos. and date.

Requisition forms must be signed by project manager at the end of each day. Admin managers at site must maintain two files i.e., one for requisitions where material (or part) is to be received and second for requisitions where all materials are received. In case of particular item is received in parts over several occasions, ensure that inward no. date and quantity is written at the back of the requisition. File so maintained must be accessible to engineers fully updated at all times. Praveen to advise sites about implementation of this memo.

These requisitions have been designed for projects with flats. Some requisitions needs to be suitably modified to meet requirement of project with villas.

Project managers may make minor modifications to the standard formats given. However, project managers should ensure that the original version is always available with them. Further, ensure that a print preview of the requisition is checked before they are mailed to HO for processing.

Soft copies of requisitions are available in staff login page of our website in a zip folder.

Soham Modi

List of requisitions:

|  |  |  |
| --- | --- | --- |
| Sl No. | Item | Remarks |
|  | Bathroom tiles deluxe | Suitably modify for tiles being used at site |
|  | Bathroom tiles semi deluxe | Suitably modify for tiles being used at site |
|  | Cement blocks | Suitably modify for different types of flats & villas. Average of different types of flats or villas may also be taken. Order blocks for one floor in case of apartments and one or more villas in case of villas. |
|  | CP fittings | Suitably modify for exact requirement |
|  | Doors and hardware deluxe | Suitably modify for average requirement over different types of flats or villas |
|  | Doors and hardware semi deluxe | Suitably modify for average requirement over different types of flats or villas |
|  | Electrical conducting for RCC work | Suitably modify for average requirement over different types of flats or villas |
|  | Electrical conducting internal | Suitably modify for average requirement over different types of flats or villas |
|  | Kitchen granite | Suitably modify as per average requirement per flat or villa |
|  | Kitchen dado | Suitably modify as per average requirement per flat or villa |
|  | Powder coated grills | Suitably modify as per exact requirement. |
|  | Powder coated Z angle templates | Suitably modify as per exact requirement. |
|  | Sliding windows | Suitably modify as per exact requirement. |
|  | Sanitary | Suitably modify as per exact requirement. |
|  | Switches, etc | Suitably modify for average requirement |
|  | Utility tiles | Suitably modify for average requirement |
|  | Vitrified tiles | Suitably modify for average requirement |
|  | Electrical wires | Suitably modify for average requirement |
|  | Door frames | NA |
|  | Door beading | NA |
|  | Cement, Recron, Plasticizer | Suitably modify for average requirement |
|  | Steel | NA |
|  | Sink & loft tanks | NA |
|  | Pumps – 2 nos | NA |
|  | LED lights | NA |

Requisition Form

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name: | |  | | | Date: | | |  | | |
| Site & Phase : | |  | | | Time: | | |  | | |
| Supplier | |  | | | Req. No. | | |  | | |
| Material required before date: | | |  | | ID No. | | |  | | |
| No | Description | | | Size | | Quantity | Units | | Inward No | Date |
| 1 |  | | |  | |  |  | |  |  |
| 2 |  | | |  | |  |  | |  |  |
| 3 |  | | |  | |  |  | |  |  |
| 4 |  | | |  | |  |  | |  |  |
| 5 |  | | |  | |  |  | |  |  |
| 6 |  | | |  | |  |  | |  |  |
| 7 |  | | |  | |  |  | |  |  |
| 8 |  | | |  | |  |  | |  |  |
| 9 |  | | |  | |  |  | |  |  |
| 10 |  | | |  | |  |  | |  |  |
| Remarks: | | | | | | | | | | |
| Prepared By | |  | | | Approved by | | |  | | |
| Sign.& Date | |  | | | Sign. & Date | | |  | | |

Note: On receipt of material at site write inward number and date in last 2 columns.