

Construction Division - Material Requirement – Site Report

Company:	M C Modi Educational Trust	Date:	08-02-2025				
Site:	MCMET	Prepared by:	NIHARIKA				
Report From / To	01-02-2025 to 07-02-2025	Approved by:	SARWAR				
Report Date	08-02-2025						
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.			
20250204002	04-02-2025	1	Building material -cable trench -RCC U shape with LID -600x600x2000m	PO Opened waiting for submit			
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			
20250116020	16-01-2025	1	Buliding material - manhole set FRP	Tuesday Will Receive the material - 11/01/2025			
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:07-02-2025							
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	180	854	854	
2.	10mm	.617	7.404	5	38	38	
3.	12mm	.89	10.68	67	716	716	
4.	16mm	1.58	18.96	0.00	0.00	0.00	
5.	20mm	2.47	29.64	0.00	0.00	0.00	
6.	25mm	3.86	46.32	0.00	0.00	0.00	
7.	32mm	6.32	75.84	0.00	0.00	0.00	
8.	Binding wire	-		0.00	0.00	0.00	
OPC stock	NILL	OPC last weeks stock	NILL	PPC/PSC stock	15	PPC/PSC last weeks stock	NILL
Details		Prepared by		Project Manager			
Sign		NIHARIKA		SARWAR			
Date		08-02-2025		08-02-2025			

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.


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