

Construction Division - Material Requirement – Site Report

Company:	M C Modi Educational Trust	Date:	24-01-2026
Site:	MCMET	Prepared by:	S.Shravya
Report From / To	19.01.26 to 24.01.26	Approved by:	Sai K umar
Report Date	24-01-2026		

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.
20251223018	23.12.25	1	Pump stater panel	Po not done

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
20260119028	20-01-2026	1 to 3	Colin,toilet cleaner,wiper	Delivery by 27.01.26
20260112001	13-01-2026	1	Door flush door	Advance payment is pending
20260106017	07-01-2026	1	Hose box singlee door	Delivery by 27.01.26
20260103012	09-01-2026	1 to 2	multi sensor detector	Delivery by 27.01.26

No. of gate passes issued this week:

No

From No.

To No.

Delivery van site visit on:

Items not ordered but received:

POs to be cancelled – material not required /incorrectly made:

Approved POs – part/full material received – MRN not uploaded:

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	Stock as per M-codex in Kgs
1.	8mm	.395	4.74	0.00	0.00	0.00	0.00
2.	10mm	.617	7.404	0.00	0.00	0.00	0.00
3.	12mm	.89	10.68	0.00	0.00	0.00	0.00
4.	16mm	1.58	18.96	0.00	0.00	0.00	0.00
5.	20mm	2.47	29.64	0.00	0.00	0.00	0.00
6.	25mm	3.86	46.32	0.00	0.00	0.00	0.00
7.	32mm	6.32	75.84	0.00	0.00	0.00	0.00
8.	Binding wire	-		0.00	0.00	0.00	0.00
OPC stock		OPC last weeks stock		PPC/PSC stock	10	PPC/PSC last weeks stock	15
Details	Prepared by			Project Manager			
Sign	S.Shravya			Sai kumar			
Date	24-01-2026			24-01-2026			

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.