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

Company:	Modi properties private limited	Date:	04.04.2022
Site:	May flower platinum	Prepared by:	A.Sravani
Report From / To	26.03.2022 Saturday to 31.03.2022 Friday .	Approved by:	
Report Date	04.04.2022 Saturday		

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	Req.Item quanity	Item Description	Reason for not preparing PO/WO#
178270	24.2.2021	1	EPDM flooring	Quotes to be received
178301	06.01.2022	1	Jerry cans	Online purchase
178310	11.01.2022	10	Playground area equipment	PO in estimate
178314	11.01.2022	1	SS Railing	PO to be issued
178316	11.01.2022	1	Sensor type urinal,Urinal waster coupling	PO to be issued
178327	19.01.2022	1	Router TP link	On line purchase
178328	20.01.2022	3	3 way rocker	PO to be issued
178448	23.03.2022	1	Land phone	PO to be issued
178453	26.03.2022	1 &2	Gas cylinder	PO to be issued
178457	26.03.2022	1 to 9	First aid room material	PO to be issued
178458	26.03.2022	1 to 10	Gym material	PO to be issued
178466	29.03.2022	1 to 10	Gym material	PO to be issued
178469	29.03.2022	2 to 7	Cafeteria material	PO to be issued
178470	29.03.2022	1 & 2	Low storage	PO to be issued
178471	29.03.2022	2	Party speaker	PO to be issued
178472	29.03.2022	2 to 5	Paper dispenser	PO to be issued

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#
177487	18.03.2021	16	MCBs,modular plate ,socket	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
177488	18.03.2021	16	MCBs,modular plate ,socket	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
177498	19.03.2021	02	Stainless steel sink	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
178122	26.10.2021	17	UPVC Windows	Work under progress
178125	29.10.2021	20	Wall mixtures	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
178126	29.10.2021	20	Wall mixtures	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.

178127	29.10.2021	07	Wall hung WC	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
178128	29.10.2021	07	Wall hung WC	Bulk order, Supplier has the material, delivery by next week
178191	23.11.2021	1	Glass partition	Part material delivered, Work under progress
178208	30.11.2021	17	UPVC Windows	Work under progress
178302	07.01.2022	11	UPVC windows	Work under progress
178304	07.01.2022	3	UPVC windows	Work under progress
178311	11.01.2022	4	UPVC sliding windows	Work under progress
178312	11.01.2022	1	Glass partition	Work under progress
178317	12.01.2022	17	UPVC sliding windows	Work under progress
178361	02.02.2022	1	UPVC windows	Work under progress
178381	10.02.2022	1	Inwall tank	Delivery in next week.
178396	21.02.2022	1 to 3	Kitchenunit	Delivery in next week .
178397	21.02.2022	1 to 10	Sliding windows	Material will be delivered next week .
178428	14.03.2022	1	Plywood	Material will be delivered next week .
178430	15.03.2022	1	CP Jali	Material will be delivered next week .
178432	15.03.2022	1	Flush plates	Partly material delivered . Material will be delivered next week.
178422	11.03.2022	1	Lawn mover	Material will be delivered next week .
178440	21.03.2022	3	Grills	Partly material receiving .
178442	22.03.2022	1	Ultra sprinkler dk	No stock at ssllp
178445	23.03.2022	1	False ceiling	Work under progress.
178449	25.03.2022	1	Roff chemical	Material will be delivered next week
178452	25.03.2022	1 to 8	Sliding windows	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
178455	26.03.2022	1 to 10	Creche material	Supplier is not responding .
178456	26.03.2022	1 to 4	Creche material	Supplier is not responding .
178464	29.03.2022	1	Benches	Material will be delivered next week .
178465	29.03.2022	1	Notice board	Material will be delivered next week .
178467	29.03.2022	1 to 9	Recreation room material	Material will be delivered next week .
178468	29.03.2022	1 to 8	Playground equipment	Material will be delivered next week .
178473	29.03.2022	1	Mirror with frame	Material will be delivered next week .

No. of gate passes issued this week:	03	From No.	6382	To	6384
Delivery van site visit on:.	28.03.2022 , 30.03.2022 & 01.03.2022 (Holiday)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
Items not ordered but received:- NIL					
Other corrections & remarks:- NIL					
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	0.395	4.74	-	-	-
2.	10mm	-	-	-	-	-
3.	12mm	-	-	-	-	-
4.	16mm	-	-	-	-	-
5.	20mm	-	-	-	-	-
6.	25mm	-	-	-	-	-
7.	32mm	-	-	-	-	-
8.	Binding wire	-	-	-	-	-

OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	500	PPC/PSC last weeks stock	550

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	04.04.2022	04.04.2022	04.04.2022

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 ompleting 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!