

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

Company:	Modi properties private limited	Date:	11.12.2021
Site:	May flower platinum	Prepared by:	B.Nandini
Report From / To	04.12.2021 Saturday to 10.12.2021 Friday	Approved by:	
Report Date	11.12.2021 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
178111	20.10.2021	01	Lawn Mover	Po not Issued
178125	29.10.2021	-	Wall Mixture	Part material Po in estimate
178126	29.10.2021	-	Wall Mixture	Part material Po in estimate
178127	29.10.2021	-	Wall hung WC	Po in estimate
178128	29.10.2021	-	Wall Hung WC	Po in estimate
178191	23.11.2021	01	Glass partition	Po in estimate
178201	27.11.2021	1	Aluminium sliding ladder	Catalog, rates to be send to MD
178208	30.11.2021	17	Sliding windows	Po in estimate
178209	30.11.2021	4	SS railing	Po in estimate
178210	30.11.2021	4	SS railing	Po in estimate
178211	30.11.2021	4	SS railing	Po in estimate
178225	07.12.2021	15	Electrical wires	Po in estimate
178226	06.12.2021	09	Stationary	Not entered in database
178227	07.12.2021	1	Upvc sliding windows	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
177559	06.04.2021	12	Bathroom tiles luna, ultra& malaysian series	Part material received. Supplier has the material, delivery by Monday
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. Supplier has the material, delivery by Monday
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
178143	05.11.2021	01	LED lights	Part material received remaining material to be arranged by supplier

178144	06.11.2021	01	MS box pipe	Part material received remaining material to be arranged by supplier			
178152	08.11.2021	03	Regal beige,Urban wood natural Crema marfil	Supplier has the material, delivery by Monday			
178162	12.11.2021	03	Country rosso,Country Black.Pacific blue	Material available at SLLP Store delivery by monday			
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	Supplier has the material, delivery by next week			
178185	19.11.2021	1	Macherla stones	Supplier has the material, delivery by next week			
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			
178200	27.11.2021	1	Wipro LED flood lights	Supplier has the material, delivery by next week			
178217	06.12.2021	1	Roff chemical	Supplier will arrange the Material Delivery by Next week			
178219	06.12.2021	6	White grout	Supplier has the material, delivery by Monday			
178220	06.12.2021	4	Lappam patti	Supplier has the material, delivery by Monday			
178221	06.12.2021	3	Insulation tape	Supplier has the material, delivery by Monday			
No. of gate passes issued this week:			Nil / 03	From No.	6130	To	6132
Delivery van site visit on:.			6 th ,8 th & 10 th				
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	0.395	4.74	100	474	200	
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	636	PPC/PSC last weeks stock	235
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!