

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

Company:		Modi properties private limited		Date:	18.12.2021
Site:		May flower platinum		Prepared by:	B.Nandini
Report From / To		11.12.2021 Saturday to 17.12.2021 Friday		Approved by:	
Report Date		18.12.2021 saturday			
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	Req.Item quantity	Item Description	Reason for not preparing PO/WO [#]	
177937	20.08.2021	01	Swimming pool Equipment's Supply	Quotes to be Receive	
178191	23.11.2021	01	Glass partition	Po in estimate	
178209	30.11.2021	4	SS railing	Comparison sent to MD for approval	
178210	30.11.2021	4	SS railing	Comparison sent to MD for approval	
178211	30.11.2021	4	SS railing	Comparison sent to MD for approval	
178237	10.12.2021	3	MS Clit plates	Requisition sent to MD for approval	
178238	10.12.2021	2	Wedge anchor bolts	Requisition sent to MD for approval	
178246	14.12.2021	2,3	Wooden screws,PVC plug	Po to be issued	
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	Reason for not preparing PO/WO [#]	
177487	18.03.2021	16	MCBs,modular plate ,socket	Part material received remaining material to be arranged by supplier	
177488	18.03.2021	16	MCBs,modular plate ,socket	Part material received remaining material to be arranged by supplier	
177498	19.03.2021	02	Stainless steel sink	Material hold by site, work in progress	
177562	06.04.2021	2	2X2 Vertrified tiles	Part material received remaining material to be arranged by supplier	
177901	07.08.2021	03	Urban wood natural	Part material received. Remaining material no stock at Supplier	
178112	20.10.2021	01	Garbage Bin	Part material delivered Supplier has the material, delivery by Monday	
178122	26.10.2021	17	UPVC Windows	Part material received remaining material to be arranged by supplier	
178125	29.10.2021	20	Wall mixtures	Supplier has the material, delivery by Tuesday	
178126	29.10.2021	20	Wall mixtures	Supplier has the material, delivery by Tuesday	
178127	29.10.2021	07	Wall hung WC	Supplier has the material, delivery by Tuesday	
178128	29.10.2021	07	Wall hung WC	Supplier has the material, delivery by Tuesday	
178138	03.11.2021	1	Flush doors	Supplier has to arrange the material delivery in next week	
178143	05.11.2021	01	LED lights	Part material received remaining material no stock at supplier	
178144	06.11.2021	01	MS box pipe	Part material delivered Supplier has the material, delivery by Monday	
178152	08.11.2021	03	Urban wood natural & Crema marfil	Part material received remaining material no stock at supplier	
178164	13.11.2021	01	Janata paste	Material available at SLLP Store delivery by monday	

178165	13.11.2021	03	Panel Doors ,towerbolt ,dead locks	Supplier will arrange the Material Delivery by Next week			
178172	17.11.2021	04	MS Square pipe	Supplier will arrange the Material Delivery by Next week			
178183	19.11.2021	11	CP wall Mixers	Part material received remaining material to be arranged by supplier			
178184	19.11.2021	3	Sanitary material	No stock at supplier			
178185	19.11.2021	1	Macherla stones	Supplier has not arranged the material work in progress			
178198	26.11.2021	10	SS Name plate	Supplier will arrange the Material Delivery by Next week			
178199	26.11.2021	20	SS Name plate	Supplier will arrange the Material Delivery by Next week			
178207	30.11.2021	1	GI flat patti	Part material received remaining material to be arranged by supplier			
178217	06.12.2021	1	Roff chemical	Part material received remaining material to be arranged by supplier			
178219	06.12.2021	6	Janata paste	Material available at SSLLP Store delivery by monday			
178221	06.12.2021	3	Insulation tape	Part material received remaining material to be arranged by supplier			
178225	07.12.2021	15	Cu multi-stand wires	Part material received remaining material to be arranged by supplier			
178229	08.12.2021	19	Flush plates	Part material received remaining material to be arranged by supplier			
178230	08.12.2021	2	Wall hung rag bolts	Part material received remaining material no stock at supplier			
178231	08.12.2021	20	SS name plates	Supplier will arrange the Material Delivery by Next week			
178232	08.12.2021	10	SS name plates	Supplier will arrange the Material Delivery by Next week			
178233	08.12.2021	12	TV Wire,Telephone wire	Supplier arranging the material delivery by next week			
178240	10.12.2021	2	Flat patti	Supplier arranging the material delivery by next week			
178247	14.12.2021	10	CPVC elbow, coupling	Supplier arranging the material delivery by next week			
No. of gate passes issued this week:			Nil / 03	From No.	6133	To	6133
Delivery van site visit on:.			13 th ,15 th & 17 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes		
Items not ordered but received:- NIL							
Other corrections & remarks:- NIL							
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	0.395	4.74	100	474		474
2.	10mm	-	-	-	-		-
3.	12mm	-	-	-	-		-
4.	16mm	-	-	-	-		-
5.	20mm	-	-	-	-		-
6.	25mm	-	-	-	-		-
7.	32mm	-	-	-	-		-
8.	Binding wire	-	-	-	-		-
OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	416	PPC/PSC last weeks stock	636

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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. \$ 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!