

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

Company:	Modi properties private limited		Date:	10.04.2021
Site:	May flower platinum		Prepared by:	k.Sravani
Report From / To	05.04.2021 Monday		Approved by:	
Report Date	10.04.2021 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		Item Description	Reason for not preparing PO/WO#
177134	18.11.2020	01	SS Railing 8mm toughness	Document is Estimation
177297	19.01.2021	01	Executive bags	Online purchase
177479	17.03.2021	05	Panel doors	Po to be issue
177482	18.03.2021	05	Kitchen unit	Quotes to be receive
177483	18.03.2021	04	Kitchen unit	Quotes to be receive
177484	18.03.2021	05	Kitchen unit	Quotes to be receive
177485	18.03.2021	04	Kitchen unit	Quotes to be receive
177486	18.03.2021	04	Kitchen unit	Quotes to be receive
177492	18.03.2021	20	Wall mixture	Rates to be finalized by MD
177493	18.03.2021	20	Wall mixture	Rates to be finalized by MD
177497	19.03.2021	07	Grills	Po to be issue
177498	19.03.2021	02	Stainless sink	Document is Estimation
177502	19.03.2021	07	Sanitary	Rates to be finalized by MD
177503	19.03.2021	07	Sanitary	Rates to be finalized by MD
177509	20.3.2021	01	Wooden ribbets	Po is not issue
177514	20.03.2021	02	Door beeding	Estimate with MD for approval
177516	20.03.2021	02	Vetrified tiles	Estimate with MD for approval
177517	22.03.2021	01	False ceiling	Document is Estimation
177525	24.03.2021	01	Refrigerator	Online purchase
177558	06.04.2021	01	Texture	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	Reason for not preparing PO/WO#
177172	01.12.2021	01	5x3 z angle templates	No stock At supplier
177404	24.02.2021	04	Grills	Half of the material we received remaining we will pick up from SSSLP next week
177447	11.03.2021	03	Vetrified tiles stained concrete beige,grigio,marfil	Half of the material we received remaining we will pick up from GMR next week
177463	15.03.2021	09	Grill	Half of the material we received remaining we will pick up from SSSLP next week
177465	15.03.2021	09	Grill	Material is ready we will pickup from SSSLP on this week
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	17.03.2021	10	Pannel doors part 1	Supplier arrange the material delivered by next week
177480	18.03.2021	01	Upvc 2.5 track French window part 1	Work under progress
177481	18.03.2021	01	Upvc 2.5 track French	Work under progress

			window part 2				
177487	18.03.2021	16	MCBs,modular plate ,socket	Work under progress			
177488	18.03.2021	16	MCBs,modular plate ,socket	Work under progress			
177490	18.03.2021	09	Sliding window UPVC	Work under progress			
177494	19.03.2021	05	Sadara li Grey Granite	Supplier arrange the material delivered by next week			
177495	19.03.2021	05	Sadara li Grey Granite	Supplier arrange the material delivered by next week			
177496	19.03.2021	07	UPVC sliding windows	Work under progress			
177499	19.03.2021	02	Stainless steel sink	Supplier arrange the material delivered by next week			
177512	20.03.2021		Cu multi wire yellow /red	Half of the material we received remaining we will pick up from SSSLP next week			
177513	20.03.2021	12	Cu multi wire yellow /red	Supplier Arrange the Material delivered by next week			
177515	20.03.2021	04	Main door beeding	Half of the material we received remaining we will pick up from SSSLP next week			
177527	25.03.2021	05	Pvc pipe metal box	Half of the material we received remaining we will pick up from SSSLP next week			
177529	25.03.2021	19	Sockets ,switches MCB	Half of the material we received remaining we will pick up from SSSLP next week			
177532	26.03.2021	01	Tan brown Granite	Supplier Arrange the Material delivered by next week			
177541	31.03.2021	05	Pannel skin doors	Supplier Arrange the Material delivered by next week			
177542	31.03.2021	05	Pannel skin doors	Supplier Arrange the Material delivered by next week			
177543	31.03.2021	05	Pannel skin doors	Supplier Arrange the Material delivered by next week			
177544	31.03.2021	04	Doors beeding	will pick up from SSSLP next week			
177552	02.04.2021	12	Luna ,ultra , Malaysian	Material is ready we will pickup from SSSLP on this week[Malaysian Dk is no stock]			
177559	06.04.2021	12	Luna ,ultra , Malaysian	Material is ready we will pickup from SSSLP on this week[Malaysian Dk is no stock]			
177560	06.04.2021	01	Classic dyna	Supplier Arrange the Material delivered by next week			
177561	06.04.2021	01	Traventine Romano	Supplier Arrange the Material delivered by next week			
177562	06.04.2021	01	Vitrified tiles	Supplier Arrange the Material delivered by next week			
177563	06.04.2021	02	Kitchen dado,utility floor tiles	Supplier Arrange the Material delivered by next week			
177564	06.04.2021	01	Ms Railing	Supplier Arrange the Material delivered by next week			
No. of gate passes issued this week:			Nil / 02	From No.	3259	To No.	3260
Delivery van site visit on:							
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	434	2060		4000
2.	10mm	.617	7.404	130	1000		2900

3.	12mm	.89	10.68	37	400	400	
4.	16mm	1.58	18.96	130	2500	2500	
5.	20mm	2.47	29.64	50	1500	4250	
6.	25mm	3.86	46.32	6	300	300	
7.	32mm	6.32	75.84				
8.	Binding wire						
OPC stock	233	OPC last weeks stock	237	PPC/PSC stock	763	PPC/PSC last weeks stock	915
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!