

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

Company	Silver Oak welfare association	Date	23-04-2022
Site	Silver Oak Villas	Prepared by	K Tulasi Rani
Report From / To	15-04-2022 to 23-04-2022(fri to sat)	Approved by	K Purshotham
Report Date	23-04-2022		
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
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 ⁵
No. of gate passes issued this week		Nil	From No
		Nil	To No
		Nil	
Delivery van site visit on 1		16-04-22, 19-04-22, 22-04-22	
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
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
			Nil
			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	23-04-2022		23-04-2022

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately 2. Send this report to purchase@modiproperties.com, ashwini@modiproperties.com and rajakumari@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 - I or 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 Villas part-III	Date	23-04-2022	
Site	Silver Oak Villas part-III	Prepared by	K Tulasi Rani	
Report From / To	15-04-2022 to 23-04-2022(fri to sat)	Approved by	K Purshotham	
Report Date	23-04-2022			
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*
184052	12-05-22	1	UPVC Windows	
184056	30-03-22	1	Pad Locks	
184070	06-04-22	1	Breathing Analyzer	
184079	11-04-22	1	Electrical Wires	
184080	11-04-22	1	Magnifying Glass	
184095	18-04-22	1	Electrical wires	
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 ⁵
183780	11-12-2021	1	Tiles (urban wood natural)	Material available delivery by tuesday
183909	01-02-2022	1	Tiles (urban wood natural,Regal beige)	Material available delivery by tuesday
183925	24-02-2022	1	Bathroom tiles	Material available delivery by tuesday
183949	19-02-2022	1	Bathroom tiles	Material available delivery by tuesday
183952	19-02-2022	1	Bathroom tiles	Material available delivery by tuesday
183953	22-02-2022	1	Bathroom tiles	Material available delivery by tuesday
183956	25-02-2022	1	Verified Tiles	Material available delivery by tuesday
183957	25-02-2022	1	Bathroom Tiles	Material available delivery by tuesday
183958	25-02-2022	1	Bathroom Tiles	Material available delivery by tuesday
183968	01-03-2022	1	Bathroom Tiles	Material available delivery by tuesday
183969	01-03-2022	1	Bathroom Tiles	Material available delivery by tuesday
183973	01-03-2022	1	Bathroom Tiles	Material available delivery by tuesday
183976	03-03-2022	1	Bathroom Tiles	Material available delivery by tuesday
183979	03-03-2022	1	Bathroom Tiles	Material available delivery by tuesday
183981	03-03-2022	1	Verified Tiles	Material available delivery by tuesday
183982	03-03-2022	1	Bathroom Tiles	Material available delivery by tuesday
184013	12-03-2022	1-5	WPC door frames	Stock available delivery by tuesday
184017	16-03-2022	1	Concealed Flush tanks	Stock not available
184028	21-03-2022	1	Z-angle frames	Material available delivery by tuesday
184029	21-03-2022	1	Z-angle frames	Material available delivery by tuesday
184030	21-03-2022	1-8	UPVC windows	Supplier fix the windows by Thursday
184034	21-03-2022	1-4	WPC door frames	Stock available delivery by tuesday
184038	24-03-2022	1-8	UPVC windows	Supplier fix the windows by Thursday
184039	24-03-2022	1-8	UPVC windows	Supplier fix the windows by Thursday
184040	24-03-2022	1-8	UPVC windows	Supplier fix the windows by Thursday
184049	26-03-22	1-4	UPVC Windows	Material available delivery by tuesday
184058	30-03-22	1-8	UPVC Windows	Material available delivery by Thursday
184061	3-03-22	1-9	Panel Doors	Material available delivery by monday
184062	01-04-22	1	Pendrive	Material available delivery by monday
184069	06-04-22	1-8	UPVC Windows	Material available delivery by tuesday
184073	07-04-2022	1-2	Rofi Adhesive Cement Bag, rofi adhesive liquid	Material available delivery by tuesday
184078	11-04-22	1	Door Hinges	Material available delivery by tuesday
184079	11-04-22	1	Electrical wires	Material available delivery by tuesday

184081	11-04-22	1	Electrical conducting internal	Material available delivery by wednesday			
184083	11-04-22	1-16	Electrical switches	Material available delivery by tuesday			
184084	11-04-22	1	WPC panal doors and hardware	Material available delivery by tuesday			
184086	12-04-22	1	Vertified Tiles	Material available delivery by tuesday			
184088	14-04-22	1	Electrical conducting internal	Material available delivery by tuesday			
184089	18-04-22	1	Tube Lights	Stoke not available			
184090	18-04-22	1	PVC pipes(Plumbing external)	Material available delivery by Thursday			
184091	18-04-22	1	PVC pipes(Plumbing external)	Material available delivery by Thursday			
184092	18-04-22	1	CPVC Pipes(Plumbing einternal)	Material available delivery by Thursday			
184093	18-04-22	1	Electrical switches	Material available delivery by tuesday			
184094	18-04-22	1	CPVC Pipes	Material available delivery by Thursday			
184097	19-04-22	1	Crema marfil,carrara	Material available delivery by wednesday			
184098	19-04-22	1-9	Cleaning material	Material available delivery by tuesday			
184099	20-04-22	1	Vertified tiles	Material available delivery by tuesday			
184100	20-04-22	1	Tandoor stone	Material available delivery by tuesday			
184101	20-04-22	1	Vertified tiles	Material available delivery by tuesday			
184102	20-04-22	1	Bathroom tiles	Material available delivery by tuesday			
No. of gate passes issued this week			2/ 5	From No	9605	To No	9606
Delivery van site visit on 1			16-04-22, 19-04-22, 22-04-22				
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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	328	PPC/PSC last weeks stock	425
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		23-04-2022		23-04-2022			

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Company	MHPLSOV	Date	23-04-2022
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Req No	Req Date	Serial no of item in Req	Item Description
185181	16-04-2022	1-2	Godrej deadlock& Door handles
Reason for not preparing PO/WO ⁴			
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
185153	07-03-2022	1	Hexagonal pole with arms
185171	07-04-2022	1	Silver Oak Plants
185180	13-04-2022	1	Macharla Stone(Black Colour)
185181	16-04-2022	1-3	Tube lights
185185	19-04-2022	1	Verified Tiles
Details of discussion with supplier ⁵			
Supplier delivery by Thursday			
Supplier delivery by Monday			
Stock not available			
Supplier delivery by Monday			
No of gate passes issued this week			
Nil		From No	Nil
To No		Nil	
Delivery van site visit on 1			
16-04-22, 19-04-22, 22-04-22			
Inward report (MRN/other) & stock report emailed in pdf format to purchase ⁷			
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Items not ordered but received			
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Sl No	Tor size	Wt per mtr - kgs	Wt for 12 mtr rod - kgs
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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
Stock at site - no of rods	740	Nil	Nil
Stock at site in Kgs	Nil	Nil	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	23-04-2022		23-04-2022
Admin Audit			

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