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

Company:	Silver Oak Villas part-III	Date:	14-05-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	06-04-2022 to 14-05-2022(fri to sat)	Approved by:	K Purshotham
Report Date	14-05-2022		

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#
184056	30-03-22	1	Pad Locks	
184096	18-04-22	1	Electrical wires for villas	
184106	22-04-22	1	Electrical wires for villas	
184118	26-04-22	1	Printer Cartriage	

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$
184034	21-03-2022	1-2	Panel door shutter(32"X82" 8 Nos pending&26"X82" 13 Nos pending)	Material available delivery by monday
184039	24-03-2022	1-6	UPVC windows	Material available delivery by Wednesday
184061	3-03-22	1-4	Panel Doors 38"x80" 2 nos,32"x82" 6 nos and 26"x82" 8 nos & SS Hinges 4" 72 pending	Material available delivery by monday
184062	01-04-22	1	Pendrive	Material available delivery by monday
184069	06-04-22	1-6	UPVC Windows	Material available delivery by monday
184081	11-04-22	1-3	Electrical Distribution board,junction boxs pending	Material available delivery by Monday
184086	12-04-22	1	urbanwood dark 200mmx1200mm 45 pending	Material available delivery by Monday
184090	18-04-22	1-29	PVC Pipe works	Material available delivery by Tuesday
184099	20-04-22	1	Kitchen Dado country Roso 12"x12" 17 nos pending	Material not available
184102	20-04-22	1-5	Bathroom tiles(Ultra sprinkle DK&LT&HL&Maharaja beige &maharaja off white)	Material not available
184103	22-04-22	1-4	Panel doors 38"x80" 2 Nos, 32"x82" 6nos pending SS Hinges	Material available delivery by monday
184108	22-04-22	1-6	UPVC Windows	Material available delivery by Tuesday
184109	23-04-22	1	Internet Cable 305 nos pending	Material available delivery by Monday
184122	27-04-22	1	UPVC Windows	Material available delivery by Tuesday
184123	27-04-22	1	UPVC Windows	Material available delivery by Tuesday
184124	27-04-22	1	UPVC Windows	Material available delivery by Tuesday
184126	27-04-22	1	CPVC Pipe works	Material available delivery by Monday
184129	27-04-22	1-14	CP-Pillar lock 4nos pending	Material not available
184130	27-04-22	1	Coffee powder	Material available delivery by

				Tuesday
184134	02-05-22	1-4	Bathroom Tiles	Material available delivery by monday
184143	02-05-22	1-4	Eco chamber ST&LT&RT 110mm 15 nos and Ecochamber frame&cover 110mm 5nos pending	Material available delivery by Monday
184144	02-05-22	1-6	Eco drain pipes 110mm 5nos poending &chamber raisers 5nos pending	Material available delivery by Monday
184145	02-05-22	1-29	PVC Pipe works	Material available delivery by Monday
184147	02-05-22	1-33	CPVC Pipe works & Water tank	Material available delivery by Monday
184149	04-05-22	1	Urbanwood dark 200mmx1200mm 36nos pending	Material available delivery by Monday
184150	04-05-22	1-12	Bathroom tiles Ultra sprinkle DK,LT,HL & maharaja off white	Material available delivery by Monday
184153	05-05-22	1-6	UPVC Windows	Material available delivery by Tuesday
184154	05-05-22	1-6	UPVC Windows	Material available delivery by Tuesday
184155	05-05-22	1-6	UPVC Windows	Material available delivery by Tuesday
184156	05-05-22	1-5	UPVC Windows	Material available delivery by Tuesday
184157	05-05-22	1-6	UPVC Windows	Material available delivery by Tuesday
184159	05-05-22	1-3	Door Beeding	Material available delivery by Monday
184168	11-05-22	1-8	Electrical conducting	Material available delivery by Monday

No. of gate passes issued this week:	3/ 5	From No.	9611	To No.	9613
Delivery van site visit on:1	09-05-22 ,11-05-22, 13-05-22				
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	455	PPC/PSC last weeks stock	574

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	14-05-2022	14-05-2022	

APPROVED BY
14 MAY 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:	14-05-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	06-04-2022 to 14-05-2022(fri to sat)	Approved by:	K Purshotham
Report Date	14-05-2022		

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#
185181	16-04-2022	1-2	,Godrej deadlock& Door handles	Local purchase
185195	06-05-2022	1-5	Inwards stamps & visiting cards & Certifies stamp	
185196	06-05-2022	1	Air conditioners	
185198	06-05-2022	1	Grey colour chair without casters	

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$
185179	13-04-2022	1-2	Cement solid blocks 4"x8" 700nos & 6"x8" 2000 nos pending	Material available delivery by wednesday
185184	19-04-2022	1-5	CPVC material	Material available delivery by Monday
185189	22-04-2022	1	MS Box pole	Material available delivery by Monday
185190	25-04-2022	1	RCC Hume pipe 2nos pending	Material not available
185194	06-05-2022	1-5	Ceiling fan & Occaris exhausted wall mount fan	Material available delivery by Monday

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	09-05-22 ,11-05-22, 13-05-22				
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	14-05-2022	14-05-2022	

14 MAY 2022

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

Company:	Silver Oak welfare association	Date:	14-05-2022
Site:	Silver Oak Villas	Prepared by:	K.Tulasi Rani
Report From / To	06-04-2022 to 14-05-2022(fri to sat)	Approved by:	K Purshotham
Report Date	14-05-2022		

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
191019	04-05-2022	1	Controller for Retail DG	

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	Nill				
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	14-05-2022	14-05-2022	

APPROVED BY
13 MAY 2022
Project Manager
K. Purshotham (S.O.V.LLP)

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 officers 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!