

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

Company:	Modi properties private limited	Date:	16.04.2022
Site:	May flower platinum	Prepared by:	A.Sravani
Report From / To	09.04.2022 Saturday to 15.04.2022 Friday	Approved by:	
Report Date	16.04.2022 Saturday		

List of requisitions numbers missing in the report*:

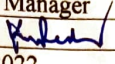
List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Req. Item quantity	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
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
178484	04.04.2022	1 to 6	MS pipes	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		
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		
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 .		
178422	11.03.2022	1	Lawn mover	Material will be delivered next week .		
178440	21.03.2022	3	Grills	Partly material receiving . no stock at sslp		
178442	22.03.2022	1	Ultra sprinkler dk	No stock at sslp		
178445	23.03.2022	1	False ceiling	Work under progress.		
178448	26.03.2022	1	Landline	Material will be delivery 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 .		
178465	29.03.2022	1	Notice board	No reply .		
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 .		
178477	31.03.2022	1 to 3	Toughened glass	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week		
178478	05.04.2022	1 to 6	Sliding windows	Work under progress		
178479	05.04.2022	1 to 6	Grills	Material will be delivered next week .		
178480	05.04.2022	1 to 6	Sliding windows	Work under progress		
178481	05.04.2022	1 to 6	Grills	Material will be delivered next week .		
178490	07.04.2022	1	Tubelights	No stock		
178491	07.04.2022	1	Roff chemical	No stock at sslp .		
178492	07.04.2022	2	Wall care putty	No stock at sslp .		
178494	08.04.2022	1 to 4	Ultra dk , lt,	No stock at sslp .		
178498	09.04.2022	1	EWC wall hang	Material will be delivered next week .		
178499	11.04.2022	1	Sand filter	Material will be delivered next week .		
No. of gate passes issued this week:			01	From No.	6385	To 6385
Delivery van site visit on:.			11.04.22 , 13.04.22 & 15.04.22			
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	450	PPC/PSC last weeks stock	500
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	16.04.2022			16.04.2022		16.04.2022	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@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!