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

Company:	Modi properties private limited	Date:	26.02.2022
Site:	May flower platinum	Prepared by:	A.Sravani
Report From / To	19.02.2022 Saturday to 25.02.2022 Friday .	Approved by:	
Report Date	26.02.2022 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 quanity	Item Description	Reason for not preparing PO/WO#
178270	24.2.2021	1	EPDM flooring	Quotes to be received
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
178369	05.02.2022	1	Executive bag	Online purchase
178397	21.02.2022	1	Sliding windows	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 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.

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178128	29.10.2021	07	Wall hung WC	Bulk order, Supplier has the material, delivery by next week
178152	08.11.2021	03	Urban wood natural & Crema marfil	Part material received remaining material no stock at supplier
178191	23.11.2021	1	Glass partition	Part material delivered, 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
178302	07.01.2022	11	UPVC windows	Work under progress
178304	07.01.2022	3	UPVC windows	Work under progress
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
178350	28.01.2022	1	Mirrors	Part material delivered remaining material no stock at supplier
178358	01.02.2022	1-3	Flush plate	Part material delivered remaining material delivery in next week
178361	02.02.2022	1	UPVC windows	Work under progress
178366	02.02.2022	1	Regal biege	Supplier arranging material
178372	07.02.2022	12	Cleaning material	Delivery in next week
178373	07.02.2022	2	Insulation tape,Hacksaw blade	Part material delivered remaining material delivery in next week
178377	08.02.2022	3	DAP	Delivery in next week
178381	10.02.2022	1	Inwall tank	Delivery in next week
178383	11.02.2022	1	Blue sheets	Part material delivered remaining material delivery in next week
178386	12.02.2022	1 to 3	Bison boards	Delivery in next week
178389	17.02.2022	1 to 8	Vent cover	Delivery in next week.
178390	18.02.2022	1	Emery paper	Delivery in next week
178393	22.02.2022	1	EWC P TRAP	Delivery in next week .
178394	21.02.2022	1	Traffic cones	Delivery in next week .
178396	21.02.2022	1 to 3	Kitchenunit	Delivery in next week .
178399	23.02.22	1 & 2	Pvc flase ceiling sheets	Material will be delivered next week .

No. of gate passes issued this week:	9	From No.	6363	To	6372
Delivery van site visit on:.	21 .02.22 , 23.02.22 & 25.02.22 .				
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	500	PPC/PSC last weeks stock	550
Details		Project Manager		Admin Officer/Manager		Admin Audit	

Sign			
Date	26.02.2022	26.02.2022	26.02.2022

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