

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

Company:	Modi properties private limited		Date:	06.11.2021
Site:	May flower platinum		Prepared by:	k.Sravani
Report From / To	30.10.2021 Saturday		Approved by:	
Report Date	05.11.2021 Friday			
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#
177134	18.11.2020	01	SS Railing8mm	Estimation with Md for Approval
177937	20.08.2021	01	Swimming pool Equipments Supply	Quotes to be Receive
177995	15.09.2021	01	Camera	Online purchase
178046	01.10.2021	01	Ponding Sheet	Online purchase
178050	04.10.2021	01	AMF panel	Document is estimate
178111	20.10.2021	01	Lawn Mover	Po Not Issue
178125	29.10.2021		Wall Mixture	Requisitions send to MDs Approval
178126	29.10.2021		Wall Mixture	Requisitions send to MDs Approval
178127	29.10.2021		Wall hung WC	Requisitions send to MDs Approval
178128	29.10.2021		Wall Hung WC	Requisitions send to MDs Approval
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#
177152	26.11.2020	2	Passenger lift& Sevice lift	Work under Progress
177386	16.02.2021	11	Upvc sliding windows	Work under progress
177472	17.03.2021	03	Down commers, sprinklers	Work under progress
177476	17.03.2021	02	SS railing with 8mm toughned glass	Work under progress
177477	17.03.2021	02	SS railing with 8mm toughned glass	Work under progress
177478&177479	17.03.2021	10	Pannel doors part 2	Half of the material we received remaining supplier arrange the material delivered by next week
177481	18.03.2021	01	Upvc 2.5 track French window part 2	Work under progress
177487	18.03.2021	16	MCBs,modular plate ,socket	Partially delivered
177488	18.03.2021	16	MCBs,modular plate ,socket	Half of the material we received remaining material supplier arrange the material delivered by next week
177490	18.03.2021	09	Sliding window UPVC	Work under progress
177496	19.03.2021	07	UPVC sliding windows	Work under progress
177498	19.03.2021	02	Stainless steel sink	Supplier Arrange the Material Delivered by Next week
177513	20.03.2021	14	Spring wire, Tv wire, telephone wire ,Internet cable	Half of the material we received remaining supplier arrange the material material by partially
177559	06.04.2021	12	Bathroom tiles luna ultra malaysian	Half of the material we received remaining material supplier arrange the material delivered

				by next week			
177562	06.04.2021	01	Vertrified tiles	Half of the material we received remaining material supplier arrange the material delivered by next week			
177582	17.04.2021	03	Grigio serena,stained concrete beige& concrete grigio	Partially delivered			
177711	07.06.2021	01	Thandor stone	Half of the material we received remaining material supplier arrange the material delivered by next week			
177844	23.07.2021	01	Rain water line MS pipe	Under fabrication			
177853	27.07.2021	01	MS frame for cutter type	Supplier Arrange the Material Delivered by Next week			
177896	07.08.2021	05	Vertrified tiles ,beige,Grigio,urban wood	Half of the Material is ready we will pick up from GMR			
177901	07.08.2021	03	Vetrified tiles urban wood natural,	Half of material we received remaining we will pick up from GMR			
178013	21.09.2021	03	Tiles urbanwood natural,Crema Marfil	Half of material we received remaining we will pick up from GMR			
178017	22.09.2021	02	L angle, Wooden Screws	Supplier Arrange the Material Delivered by Next week			
178040	01.10.2021	10	Sadar ali Grey Granite	Partially delivered			
178051	04.10.2021	02	Dado country rosso ,Country black berry	Partially pick up from SSSLP			
178058	05.10.2021	01	Tan Brown Granite	Supplier Arrange the Material Delivered by Next week			
178093	12.10.2021	06	Steel Grey & Macharla Chocolate	Supplier Arrange the Material Delivered by Next week			
178105	18.10.2021	02	Round Cp Jali Flip type	Supplier Arrange the Material Delivered by Next week			
178112	20.10.2021	01	Garbage Bin	Supplier Arrange the Material Delivered by Next week			
178116	22.10.2021	01	Pressure cleaning machine	Supplier Arrange the Material Delivered by Monday			
178120	25.10.2021	01	Araldite	No stock At Supplier SSSLP			
178123	26.10.2021	01	Araldite	No Stock At Supplier SSSLP			
178124	27.10.2021	02	Flexible pipe,Base Saddle Clamps	Supplier Arrange the Material Delivered by Monday			
17129	30.10.2021	01	Wipro LED Lights 12W	Supplier Arrange the Material Delivered by Next week			
178132	01.11.2021	03	Bision Boards ,Wooden Screw	Supplier Arrange the Material Delivered by Next week			
No. of gate passes issued this week:			Nil / 01	From No.		To	6118
Delivery van site visit on:.			1 st ,3 rd ,5 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	421`	550	2607	
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	216	PPC/PSC last weeks stock	500
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!