

Prepared by:		T.D. Murthy			
Report Date		25-03-2022			
Site		Modi Housing PVT LTD			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descsription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
Nil	Nil	Nil	Nil		
List of requisitions Where PO/WO is prepared and items have not received at site					
185153	07-03-2022	Hexagonal Pole with Arm	Contact Supplier		
185157	12-03-2022	Submersible Pump	Delivered		
185158	12-03-2022	2 Core copper cable	Delivered		
185159	12-03-2022	Al. service wire	Delivered		
185160	12-03-2022	HDPE Pipe	Delivered		
185161	14-03-2022	Tandoor stones	Contact Supplier		
185162	14-03-2022	4core Al. armour cable	Contact Supplier		

T.D. Murthy
25/3/22

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

Company:	MHPI SOV	Date:	19-03-2022
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	11-03-2022 to 19-03-2022 (fri to sat)	Approved by:	K Purshotham
Report Date	19-03-2022		

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	Serial no of item in Req	Item Description	Reason for not preparing PO/WO"
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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	Details of discussion with supplier ^s
185153	07-03-2022	1	Hexagonal pole with arms	Supplier delivery by Thursday
185157	12-03-2022	1-9	Submersible pump	Supplier delivery by Wednesday
185158	12-03-2022	1	2 Core copper cable	Supplier delivery by Wednesday
185159	12-03-2022	1-2	AI service wire	Material Available at supplier delivery by monday
185160	12-03-2022	1-3	HDPE pipe pending	Supplier delivery by Tuesday
185161	14-03-2022	1	Tandoor stone	Supplier delivery by Tuesday
185162	14-03-2022	1-2	4 core al. armour cable	Supplier delivery by Wednesday

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:	14-03-2022, 16-03-2022, 19-03-2022				

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

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	647	1800	
2.	10mm	.617	7.404	1179	8,730	
3.	12mm	.89	10.68	184	858	
4.	16mm	1.58	18.96	173	950	
5.	20mm	2.47	29.64	110	1250	
6.	25mm	3.86	46.32	-	-	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	319	PPC/PSC last weeks stock 520
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	19-03-2022			19-03-2022		

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

Prepared by:		T.D. Murthy			
Report Date		25-03-2022			
Site		Silver Oak Welfare Association			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
191013	02-12-2021	Cue sticks, chawks, stick tips	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
Nil	Nil	Nil	Nil		

T.D. Murthy
25/3/22

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

Company:	Silver Oak welfare association	Date:	19-03-2022
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	11-03-2022 to 19-03-2022(fri to sat)	Approved by:	K Purshotham
Report Date	19-03-2022		
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	Serial no of item in Req	Item Description
191013	02-12-2021	01 to 03	Cue sticks, chalks, stick tips
Reason for not preparing PO/WO*			
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
Details of discussion with supplier ^s			
No. of gate passes issued this week:	Nil	From No.	Nil
Delivery van site visit on:	14-03-2022, 16-03-2022, 19-03-2022	To No.	Nil
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
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire	-	Nil
OPC stock	Nil	OPC last weeks stock	Nil
			PPC/PSC stock
			Nil
			PPC/PSC last weeks stock
			Nil
Details	Project Manager		Admin Officer/Manager
Sign			
Date	19-03-2022		19-03-2022

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