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

Company:	Modi properties private limited	Date:	03.04.2021
Site:	May flower platinum	Prepared by:	k.Sravani
Report From / To	27.03.2021 Saturday	Approved by:	
Report Date	02.04.2021 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		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
177387	16.02.2021	10	Sliding window	Po to be issue
177416	22.02.2021	01	Rolling shutter	Document is Estimation
177441	09.03.2021	02	MS ISMC C channel	Document is Estimation
177459	15.03.2021	02	SS Railing 8mm toughness	Po to be issue
177460	15.03.2021	02	SS Railing 8mm toughness	Po to be issue
177461	15.03.2021	02	MS railing	Po to be issue
177467	15.03.2021	09	Sliding window	Document is Estimation
177476	17.03.2021	02	SS Railing 8mm glass	Estimate with MD for approval
177477	17.03.2021	02	SS Railing 8mm glass	Estimate with MD for approval
177478	17.03.2021	05	Panel Doors	Estimate with MD for approval
177479	17.03.2021	05	Panel doors	Estimate with MD for approval
177480	18.03.2021	01	UPVC 2.5 track French window with mesh	Estimate with MD for approval
177481	18.03.2021	01	UPVC 2.5 track French window with mesh	Estimate with MD for approval
177482	18.03.2021	05	Kitchen unit	Estimate with MD for approval
177483	18.03.2021	04	Kitchen unit	Estimate with MD for approval
177484	18.03.2021	05	Kitchen unit	Estimate with MD for approval
177485	18.03.2021	04	Kitchen unit	Estimate with MD for approval
177486	18.03.2021	04	Kitchen unit	Estimate with MD for approval
177487	18.03.2021	21	40amps isolator ,MCBs	Document is Estimation
177488	18.03.2021	21	40amps isolator ,MCBs	Document is Estimation
177490	18.03.2021	09	Sliding windows	Document is Estimation
177491	18.03.2021	09	Grills	Document is Estimation
177492	18.03.2021	20	Wall mixture	Document is Estimation
177493	18.03.2021	20	Wall mixture	Document is Estimation
177494	19.03.2021	05	Sadar ali grey Granite	Estimate with MD for approval
177495	19.03.2021	06	Sadar ali grey Granite	Estimate with MD for approval
177496	19.03.2021	07	Sliding window	Estimate with MD for approval
177497	19.03.2021	07	Grills	Estimate with MD for approval
177498	19.03.2021	02	Sink & loft Tank	Document is Estimation
177499	19.03.2021	02	Sink & loft Tank	Document is Estimation
177502	19.03.2021	07	Sanitary	Estimate with MD for approval
177503	19.03.2021	07	Sanitary	Estimate with MD for approval
177512	20.03.2021	12	Cu- multi wires	Document is Estimation
177513	20.03.2021	12	Cu- multi wires	Document is Estimation
177514	20.03.2021	02	Door beeding	Estimate with MD for approval
177516	20.03.2021	02	Vetrified tiles	Estimate with MD for 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 Description	

		item in Req.		
177172	01.12.2021	01	5x3 z angle templates	
177384	15.02.2021	03	Panel doors ,hinges ,Mortise lock	Stock Available At SSLLP we will Pick up from SSLLP
177428	24.02.2021	02	Panel doors	Half of the material we received remaining we will pick up from SSLLP next week
177447	11.03.2021	03	Vetrified tiles stained concrete beige,grigio,marfil	Supplier Arrange the Material delivered by next week
177456	13.03.2021	01	Mastic pads	NO stock At supplier SSLLP
177463	15.03.2021	09	Grill	NO stock At supplier SSLLP
177465	15.03.2021	09	Grill	NO stock At supplier SSLLP
177475	17.03.2021	01	L angle 6mm	Supplier Arrange the Material delivered by next week
177505	20.03.2021	02	Roff chemical	Half of the material we received remaining we will pick up from SSLLP next week
177507	20.03.2021	05	Z angle Templates	Supplier Arrange the Material delivered by next week SSLLP
177508	20.03.2021	01	WPC Door frame with threshold	Supplier Arrange the Material delivered by next week
177511	20.03.2021	01	RCC rings	Supplier Arrange the Material delivered by next week SSLLP
177515	20.03.2021	04	Main door beeding	Half of the material we received remaining we will pick up from SSLLP next week
177520	22.03.2021		Pvc pipes	Supplier Arrange the Material delivered by next week SSLLP
177522	23.03.2021	01	PVC rigid pipes	Stock available At SSLLP we will pick up from SSLLP

No. of gate passes issued this week:	Nil / 5	From No.	3255	To No.	3257
Delivery van site visit on:	22nd ,24th ,26th				
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	600	OPC last weeks stock	1000	PPC/PSC stock	335	PPC/PSC last weeks stock	520

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!