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

Company:	Modi properties private limited	Date:	17.01.2022
Site:	May flower platinum	Prepared by:	B.Nandini
Report From / To	08.01.2022 Saturday to 16.01.2022 Sunday	Approved by:	
Report Date	17.01.2022 Monday		

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#
178246	14.12.2021	2,3	Wooden screws,PVC plug	Part PO to be issued
178270	24.12.2021	2	EPDM Flooring	Quotes to be received
178301	06.01.2022	1	Jerry cans	Online purchase
178303	07.01.2022	4	Glass single doors	PO in estimate
178310	11.01.2022	10	Playground area equipment	PO to be issued
178312	11.01.2022	1	Glass partition	PO in estimate
178314	11.01.2022	1	SS Railing	PO to be issued
178316	11.01.2022	1	Sensor type urinal,Urinal waster coupling	84476 PO(Issued for polythene covers) to be cancelled and PO to be issued
178317	12.01.2022	17	Sliding windows	Po in estimate
178318	12.01.2022	1	Mobile camera box	PO to be issued
178319	12.01.2022	1	Self inking stamp	PO to be issued
178320	14.01.2022	1	Birla putty	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 this week.
177488	18.03.2021	16	MCBs,modular plate ,socket	Bulk order, Part material delivered, remaining material available at supplier will be delivered this week.
177498	19.03.2021	02	Stainless steel sink	Bulk order, Part material delivered, remaining material available at supplier will be delivered this 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	Supplier not responding
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 this week.
178126	29.10.2021	20	Wall mixtures	Bulk order, Part material delivered, remaining material available at supplier will be delivered

				this week.
178127	29.10.2021	07	Wall hung WC	Bulk order, Part material delivered, remaining material available at supplier will be delivered this week.
178128	29.10.2021	07	Wall hung WC	Bulk order, Supplier has the material, delivery by this 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
178147	06.11.2021	04	Kitchen unit	Work under progress
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 this week
178172	17.11.2021	04	MS Square pipe	Supplier will arrange the Material Delivery by this week
178184	19.11.2021	3	Sanitary material	Part material delivered remaining 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
178268	24.12.2021	2	Timer,DB Board single phase	Part material received remaining material delivery in this week
178276	27.12.2021	1	Cement pots	Part material received remaining material delivery in this week
178284	28.12.2021	1	Fishers	Material delivery on Monday
178293	04.01.2022	1	Flush tank	Part material received remaining material to be arranged by supplier
178295	05.01.2022	1	Light above main door	Material delivery on Monday
178298	06.01.2022	2	SS screws and fishers	Material delivery in this week
178300	06.01.2022	1	3 pole conductor	Material delivery in this week
178305	08.01.2022	1	Paper bundles	Delivery by wednesday
178309	10.01.2022	2	4 Pole isolator	Material delivery in this week

No. of gate passes issued this week:	10	From No.	6061	To	6071
Delivery van site visit on:.	8th,10th,12th & 14th				

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. -	Wt. for 12 mtr	Stock at site	Stock at site in	Previous stock in Kgs

		kgs	rod – kgs	– no of rods	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	600	PPC/PSC last weeks stock	707
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		17.01.2022		17.01.2022		17.01.2022	

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!