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

Company:	Silver Oak Villas part-III	Date:	11-06-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	03-06-2022 to 11-06-2022(fri to sat)	Approved by:	K Purshotham
Report Date	11-06-2022		

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#
184234	06-06-22	1-14	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$
184061	04-04-22	1	Panel Doors 38"x80" 2pending	Material available delivery by Monday
184069	08-04-22	1-6	UPVC Windows	Material available delivery by Tuesday
184086	12-04-22	1	urbanwood dark 200mmx1200mm 45 pending	Material not available
184108	22-04-22	1-6	UPVC Windows	Material available delivery by Tuesday
184129	27-04-22	1	CP-Pillar cock 4nos pending	Material not available
184134	02-05-22	1	Bathroom wall tiles luna HL 10"x15" 40 Boxes pending	Material not available
184144	02-05-22	1-2	Eco drain pipes 110mm 5nos pending &chamber raisers 5nos pending	Material available delivery by Monday
184149	04-05-22	1	Urbanwood dark tiles 200mmx1200mm 36nos pending	Material not available
184169	13-05-22	1-2	Regal Beige 600x1200mm 117 Boxes &Urbanwood dark 200x1200mm 20Boxes pending	Material not available
184170	13-05-22	1-4	Bathroom tiles Luna LT 48 Nos pending	Material not available
184171	13-05-22	1-2	Carrara 600x1200mm 47 nos pending	Material not available
184172	13-05-22	1-6	UPVC Windows	Material available deliver-y by Monday
184197	25-05-22	1	WPC Door Frames	Material available delivery by Monday
184198	25-05-22	1	WPC Door Frames	Material available delivery by Monday
184207	03-06-22	1-4	Janata paste,fishers,ss screws	Material available delivery by Monday
184214	30-05-22	1-21	Electrical switches	Material available delivery by Monday
184216	30-05-22	1-6	UPVC windows	Material available delivery by Tuesday
184218	30-05-22	1-6	UPVC windows	Material available delivery by Tuesday
184222	31-05-22	1-16	EWC Wall hung for plumbing	Material not available
184224	31-05-22	1-12	Pillar cock for plumbing	Material not available

184226	01-06-22	1-2	Regal Beige 600x1200mm 58 Boxes &Urbanwood dark 200x1200mm 55Boxes pending	Material not available
184227	01-06-22	1	Regal Beige 600x1200mm 117 Boxes	Material not available
184229	01-06-22	1-4	Vertified tiles	Material not available
184235	06-06-22	1-21	Electrical switches	Material available delivery by Monday
184236	06-06-22	1-9	WPC panel doors and hardware	Material available delivery by Monday
184237	06-06-22	1	Pillar cock 7nos pending	Material not available

No. of gate passes issued this week:	Nill	From No.	Nill	To No.	Nill
Delivery van site visit on:1	04-06-22,07-06-22,09-06-22				
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	424	PPC/PSC last weeks stock	37
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		11-06-2022		11-06-2022			

APPROVED BY
11 JUN 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!

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

Company:	Silver Oak welfare association	Date:	11-06-2022
Site:	Silver Oak Villas	Prepared by:	K.Tulasi Rani
Report From / To	03-06-2022 to 11-06-2022(fri to sat)	Approved by:	K Purshotham
Report Date	11-06-2022		

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$
191020	04-05-2022	1	Cue sticks, Cue chalks	Material not available
191021	01-06-22	1	Atlas cycle	Local purchase

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	11-06-2022	11-06-2022	

APPROVED BY
K. PURSHOTHAM
Project Manager (Silver Oak Villas Port-III)
11 JUN 2022

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

Company:	MHPLSOV	Date:	11-06-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	03-06-2022 to 11-06-2022(fri to sat)	Approved by:	K Purshotham
Report Date	11-06-2022		

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#
185190	25-04-22	1	RCC Hume pipes 600mm dia 133 nos	We have received po for 10nos only.remaining material PO not done
185216	26-05-22	1	Hume pipes 8" 140 nos pending	PO is not prepared by purchase
185230	08-06-22	1	Rolling shutters 8'6"x7'	

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$
185196	6-05-22	1	Air conditioners	Wender not recived the payment..After payment he will deliverd the material
185212	25-05-22	1	SS Table	Size Not available at SSLP
185225	03-06-22	1	Water Proofing	Waiting for shuttering to be removed
185226	03-06-22	1	LED Street Lights 1no pending	Material Not available
185228	07-06-22	1	Electrical power plug	PO not Received

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	04-06-22,07-06-22,09-06-22				
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	11-06-2022	11-06-2022	

APPROVED BY
11 JUN 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, ashanya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin officers 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 even daily in site. 5. Mention PO & MRN no. on DC's / 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 MD's 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!