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

Company:	Modi properties private limited	Date:	28.05.2022
Site:	May flower platinum	Prepared by:	A.Sravani
Report From / To	21.05.2022 Saturday to 27.05.2022 Friday .	Approved by:	
Report Date	28.05.2022 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#
178314	11.01.2022	1	SS Railing	PO to be issued
178469	29.03.2022	7	Coffee machine	Material is on rental basis, not received to site .
178470	29.03.2022	2	Sofa set	PO to be issued
178544	04.05.2022	2	Vinyl flooring	PO to be issued
178556	12.05.2022	1	Mi Cameras	PO to be issued
178565	24.05.2022	1	Mi Cameras	PO to be issued
178566	24.05.2022	1	Main door lights	PO to be issued
178568	25.05.2022	1	Kitchen unit	PO to be issued
178569	25.05.2022	1	Tarpaulin cover	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
178397	21.02.2022	8 & 9	Sliding windows	Material will be delivered next week .
178428	14.03.2022	1	Plywood	Material will be delivered next week .

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178440	21.03.2022	4	Grills	Partly material receiving . next week delivery
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	9	Creche material	Partly materila received .supplier arranging balance material .
178456	26.03.2022	2 & 3	Creche material	Partly materila received .supplier arranging balance material .
178465	29.03.2022	1	Notice board	Rate to be negotiate . supplier not responding .
178467	29.03.2022	4	Recreation room material	Partly materila received . supplier arranging material .
178468	29.03.2022	1 to 8	Playground equipment	Material to be received in 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	5	Grills	Partly material received .no stock at ssllp .
178480	05.04.2022	1 to 6	Sliding windows	Work under progress
178481	05.04.2022	5	Grills	Partly material received .no stock at ssllp .
178510	16.04.2022	1	HOB & chimney	Supplier not responding .
178512	16.04.2022	1	Glass partition	Next week delivery .
178514	18.04.2022	1 & 2	Kitchen unit	Material will be delivered next week .
178518	23.04.2022	1 to 9	Name plates club house	Material will be delivered next week .
178522	23.04.2022	8	WOOD dark	No stock .
178529	28.04.2022	1	Roots cleaning machine	Delivery with in 3 weeks.
178535	30.04.2022	1 to 9	Name plates	Deliver by Monday
178536	02.05.2022	1	Rainwater Filtration plant	Delivery in 3 weeks .
178537	02.05.2022	1	Sewerage filtration plant	Delivery in 3 weeks .
178545	05.05.2022	1	French windows	Work under progress
178547	06.05.22	1	Wood dark tiles	No stock at ssllp
178552	09.05.22	4	Luppam patti	Next week delivery .
178551	09.05.2022	1 to 8	Tiles	Partly delivered today . balance next week delivery .

No. of gate passes issued this week:	01	From No.	6392	To	6392
Delivery van site visit on:.	23.05.2022, 25.05.2022 & 27.05.2022 .				
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	400	PPC/PSC last weeks stock	450

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	28.05.2022	28.05.2022	28.05.2022

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!