

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

Company:	Modi properties private limited	Date:	11.06.2022
Site:	May flower platinum	Prepared by:	R Ashok
Report From / To	04.06.2022 Saturday to 10.06.2022 Friday	Approved by:	
Report Date	11.06.2022 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 [#]
178314	11.01.2022	1	SS Railing	PO to be issued
178466	29.03.2022	10	Digital weighing machine	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
178568	25.05.2022	1	Kitchen unit	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 [#]
177498	19.03.2021	02	Stainless steel sink	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
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
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.
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 material received .supplier arranging balance material ..
178456	26.03.2022	2 & 3	Creche material	Partly material received .supplier arranging balance material ..
178465	29.03.2022	1	Notice board	Rate to be negotiate . supplier not responding .
178468	29.03.2022	1 to 8	Playground equipment	Supplier not responding .
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 sslp .
178480	05.04.2022	1 to 6	Sliding windows	Work under progress

178510	16.04.2022	1	HOB & chimney	Partly materila received .supplier arranging balance material .			
178512	16.04.2022	1	Glass partition	Next week delivery .			
178522	23.04.2022	8	WOOD dark	No stock .			
178536	02.05.2022	1	Rainwater Filtration plant	Delivery in a weeks .			
178537	02.05.2022	1	Sewerage filtration plant	Delivery in a weeks .			
178545	05.05.2022	1	French windows	Work under progress			
178547	06.05.22	1	Wood dark tiles	No stock at sslp			
178551	09.05.2022	1 to 8	Tiles dark wood	No stock			
178556	12.05.2022	1	CC cameras	Next week delivery			
178565	24.05.2022	1	Mi Cameras	Partly delivered .			
178573	30.05.2022	1	JBLCSL M20	Material will be delivered next week .			
178578	31.05.2022	1 to 9	Panel doors	Next week delivery			
No. of gate passes issued this week:			01	From No.	6395	To	6395
Delivery van site visit on:			06.05.2022 , 08.06.2022 , 10.06.2022.				
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	-	-	-	-	-	
2.	10mm	-	-	-	-	-	
3.	12mm	-	-	-	-	-	
4.	16mm	-	-	-	-	-	
5.	20mm	-	-	-	-	-	
6.	25mm	-	-	-	-	-	
7.	32mm	-	-	-	-	-	
8.	Binding wire	-	-	-	-	nil	
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	nil	PPC/PSC last weeks stock	690
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		11.06.2022		11.06.2022		11.06.2022	

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