

**Construction Division - Material Requirement – Site Report**

Company:	MRGV	Date:	07-02-2026
Site:	BRGV	Prepared by:	S.Shravya
Report From / To	01-02-26 to 07-02-26	Approved by:	Sai kumar
Report Date	07-02-26		

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
20251212001	15-12-25	1 TO 3	UPVC-sliding with mesh-1.2x1.2m,sliding without mesh-0.9x0.9m,ventilator top hng-0.6x0.6m	Supplier not responding
20260205015	05-02-26	1	CP Wash basin pedestal	Delivery by 09-02-26
20260204011	04-02-26	7	CP Wall mixture	No stock at MHTR-GV

No. of gate passes issued this week:		From No.		To No.	
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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	Nil	OPC last weeks stock	Nil	PPC/PSC stock	00	PPC/PSC last weeks stock	00
Details		Prepared by		Project Manager			
Sign		S.Shravya		Sai kumar			
Date		07-02-2026		07-02-2026			

Notes: 1. For missing SKUs send email to [procurement@modiproperties.in](mailto:procurement@modiproperties.in) and post on purchase construction viber group. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [janaki@modiproperties.com](mailto:janaki@modiproperties.com) and [audit@modiproperties.com](mailto: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.