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

Company:	MHPLSOV	Date:	26-03-2022
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	18-03-2022 to26-03-2022(fri to sat)	Approved by:	K Purshotham
Report Date	26-03-2022		

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#

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$
185153	07-03-2022	1	Hexagonal pole with arms	Supplier did not received mail copy of purchase oder & after payment he will delivery the material
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:1	18-03-22,21-02-22,23-03-22,25-03-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

sItems 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	-		Nill	Nill	Nill

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	187	PPC/PSC last weeks stock	319

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Meenakshi.	
Date	26-03-2022	26-03-2022	

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

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

Company:	Silver Oak welfare association	Date:	26-03-2022
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	18-03-2022 to26-03-2022(fri to sat)	Approved by:	K Purshotham
Report Date	26-03-2022		

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#
191013	02-12-2021	01 to 03	Cue sticks, chalks, stick tips	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$

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	18-03-22,21-02-22,23-03-22,25-03-22				
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	-	-		
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	-		Nill	Nill	Nill	
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	26-03-2022	26-03-2022	

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

Company:	Silver Oak Villas part-III	Date:	26-03-2022
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	18-03-2022 to26-03-2022(fri to sat)	Approved by:	K Purshotham
Report Date	26-03-2022		

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#
184003	10-03-2022	1	MI cameras	
184008	10-03-2022	1-5	Powder coated grills	
184009	10-03-2022	1-5	Powder coated grills	
184015	15-03-2022	1-11	Crema marfil	
184037	22-03-22	1-11	Urban wood natural tiles	
184038	24-03-22	1-8	UPVC windows	
184039	24-03-22	1-8	UPVC windows	
184040	24-03-22	1-8	UPVC windows	

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$
183780	11-12-2021	1	Urban wood natural 56 box pending	Material not available
183909	01-02-2022	01	Regal Beige	Material not available
183913	01-02-2022	08	Door pannels and hardware	Stock not available at supplier
183925	24-12-2022	01	Utlra sprinkle HL	Stock not available at supplier
183949	19-02-2022	08	Bathroom tiles	Stock not available at supplier
183952	19-02-2022	08	Bathroom tiles	Stock not available at supplier
183953	22-02-2022	1-4	Bathroom tiles ultra sprinkler	Stock not available
183956	25-02-2022	1-7	Regal beige tiles	Stock not available
183957	25-02-2022	1-4	Bathroom tiles	Stock not available
183958	25-02-2022	1-4	Bathroom tiles	Stock not available
183968	01-03-2022	01-4	Bathroom tiles ultra sprinkler tiles	Stock not available
183969	01-03-2022	1-4	Bathroom tiles ultra sprinkler tiles	Stock not available
183972	01-03-2022	1-11	Jaipur panna tiles pending	Stock not available
183973	01-03-2022	1-4	Bathroom tiles	Stock not available
183976	03-03-2022	1-4	Bathroom tiles	Stock not available
183977	03-03-2022	1-5	Country Rosso tiles	Stock available at supplier delivery by monday
183979	03-03-22	1-4	Bathroom tiles	Stock not available
183980	03-03-22	7	ISL Carara	Stock not available
183981	03-03-22	7	ISL Carara	Stock not available
183982	03-03-22	1-4	Bathroom tiles	Stock not available
183987	05-03-22	1-8	UPVC windows	Supplier delivery by Tuesday
183994	07-03-2022	1-8	UPVC windows	Supplier delivery by monday
184000	10-03-2022	1	PVC pipes pending	Stock available delivery by Tuesday
184002	10-03-22	1-24	Electrical switches	Material available delivery by monday
184013	12-03-22	1-5	WPC door frames	Delivery by wednesday
184014	12-03-22	4	UPVC windows	Supplier delivery by monday
184016	16-03-22	1	Concealed Flush tanks	Material available delivery by monday
184017	16-03-22	1	Concealed Flush tanks	Material available delivery by monday
184020	16-03-2022	1-36	CPVC union&ball valve	Material available delivery by monday

184021	16-03-2022	1-5	Eco drain material	Supplier delivery by monday
184022	16-03-2022	1-5	Eco drain material	Supplier delivery by monday
184030	21-03-2022	1-8	UPVC windows	Supplier fix the windows by Thursday
184032	21-03-22	1	White cement pending	Material available delivery by monday
184033	21-03-22	1-9	WPC door frames	Stock not available
184034	21-03-22	1-9	WPC door frames	Stock not available
184035	22-03-22	1	Al Service wire 2 core 5 bundles pending	Material available delivery by monday
184041	24-03-22	1-24	Electrical switches	Material available delivery by monday
184042	24-03-22	1	Fruit packing cover	Material available delivery by monday
184043	24-03-22	1-14	Electrical wires	Material available delivery by monday
184044	24-03-22	1-24	Electrical switches	Material available delivery by monday

No. of gate passes issued this week:	0 / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	18-03-22,21-02-22,23-03-22,25-03-22				
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	
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8.	Binding wire	-		Nill	Nill	Nill	
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	Nill	PPC/PSC last weeks stock	Nill
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				Murakesh.			
Date		26-03-2022		26-03-2022			

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