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

Company:	Silver Oak Villas part-III	Date:	09-04-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	01-04-2022 to 09-04-2022(fri to sat)	Approved by:	K Purshotham
Report Date	09-04-2022		

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#
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	
184040	24-03-22	1-8	UPVC windows	
184052	29-03-22	1-8	UPVC windows	
184069	06-04-22	1-8	UPVC Windows	
184070	06-04-22	1	Breathing Analyzer	

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	1-4	Bathroom tiles	Stock not available at supplier
183952	19-02-2022	1-3	Bathroom tiles	Stock not available at supplier
183953	22-02-2022	1-2	Bathroom tiles ultra sprinkler	Stock not available
183956	25-02-2022	1-2	Regal beige tiles	Stock not available
183957	25-02-2022	1-2	Bathroom tiles	Stock not available
183958	25-02-2022	1-2	Bathroom tiles	Stock not available
183968	01-03-2022	1-3	Bathroom tiles ultra sprinkler tiles	Stock not available
183969	01-03-2022	1-2	Bathroom tiles ultra sprinkler tiles	Stock not available
183973	01-03-2022	1-4	Bathroom tiles	Stock not available
183976	03-03-2022	1	Bathroom tiles	Stock not available
183979	03-03-22	1-5	Bathroom tiles	Stock not available
183981	03-03-22	1	Crema Marfil	Stock not available
183982	03-03-22	1-5	Bathroom tiles	Stock not available
183987	05-03-22	1-4	UPVC windows	Supplier delivery by Tuesday
183994	07-03-2022	1-4	UPVC windows	Supplier delivery by monday
184003	10-03-2022	1	MI cameras	Delivery by wedenesday
184013	12-03-22	1-5	WPC door frames	Stock available delivery by tuesday
184014	14-03-22	1	UPVC windows	Supplier delivery by monday
184017	16-03-22	1	Concealed Flush tanks	Stock not available
184020	16-03-2022	1-36	CPVC union&ball valve	Material available 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 available delivery by tuesday
184034	21-03-22	1-4	WPC door frames	Stock available delivery by tuesday
184038	24-03-22	1-8	UPVC windows	Supplier fix the windows by Thursday
184039	24-03-22	1-8	UPVC windows	Supplier fix the windows by Thursday
184042	24-03-22	1	Fruit packing cover	Material available delivery by monday

184045	24-03-22	1	SS Railing	Material available delivery by tuesday
184049	26-03-22	1-7	UPVC Windows	Material available delivery by tuesday
184056	30-03-22	1	Pad Locks	Material available delivery by tuesday
184057	30-03-22	1	SS railing	Material available delivery by Thursday
184058	30-03-22	1-8	Sliding Window	Material available delivery by Thursday
184061	3-03-22	1-9	Panel Doors	Material available delivery by monday
184062	01-04-22	1-2	Pendrive	Material available delivery by monday
184065	04-04-22	1-2	Plumbing material	Material available delivery by tuesday
184068	06-04-22	1-2	Hammer & Granite bit	Material available delivery by monday

No. of gate passes issued this week:	2 / 5	From No.	9601	To No.	9602
Delivery van site visit on:1	04-04-22 ,06-04-22, 08-04-22				
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
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	519	PPC/PSC last weeks stock	130

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	09-04-2022	09-04-2022	

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:	MHPLSOV	Date:	09-04-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	01-04-2022 to 09-04-2022(fri to sat)	Approved by:	K Purshotham
Report Date	09-04-2022		

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	after payment he will delivery the material
185161	14-03-2022	1	Tandoor stone	Supplier delivery by Tuesday
185167	28-03-2022	1-2	Al. service wire aluminium	Supplier delivery by Monday
185170	01-04-2022	1	Tandoor stone	Supplier delivery by Tuesday

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	04-04-22 ,06-04-22, 08-04-22				
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	156	740	
2.	10mm	.617	7.404	-	-	
3.	12mm	.89	10.68	47	501	
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		PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	09-04-2022	09-04-2022	

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:	09-04-2022
Site:	Silver Oak Villas	Prepared by:	K.Tulasi Rani
Report From / To	01-04-2022 to 09-04-2022(fri to sat)	Approved by:	K Purshotham
Report Date	09-04-2022		

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	04-04-22 ,06-04-22, 08-04-22				
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	09-04-2022	09-04-2022	

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!