

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

Company:	Modi properties private limited	Date:	20.06.2022
Site:	May flower platinum	Prepared by:	R. Ashok
Report From / To	10.06.2022 Saturday to 17.06.2022 Friday .	Approved by:	
Report Date	20.06.2022 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

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	Details of discussion with supplier
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 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 .
178468	29.03.2022	1 to 8	Playground equipment	Partly materila received .supplier arranging balance material ..
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		
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		
178568	25.05.2022	1	Kitchen unit	Work under progress		
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. 6396 To 6396		
Delivery van site visit on:			13.06.2022, 15.06.2022, 17.06.2022.			
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	-	-	-	-	-
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	nil	PPC/PSC last weeks stock 400
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		20.06.2022		20.06.2022		20.06.2022

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