

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

Company:	Modi properties private limited	Date:	4.07.2022
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	25.06.2022 Saturday to 1.07.2022 Friday	Approved by:	
Report Date	4.07.2022 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#
178466	29.03.2022	10	Digital weighing machine	PO to be issued
178470	29.03.2022	2	Sofa set	PO to be issued
178544	04.05.2022	2	Vinyl flooring	PO to be issued
178598	13-.06.2022	1	Tile-Cloudy Copper	Not Found
178607	17.06.2022	1	Wat[chers for partyware	PO to be issued
178614	24..06.2022	1-2	Flood , Street Lights	Requisition sent to MD'S approval
178615	24..06.2022	1-8	Furniture & consumables	Not Found
178620	27..06.2022	1-2	Electrical Octagonal & timer	Not Found
178622	27..06.2022	1	Windows	Not Found
178623	28..06.2022	1-10	Stationary	Requisition sent to MD'S approval
178624	28..06.2022	1-5	Stationary & Consumables	Requisition sent to MD'S approval
178625	28..06.2022	1-5	Consumables	Requisition sent to MD'S approval

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.
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 ..
178468	29.03.2022	1 to 8	Playground equipment	Partly materila received .supplier arranging balance material ..
178469	29.03.2022	7	Coffee machine	Delivery to be tomorrow
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 .
178510	16.04.2022	1	HOB & chimney	Partly materila received .supplier arranging balance



178512	16.04.2022	1	Glass partition	material .			
178522	23.04.2022	8	WOOD dark	Next week delivery .			
178547	06.05.22	1	Wood dark tiles	No stock .			
178551	09.05.2022	1 to 8	Tiles dark wood	No stock at sslp			
178568	25.05.2022	1	Kitchen unit	No stock			
178578	31.05.2022	1 to 9	Panel doors	Work under progress			
178609	21.06.2022	1	Consumables Door Mats	Next week delivery			
178608	21.06.2022	1	Peripherals- Router	Part material delivered, remaining material available at supplier will be delivered next week.			
178606	15-06-2022	1 to 6	CPVC	Part material delivered, remaining material available at supplier will be delivered next week.			
178602	15-06-2022	2to6 & 8,9	Consumables items	Partly materila received .supplier arranging balance material .			
178600	15-06-2022	7	Consumables wall putty	Partly materila received .supplier arranging balance material .			
178595	13.06.2022	1	Granite-Tan-Brown	Part material delivered, remaining material available at supplier will be delivered next week.			
178594	11.06.2022	1	Granite-Tan-Brown	Part material delivered, remaining material available at supplier will be delivered next week.			
178592	11.06.2022	1 & 2	UPVC	Part material delivered, remaining material available at supplier will be delivered next week.			
178618	24..06.2022	1-9	Wall,Floor Tiles	Requisition sent to MD'S approval			
178617	24..06.2022	1-8	Wall,Floor Tiles	Requisition sent to MD'S approval			
178616	24..06.2022	1-8	Floor Tiles	Requisition sent to MD'S approval			
No. of gate passes issued this week:			0	From No. - To -			
Delivery van site visit on:			27.06.2022 , 29.06.2022 , 1.07.2022.				
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	-	-	-	-	nil	
8.	Binding wire	-	-	-	-	-	
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	nil	PPC/PSC last weeks stock	360
Details			Project Manager		Admin Officer/Manager		Admin Audit
Sign							
Date			4.07.2022		4.07.2022		4.07.2022

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