

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

Company:	Aedis Developers LLP	Date:	25-09-2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	18-09-2021 to 24-09-2021	Approved by:	Madhu
Report Date	25-09-2021		

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 [#]
100500	22.09.2021	1	Armoured cable	PO to be issue
100499	22.09.2021	1 to 9	Lift material	PO to be issue
100498	22.09.2021	4,6,8,11,12	Switches	PO to be issue
100497	22.09.2021	1,2,5,6,7	Electrical wires	PO to be issue
100490	18.09.2021	1	MI Cameras	PO to be issue
100487	17.09.2021	2	Manhole covers	PO to be 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
100496	22.09.2021	1	Acid bottles	Material is ready at SSSLP, we are getting material on Monday
100495	21.09.2021	1	Cement	Material is Ready at SSSLP, we will get material within two working days.
100492	20.09.2021	1 to 5	GI Tee,Elbow,Reducer	Ready with supplier, we are getting material on Tuesday.
100491	18.09.2021	1	Welding sticks	Spoken with supplier, Monday we are receiving Welding sticks
100484	14-09-2021	1	MS Window grills	Material is Ready at SSSLP, we are getting material within two days.
100473	06-09-2021	1	Stainless Steel sink	Partly received from SSSLP
100467	02-09-2021	1 to 4	Bathroom tiles	Material is Ready at SSSLP, We are getting material on Tuesday.
100457	27-08-2021	1	False ceiling	Spoken with supplier, Monday we are receiving false ceiling
100449	17-08-2021	1,2,5,6	Doors and hardware	Ready with supplier, material will receive within three days.
100437	06-08-2021	1 to 6	Panel Doors	Partly received from SSSLP and pending material will get on Requirement.
100436	02-08-2021	1	Electrical wires	Partly received from SSSLP
100430	28-07-2021	1	RO Plant	Spoken with Supplier , By next week we will get RO Plant
100429	26-07-2021	17,28	PVC Coupling, CPVC bend	Partly received from SSSLP.
100403	03-07-2021	1	Bathroom tiles	Partly received from MPL, Balance Material will get on Requirement

No. of gate passes issued this week:

From No.

To No.

Delivery van site visit on:

21st 22nd 24th

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

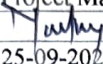
Yes / No

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	60	PPC/PSC last weeks stock	
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	25-09-2021			25-09-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!