

Construction Division - Material Requirement – Site Report

Company:	M C Modi Educational Trust	Date:	16-11-2024
Site:	MCMET	Prepared by:	NIHARIKA
Report From / To	09-11-2024 to 15-11-2024	Approved by:	SARWAR
Report Date	16-11-2024		
List of items that require SKU:			
List of requisitions where PO/WO not prepared after 3 working days of requisition:			
Req No.	Req Date	Serial no of item in Req	Item Description
			Coordinate with purchase /procurement and give reason for delay.
			NILL
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
PO No.	PO Date	Serial no of item in PO.	Item Description
			Details of discussion with supplier & expected date of delivery
20241017027	17-10-2024	1,2	Steel -8mm Steel-16mm
20240924007	24-09-2024	2	Equipment-Lift
			Tuesday will Receive -19-11-2024
			Material Received One Delivered Today Another one Delivery By 18-11-2024 (Monday)
No. of gate passes issued this week:			From No.
			To No.
Delivery van site visit on:			
Items not ordered but received: NILL			
POs to be cancelled-material not required/incorrectly made:			
Approved POs – part/full material received – MRN not uploaded: NILL			
PO to be closed – part material received – further material not required/will be ordered by new requisition:			
Other corrections & remarks:			
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 tons
			Previous weeks stock in tons
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire	-	
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
OPC stock	NILL	OPC last weeks stock	NILL
			PPC/PSC stock
			15
			PPC/PSC last weeks stock
			16
Details	Prepared by		Project Manager
Sign	NIHARIKA		SARWAR
Date	09-11-2024		09-11-2024

Notes: 1. For missing SKUs send email to procurement@modiproperties.in and post on purchase construction viber group. 2. Send this report to purchase@modiproperties.com, janaki@modiproperties.com and audit@modiproperties.com on every Saturday. 3. PM shall not leave the site without sending this report. 4. Site engineers to call suppliers for status of delivery. DO NOT CALL PURCHASE. 5. Purchase to send reply to this report before next Saturday. 6. Zoom meeting to be held with purchase coordinator, site and purchase division once a week to discuss this report.

