

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

Company:	Aedis Developers LLP	Date:	21.08.2021
Site:	MGA	Prepared by:	Sridevi
Report From / To	14.08.2021 to 20.08.2021	Approved by:	Madhu
Report Date	21.08.2021		

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"
100450	18.08.2021	01	Anchor Bolts, washer, nut	PO Not Issue.

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 ⁵
100398	25.06.2021	01	3 Phase Generator	Spoken with supplier, will get next week.
100403	03.07.2021	01	Bathroom tiles	Partly received from MPL, Balance material will get within three days.
100408	05.07.2021	01	Panel doors	Partly received from SSSLP, On requirement will get material.
100429	27.07.2021	01	PVC Material	Partly received from SSSLP, balance material will get on Monday.
100436	02.08.2021	01	Electrical wires	No stock at SSSLP.
100437	06.08.2021	01	Panel doors	Partly received from SSSLP, On requirement will get material.
100441	12.08.2021	01	3.5Core armoured cable	Spoken with supplier, will get on Tuesday.
100442	13.08.2021	01	HDPE Pipe	Spoken with supplier, will get within three days.
100447	16.08.2021	01	4"PVC Pipe	Partly received from SSSLP, balance material will get on Monday.
100448	17.08.2021	01,02,03	Buckets, Sponges, lyzol	Ready at SSSLP, We will get material on Monday.

No. of gate passes issued this week:	Nil	From No.		To No.	
Delivery van site visit on:	17 th	18 th	19 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
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	25	PPC/PSC last weeks stock	
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	21.08.2021			21.08.2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumari@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