

Construction Division - Material Requirement – Site Report

Company:	M C Modi Educational Trust	Date:	05-04-2025				
Site:	MCMET	Prepared by:	NIHARIKA				
Report From / To	29-03-2025 to 04-04-2025	Approved by:	SARWAR				
Report Date	05-04-2025						
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			
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			
20240924007	24-11-2024	1	Equipment -Lift	Work under progress			
No. of gate passes issued this week:			From No.	To No.			
Delivery van site visit on:31-03-2025,03-04-2025,04-04-2025							
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	60	PPC/PSC last weeks stock	25
Details		Prepared by		Project Manager			
Sign		NIHARIKA		SARWAR			
Date		05-04-2025		05-04-2025			

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.

APPROVED BY
05 APR 2025
 SYED GOLAM SARWAR
 ASST. PROJECT MANAGER
 BGGV. PVT. LTD.