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

Company:	Silver Oak Villas part-III	Date:	28-05-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	20-05-2022 to 28-05-2022(fri to sat)	Approved by:	K Purshotham
Report Date	28-05-2022		

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#
184194	21-05-22	1	Eco Drain pipe material for drainage line	
184195	21-05-22	1	Eco Drain pipe material for drainage line	
184196	21-05-22	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$
184069	06-04-22	1-6	UPVC Windows	Material available delivery by Wednesday
184086	12-04-22	1	urbanwood dark 200mmx1200mm 45 pending	Material not available
184103	22-04-22	1	Panel doors 32"x82" 6nos pending	Material not available
184108	22-04-22	1-6	UPVC Windows	Material available at supplier delivery by Wednesday
184129	27-04-22	1	CP-Pillar cock 4nos pending	Material available delivery by Monday
184134	02-05-22	1	Bathroom wall tiles luna HL 10"x15" 40 Boxes pending	Material available delivery by Monday
184144	02-05-22	1-2	Eco drain pipes 110mm 5nos pending &chamber raisers 5nos pending	Material available delivery by Monday
184147	02-05-22	1-33	CPVC Ball Valve 4 nos & Tee Reducer 13 nos pending	Material available delivery by Monday
184149	04-05-22	1	Urbanwood dark tiles 200mmx1200mm 36nos pending	Material not available
184153	05-05-22	1-6	UPVC Windows	Material available delivery by Monday
184154	05-05-22	1-6	UPVC Windows	Supplier arranging for glasses delivery by friday
184155	05-05-22	1-6	UPVC Windows	Supplier arranging for glasses delivery by friday
184156	05-05-22	1-5	UPVC Windows	Supplier arranging for glasses delivery by friday
184157	05-05-22	1-6	UPVC Windows	Supplier arranging for glasses delivery by friday
184169	13-05-22	1-2	Carrara 600x1200mm 117 Boxes &Urbanwood light200x1200mm 20Boxes pending	Material available delivery by Monday
184170	13-05-22	1-4	Bathroom tiles Ultra sprinkle DK,LT,HL & maharaja beige	Material available delivery by Monday
184171	13-05-22	1-2	Carrara 600x1200mm 117 nos pending	Material available delivery by Monday

184172	13-05-22	1-6	UPVC Windows	Material available deliver-y by Wednesday
184173	13-05-22	1-6	UPVC Windows	Supplier arranging for glasses delivery by friday
184174	13-05-22	1-6	UPVC Windows	Supplier arranging for glasses delivery by friday
184183	17-05-22	1-29	PVC Single socket pipe & Single y with door 14 nos pending	Material available delivery by Monday
184184	17-05-22	1-29	PVC pipe for plumbing	Material available delivery by Monday
184192	17-05-22	1-20	Electrical Switches	Material available delivery by Tuesday
184197	25-05-22	1	Door Frames	Material available delivery by Tuesday
184198	25-05-22	1	Door Frames	Material available delivery by Tuesday
184201	25-05-22	1	Electrical Metal Box 8way 14nos pending	Material not available
184202	25-05-22	1	Electrical Metal Box 8way 14nos pending	Material not available

No. of gate passes issued this week:	2/ 5	From No.	9618	To No.	9619
Delivery van site visit on:1	23-05-22 ,25-05-22, 27-05-22				
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	137	PPC/PSC last weeks stock	274

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	28-05-2022	28-05-2022	

APPROVED BY
30 MAY 2022
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

Notes: 1. * Send a copy of the missing requisition 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!

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

Company:	MHPLSOV	Date:	28-05-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	20-05-2022 to 28-05-2022(fri to sat)	Approved by:	K Purshotham
Report Date	28-05-2022		

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	16-04-22	1-2	Godrej Deadlock for double door and Door Handles	
185196	06-05-2022	1	Air conditioners	
185212	25-05-22	1	SS Table	

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$
185184	19-04-2022	1-5	CPVC material	Material available delivery by Monday
185189	22-04-2022	1	MS Box pole	Supplier Promise to delivered by Monday
185207	17-05-2022	1-8	HT material	Supplier delivered by Monday

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	23-05-22 ,25-05-22, 27-05-22				
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	28-05-2022	28-05-2022	

APPROVED BY
28 MAY 2022
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

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 [illegible] 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:	28-05-2022
Site:	Silver Oak Villas	Prepared by:	K.Tulasi Rani
Report From / To	20-05-2022 to 28-05-2022(fri to sat)	Approved by:	K Purshotham
Report Date	28-05-2022		

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#
191020	04-05-2022	1	Cue sticks, Cue chalks	These Cue sticks Requisition was sending by last 6 months but po is not prepared by purchase

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$
191019	04-05-2022	1	Controller for Retail DG	Material not available

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	28-05-2022	28-05-2022	

APPROVED BY
28 MAY 2022
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

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 officer 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!