

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

Company:	Modi properties private limited	Date:	05.02.2022
Site:	May flower platinum	Prepared by:	B.Nandini
Report From / To	29.01.2022 Saturday to 04.02.2022 Friday	Approved by:	
Report Date	05.02.2022 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	Req.Item quantity	Item Description	Reason for not preparing PO/WO#
178301	06.01.2022	1	Jerry cans	Online purchase
178310	11.01.2022	10	Playground area equipment	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	PO to be issued
178327	19.01.2022	1	Router TP link	On line purchase
178328	20.01.2022	3	3 way rocker	PO to be issued
178342	24.01.2022	1	Control panel for pump	PO to be issued
178356	01.02.2022	1-3	Bison boards,Langle brackets,Wooden screws	PO to be issued
178360	01.02.2022	1	False ceiling	PO to be issued
178364	02.02.2022	1	Wipro LED lights	PO to be issued
178366	02.02.2022	1	Regal biega	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.
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 received. Remaining material no stock at Supplier
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		
178144	06.11.2021	01	MS box pipe	Part material delivered Supplier has to arrange the balance material		
178147	06.11.2021	04	Kitchen unit	Part material delivered, 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 SLLP Store delivery by next week		
178191	23.11.2021	1	Glass partition	Work under progress		
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		
178230	08.12.2021	2	Wall hung rag bolts	Part material received remaining material no stock at supplier		
178268	24.12.2021	2	DB Board single phase	Part material received remaining material delivery in next week		
178298	06.01.2022	2	fishers	Part material received remaining material no stock at supplier		
178299	06.01.2022	2	Pvc false ceiling	Part material received remaining material no stock at supplier		
178302	07.01.2022	11	UPVC windows	Work under progress		
178303	07.01.2022	4	Glass door	Work under progress		
178304	07.01.2022	3	UPVC windows	Work under progress		
178305	08.01.2022	1	Paper bundles	Part material received remaining material delivery in next week		
178311	11.01.2022	4	UPVC sliding windows	Work under progress		
178312	11.01.2022	1	Glass partition	Work under progress		
178317	12.01.2022	17	UPVC sliding windows	Work under progress		
178335	22.01.2022	10	Cleaning material	Part material delivered remaining material delivery in next week		
178336	22.01.2022	08	Cleaning material	Part material delivered remaining material delivery in next week		
178337	22.01.2022	11	Sponges,grout,lappam patti ,etc	Part material delivered remaining material delivery in next week		
178339	21.01.2022	1	Floor tiles 300mmx300mm	Delivery in next week		
178344	25.01.2022	1	Roff tile chemical	Delivery in next week		
178350	28.01.2022	1	Mirrors	Delivery in next week		
178357	01.02.2022	1-6	Metal box,PVC pipes,tapes,etc.,	Delivery in next week		
178358	01.02.2022	1-3	Flush plate,wall hung rag bolts	Part material delivered remaining material delivery in next week		
178361	02.02.2022	1	UPVC windows	Work under progress		
178362	01.02.2022	1-5	Stationary	Delivery in next week		
178363	02.02.2022	1-3	Checkered tiles	Supplier has to arrange the material		
178365	03.02.2022	1	Sprayer	Delivery in next week		
No. of gate passes issued this week:			2	From No.	6096	To 6097
Delivery van site visit on:.			31 st ,02 nd & 04 th			
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	81	PPC/PSC last weeks stock	270
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	05.02.2022			05.02.2022		05.02.2022	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!