

Sub.: Standard format for requisitions

To expedite the process of purchase and delivery of material required at site standard formats for requisitions are now being prepared. Some requisitions are attached herein and some more will be added over a period of time.

The basic general requisition format has also been changed. Here two additional columns for inward no. and date have been added. Sites must ensure that inward no. and date for each material received is entered in the requisition form, which will help in tracking material receipts. Several other requisitions also have columns for requisition nos. and date.

Requisition forms must be signed by project manager at the end of each day. Admin managers at site must maintain two files i.e., one for requisitions where material (or part) is to be received and second for requisitions where all materials are received. In case of particular item is received in parts over several occasions, ensure that inward no. date and quantity is written at the back of the requisition. File so maintained must be accessible to engineers fully updated at all times. Praveen to advise sites about implementation of this memo.

These requisitions have been designed for projects with flats. Some requisitions needs to be suitably modified to meet requirement of project with villas.

Project managers may make minor modifications to the standard formats given. However, project managers should ensure that the original version is always available with them. Further, ensure that a print preview of the requisition is checked before they are mailed to HO for processing.

Soft copies of requisitions are available in staff login page of our website in a zip folder.
Soham Modi

List of requisitions:

Sl No.	Item	Remarks
1.	Bathroom tiles deluxe	Suitably modify for tiles being used at site
2.	Bathroom tiles semi deluxe	Suitably modify for tiles being used at site
3.	Cement blocks	Suitably modify for different types of flats & villas. Average of different types of flats or villas may also be taken. Order blocks for one floor in case of apartments and one or more villas in case of villas.
4.	CP fittings	Suitably modify for exact requirement
5.	Doors and hardware deluxe	Suitably modify for average requirement over different types of flats or villas
6.	Doors and hardware semi deluxe	Suitably modify for average requirement over different types of flats or villas
7.	Electrical conducting for RCC work	Suitably modify for average requirement over different types of flats or villas
8.	Electrical conducting internal	Suitably modify for average requirement over different types of flats or villas
9.	Kitchen granite	Suitably modify as per average requirement per flat or villa
10.	Kitchen dado	Suitably modify as per average requirement per flat or villa
11.	Powder coated grills	Suitably modify as per exact requirement.
12.	Powder coated Z angle templates	Suitably modify as per exact requirement.
13.	Sliding windows	Suitably modify as per exact requirement.
14.	Sanitary	Suitably modify as per exact requirement.
15.	Switches, etc	Suitably modify for average requirement
16.	Utility tiles	Suitably modify for average requirement
17.	Vitrified tiles	Suitably modify for average requirement
18.	Electrical wires	Suitably modify for average requirement
19.	Door frames	NA
20.	Door beading	NA
21.	Cement, Recron, Plasticizer	Suitably modify for average requirement
22.	Steel	NA
23.	Sink & loft tanks	NA
24.	Pumps – 2 nos	NA
25.	LED lights	NA

Requisition Form

Company Name:				Date:				
Site & Phase :				Time:				
Supplier				Req. No.				
Material required before date:					ID No.			
No	Description	Size	Quantity	Units	Inward No	Date		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Remarks:								
Prepared By				Approved by				
Sign.& Date				Sign. & Date				

Note: On receipt of material at site write inward number and date in last 2 columns.