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

Company:	Modi properties private limited	Date:	31.12.2021
Site:	May flower platinum	Prepared by:	B.Nandini
Report Fro9.m / To	24.12.2021 Friday to 30.12.2021 Thursday	Approved by:	
Report Date	31.12.2021 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 quanity	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
178246	14.12.2021	2,3	Wooden screws,PVC plug	Part PO to be issued
178255	20.12.2021	1	Cartridge	Po to be issued
178256	20.12.2021	1	Laptop bags	Online purchase
178269	24.12.2021	1	Wifi CC camera	Online purchase
178270	24.12.2021	2	EPDM Flooring	Po to be issued
178272	24.12.2021	1	Lights	Po to be issued
178274	24.12.2021	1	Flexible pipe	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	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
177488	18.03.2021	16	MCBs,modular plate ,socket	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
177498	19.03.2021	02	Stainless steel sink	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
177559	06.04.2021	3	Ultra sprinkler HL,Malaysian brown HL	Part material delivered, remaining material to be arranged by supplier.
177562	06.04.2021	2	2X2 Vetrified 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 to arrange the material
178122	26.10.2021	17	UPVC Windows	Work under progress
178125	29.10.2021	20	Wall mixtures	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
178126	29.10.2021	20	Wall mixtures	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
178127	29.10.2021	07	Wall hung WC	Bulk order, Part material delivered, remaining material available at supplier will be delivered

				next week.
178128	29.10.2021	07	Wall hung WC	Bulk order, Supplier has the material, delivery by 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 to arrange the material
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 SSLLP Store 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
178198	26.11.2021	10	SS Name plate	Material not ready at supplier Delivery by Wednesday
178199	26.11.2021	20	SS Name plate	Material not ready at supplier Delivery by Wednesday
178208	30.11.2021	17	UPVC Windows	Work under progress
178217	06.12.2021	1	Roff chemical	Part material received remaining material to be arranged by supplier
178227	07.12.2021	1	UPVC Windows	Work under progress
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	Material not ready at supplier Delivery by Wednesday
178232	08.12.2021	10	SS name plates	Material not ready at supplier Delivery by Wednesday
178237	10.12.2021	2,3	L brackets,MS plates	Part material received, remaining Supplier has to arrange the material
178240	10.12.2021	2	Flat patti	Part material received, remaining Supplier has to arrange the material
178249	15.12.2021	1	SS Screws 5mm	Part material received remaining to be delivered by supplier
178253	20.12.2021	1	Starter	Supplier has the material delivery by next week
178260	22.12.2021	1	Anchor set	Part material received, remaining Supplier has to arrange the material
178261	22.12.2021	1	Wipro LED lights	Supplier will arrange the Material Delivery by Next week
178262	22.12.2021	1	Armoured cable	Supplier will arrange the Material Delivery by Next week
178268	24.12.2021	2	Timer,DB Board single phase	Supplier will arrange the Material Delivery by Next week
178271	24.12.2021	2	Wipro Lights	Part material received, remaining Supplier has to arrange the material
178277	28.12.2021	20	Bucket,Mopping stick,etc..,	Part material received remaining material delivery in next week
178278	28.12.2021	1	Lappam patti	Supplier will arrange the Material Delivery by Next week

No. of gate passes issued this week:	Nil / 03	From No.	6145 & 6051	To	6150 & 6053
Delivery van site visit on:.	24th,27th & 29th				
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	-	-	-	
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	150	PPC/PSC last weeks stock	257
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 ompleting 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!