

Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Aedis Developers LLP	Date:	08.05.2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	01.05.2021 to 07.05.2021	Approved by:	Madhu.T
Report Date	08.0.2021		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
100335	15.04.2021	01	Panel Doors	Partly Received from the supplier balance material will get by Tuesday.
100342	22.04.2021	01	Cement blocks	Spoken with supplier and said material will supply on within 2-3 days.
100344	27.04.2021	01	Vetrified tiles	Material is ready at GMR, Sending vehicle on monady to get tiles.
100346	03.05.2021	01	MS Square Pipe	On Monday we will get MS Square pipe from Supplier.
100347	04.05.2021	01	PVC Material	Material is ready at SSLP, Wiil get by Monday
100349	05.05.2021	01	Tata Putti (Lappum) Powder	Material is ready at SSLP, Wiil get by Monday
100350	05.05.2021	01	Door Beadings	Partly received from sslp, balance material will get within two days.
100352	07.05.2021	01	Electrical wire	Material is ready at SSLP, Will get by Monday

No. of gate passes issued this week:

Nil

From No.

-

To No.

-

Delivery van site visit on:

03rd 04th 06th

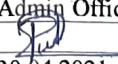
Inward report (MRN/other) & stock report emailed in pdf format to purchase?

Yes

Items not ordered but received:

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 Kgs	Previous stock in Kgs
1.	8mm	.395	4.74			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					
OPC stock		OPC last weeks stock		PPC/PSC stock	715	PPC/PSC last weeks stock
						557
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	30.04.2021			30.04.2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8.