

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

Company:	MHPLSOV	Date:	02-07-2022
Site	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	24-06-2022 to 02-07-2022(fri to sat)	Approved by:	K Purshotham
Report Date	02-07-2022		
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
185230	08-06-22	1	Rolling shutters 8'6"x7'
185236	24-06-22	1	Torch Light
185238	27-06-22	1	Aluminium Armored Cable
185239	27-06-22	1	CC Hume pipes 200mm dia
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
185237	27-06-22	1	CC Hume pipes 600mm dia
			Details of discussion with supplier ^s
			Vender not Received the payment.After payment he will delivered the materrial
No. of gate passes issued this week:			
Nil		From No.	Nil To No. Nil
Delivery van site visit on: 1 27-06-22,29-06-22,30-06-22,01-07-22			
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
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
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			Admin Audit
Date		02-07-2022	02-07-2022

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashayaa@modiproperties.com and rukunam@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 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 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:	02-07-2022
Site:	Silver Oak Villas	Prepared by:	K. Tulasi Rani
Report From / To	24-06-2022 to 02-07-2022(fri to sat)	Approved by:	K Purshotham
Report Date	02-07-2022		
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 [‡]
191021	01-06-22	1	Atlas cycle
			Payment pending from accounts
No. of gate passes issued this week:			
Delivery van site visit on: 1		Nil	From No. Nil To No. Nil
Inward report (MRN/other) & stock report emailed in pdf format to purchase? 27-06-22,29-06-22,30-06-22,01-07-22			
Items not ordered but received:			Yes / No
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	-	-
OPC stock	Nil	OPC last weeks stock	Nil
			PPC/PSC stock
			PPC/PSC last weeks stock
			Nil
Details	Project Manager		Admin Officer/Manager
Sign			Admin Audit
Date	02-07-2022		02-07-2022

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajumam@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 - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval input, S. S 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!

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Company:	Silver Oak Villas part-III	Date:	02-07-2022
Site:	Silver Oak Villas part-III	Prepared by:	K. Tulasi Rani
Report From / To	24-06-2022 to 02-07-2022(fri to sat)	Approved by:	K Purshotham
Report Date	02-07-2022		

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*
184244	10-06-22	1	Aluminium windows mesh	
184256	16-06-22	1-22	CPVC material pending	
184288	21-06-22	1-2	Openable windows 3 nos	

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 ^s
184086	12-04-22	1	urbanwood dark 200mmx1200mm 45 boxes pending	Material not available
184134	02-05-22	1	Bathroom wall tiles luna HL 10"x15" 40 Boxes pending	Material not available
184149	04-05-22	1	Urbanwood dark tiles 200mmx1200mm 36boxes pending	Material not available
184169	13-05-22	1-2	Regal Beige 600x1200mm 117 Boxes &Urbanwood dark 200x1200mm 20Boxes pending	Material not available
184171	13-05-22	1-2	Carrara 600x1200mm 40 boxes pending	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	Carrara 600x1200mm 42nos &Urbanwood light 200x1200mm 39 Boxes pending	Material not available
184237	06-06-22	6	Pillar cock 8 nos pending	Stock not available
184245	11-06-22	1	Electrical guard alert siren	Material available Delivered by Tuesday
184262	16-06-22	1-3	Vitrified tiles	Material not available
184264	17-06-22	1-22	CPVC material	Material Available Delivered by Monday
184265	17-06-22	1-22	CPVC material	Material Available Delivered by Monday
184268	17-06-22	1-5	Bottochino and urban wood tiles	Material not available
184270	20-06-22	1-13	Electrical wires	Material Available Delivered by Monday
184276	20-06-22	1-9	Panel Doors	Stock not available
184277	20-06-22	1-8	Panel Doors	Stock not available

184278	20-06-22	1-9	Panel Doors	Stock not available		
184279	20-06-22	1-9	Panel Doors	Stock not available		
184280	20-06-22	1-9	Panel Doors	Stock not available		
184281	20-06-22	1-9	Panel Doors	Stock not available		
184282	20-06-22	1-9	Panel Doors	Stock not available		
184283	20-06-22	1-9	Panel Doors	Stock not available		
184284	20-06-22	1-13	Electrical wires	Material Available Delivered by Monday		
184285	20-06-22	1-13	Electrical wires	Material Available Delivered by Monday		
184287	20-06-22	1	Sanitary Flush Tank concealed	Material Available Delivered by Monday		
184289	23-06-22	1	Electrical LED bulb 5W	Material Available Delivered by Monday		
184292	25-06-22	1-14	Plumbing Sanitary	Material Available Delivered by Monday		
184293	25-06-22	1-14	Plumbing Sanitary	Material Available Delivered by Monday		
No. of gate passes issued this week: 1 From No. 9631 To No. 9631						
Delivery van site visit on: 27-06-22, 29-06-22, 30-06-22, 01-07-22						
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	90	PPC/PSC last weeks stock 232
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	02-07-2022			02-07-2022		

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