

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

Company:		Modi properties private limited		Date:	04.12.2021
Site:		May flower platinum		Prepared by:	B.Nandini
Report From / To		27.11.2021 Saturday to 03.12.2021 Friday		Approved by:	
Report Date		04.12.2021 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	Po in estimate	
178126	29.10.2021	-	Wall Mixture	Po in estimate	
178127	29.10.2021	-	Wall hung WC	Po in estimate	
178128	29.10.2021	-	Wall Hung WC	Po in estimate	
178185	19.11.2021	01	Chocolate Macherla stone	Document is in estimate	
178191	23.11.2021	01	Glass partition	Po in estimate	
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	Hold by site work in progress	
177559	06.04.2021	12	Bathroom tiles luna, ultra& malaysian series	Supplier has the material, delivery by Monday	
177844	23.07.2021	01	Rain water line MS pipe	Under fabrication	
177901	07.08.2021	03	Urban wood natural,	Supplier has the material, delivery by Monday	
178050	04.10.2021	01	AMF panel	Supplier Arrange the Material Delivered by Next week	
178093	12.10.2021	06	Tandoor stone	Supplier Arrange the Material Delivered by Next week	
178112	20.10.2021	01	Garbage Bin	Part material delivered Supplier has the material, delivery by Monday	
178133	01.11.2021	01	Sadar ali Grey	Supplier Arrange the Material Delivered by Monday	
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			
178182	19.11.2021	06	Tan brown Granite	Part material delivered Supplier has the material, delivery by Monday			
178183	19.11.2021	11	CP wall Mixers	Supplier has the material, delivery by next week			
178190	23.11.2021	04	Janata paste	Supplier has the material, delivery by next week			
178194	26.11.2021	2,8	Mopping stick,phinyll	Supplier has the material, delivery by next week			
178195	26.11.2021	2,5	Bombay brooms,plastic gampa	Supplier has the material, delivery by next week			
178200	27.11.2021	1	Wipro LED flood lights	Supplier has the material, delivery by next week			
No. of gate passes issued this week:			Nil / 03	From No.	6129	To	6129
Delivery van site visit on:.			29 th ,1st & 3rd				
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	421`	200	550	
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	235	PPC/PSC last weeks stock	470
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 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!