

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

Company:	Modi properties private limited	Date:	16.07.2022
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	9.07.2022 Saturday to 15.07.2022 Friday	Approved by:	
Report Date	16.07.2022 Saturday		

List of requisitions numbers missing in the report*: 178628

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#
178470	29.03.2022	2	Sofa set	PO to be issued
178544	04.05.2022	2	Vinyl flooring	PO to be issued
178615	24.06.2022	1-8	Furniture Material (sofa set)	Online purchase
178622	27.06.2022	1	Windows	PO to be issued
178641	09.07.2022	1	Peripherals bags	PO to be issued (Online purchase)

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
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 material received .supplier arranging balance material .
178456	26.03.2022	2 & 3	Creche material	Partly material 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 material received .supplier arranging balance material .
178512	16.04.2022	1	Glass partition	Next week delivery .
178522	23.04.2022	8	WOOD dark	No stock .
178547	06.05.22	1	Wood dark tiles	No stock at sslp
178551	09.05.2022	1 to 8	Tiles dark wood	No stock
178568	25.05.2022	1	Kitchen unit	Work under progress
178578	31.05.2022	1 to 9	Panel doors	Next week delivery
178592	11.06.2022	1 & 2	UPVC	Part material delivered, remaining material Not available at supplier will be delivered next week.
178594	11.06.2022	1	Granite-Tan-Brown	Part material delivered, remaining material Not available at supplier will be delivered next week.
178600	15-06-2022	7	Consumables wall putty	Partly material received .supplier arranging balance material .
178602	15-06-2022	2to6 & 8,9	Consumables items	Partly material received .supplier arranging balance material .
178606	15-06-2022	2,3,5&6	CPVC	Part material delivered, remaining material Not available at supplier will be delivered next week.
178608	21.06.2022	1	Peripherals- Router	.No stock at sslp

178617	24.06.2022	1,3,7,8	Wall Tiles	Part material delivered, remaining material Not available at supplier will be delivered next week.			
178618	24.06.2022	3,6,8	Floor tiles	Part material delivered, remaining material Not available at supplier will be delivered next week.			
178623	28.06.2022	1& 2	Stationary pens	Part material delivered, remaining material Not available at supplier will be delivered next week.			
178624	28.06.2022	4	Coffee powder	Part material delivered, remaining material Not available at supplier will be delivered next week.			
178629	06--07-2022	1	Floor mat	Next week delivery .			
178633	06-07-2022	1	False ceiling - Gypsum	Next week delivery .			
178634	06-07-2022	1	PVC False ceiling - Wenge	Next week delivery .			
178635	08-07-2022	1	Tiles adhesive-Roff	Next week delivery .			
178638	08-07-2022	1	Electrical insulation tapes	Next week delivery .			
178639	09-07-2022	1-4	Tile grout cement	Next week delivery .			
178643	09-07-2022	1-2	ELEC lights & CCTV Cameras	Monday to be delivery .			
178645	12-07-2022	1	Floor paint-Yellow	Next week delivery .			
178646	12-07-2022	1-3	Wall hung	Next week delivery .			
No. of gate passes issued this week:			1	From No.	6399	To	6399
Delivery van site visit on:			11.07.2022 , 13.07.2022 , 15.07.2022.				
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	-	-	-	-	-	
8.	Binding wire	-	-	-	-	nil	
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	nil	PPC/PSC last weeks stock	351
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		16.07.2022		16.07.2022		16.07.2022	

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