

Construction Division - Material Requirement – Site Report

Company:	M C Modi Educational Trust	Date:	18-01-2025
Site:	MCMET	Prepared by:	NIHARIKA
Report From / To	11-01-2025 to 17-01-2025	Approved by:	SARWAR
Report Date	18-01-2025		
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.
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
20250117001	17-01-2025	1	Steel-Scaffolding -Hire Chargers Monday will receive the material 20-01-2025
20250116020	16-01-2025	1	Buliding material - manhole set FRP Monday will receive the material 27-01-2025
20241221042	23-12-2024	1	Windows-UPVC - Ventilator top Hung - 600WX600Hmm Monday will receive the material 20-01-2025
20241218011	19-12-2024	1	Electrical -HT Supply Work material -LS Work order
20241216034	16-12-2024	1	Electrical -HT Supply Work material -LS Work order
No. of gate passes issued this week:			
		From No.	To No.
Delivery van site visit on: 17-01-2025			
Items not ordered but received: NIL			
POs to be cancelled-material not required/incorrectly made:			
Approved POs – part/full material received – MRN not uploaded: NIL			
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	-	
OPC stock	NILL	OPC last weeks stock	NILL
			PPC/PSC stock
			NILL
			PPC/PSC last weeks stock
			25
Details	Prepared by		
Sign	NIHARIKA		
Date	11-01-2025		
	Project Manager		
	SARWAR		
	11-01-2025		

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.

