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

Company:	Silver Oak Villas part-III	Date:	10-09-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	02-09-2022 to 10-09-2022(fri to sat)	Approved by:	K Purshotham
Report Date	10-09-2022		

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#
184570	03-09-22	1-5	UPVC Windows	

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$
184324	30-06-22	1	Gate lights	Material Available Delivered by Monday
184372	28-07-22	1-3	Ultra Sprinkle HL, Luna DK & HL	Part material Available Delivered by Tuesday
184404	15-07-22	1-5	Ultra Sprinkle DK,HL, Malaysian brown DK & HL and Jaipur panna	Part material Available Delivered by Tuesday
184405	15-07-22	1-2	Ultra Sprinkle DK & HL	Part material Available Delivered by Tuesday
184406	15-07-22	1-5	Ultra Sprinkle HL,DK & Maharaja off white & Malaysian brown DK & HL	Part material Available Delivered by Tuesday
184410	18-07-22	1-2	Malaysian brown DK & HL	Material Available Delivered by Tuesday
184485	08-08-22	1-4	Ultra Sprinkle DK,HL, Malaysian brown DK & HL	Part material Available Delivered by Tuesday
184495	20-08-22	1	Ultra sprinkle HL	Material Not Available
184512	17-08-22	1-8	Electrical conducting material	Material Available Delivered by Monday
184519	18-08-22	1-14	CP plumbing material	Material Available Delivered by Monday
184522	19-08-22	1	V.Tiles Urbanwood dark	Material Available Delivered by Tuesday
184536	23-08-22	1-2	SS screws Half thread 100X8 MM & Steel Ms L patti	Material Available Delivered by Tuesday
184537	23-08-22	1-2	PVC door bend 75mmx45* & PVC Rigid pipe	Material Available Delivered by Monday
184541	23-08-22	1	LED Tube light 1200x20W	Material Available Delivered by Monday
184545	24-08-22	1-2	Electrical Copper Black wires 1sqmmx90mts & 4sqmmx90mts	Material Available Delivered by Monday
184546	23-08-22	1-3	CP Wall mixture & Short body & CP Sink cock with swivel spout	Material Available Delivered by Monday
184552	29-08-22	1	Anchor Bolt pin type 6x50mm	Supplier did not receive the Po
184557	29-08-22	1-6	UPVC Windows	Supplier can fix the windows by Thursday

184560	29-08-22	1-4	Tile Adhesive Roff & CC Bonding Agent RBR Roff & Araldite & Tile Grout cement	Material Available Delivered by Monday
184563	30-08-22	1-9	Panel Doors	Material Available Delivered by Monday
184557	01-09-22	1-6	UPVC Windows	Supplier can fix the windows by Thursday
184565	01-09-22	1	CPVC FTA Adapter Brass	Material Available Delivered by Monday
184567	02-09-22	1	Hardware plywood	Material Available Delivered by Monday
184568	02-09-22	1-9	Panel doors	Material Available Delivered by Monday
184569	02-09-22	1-9	Panel doors	Material Available Delivered by Monday
184570	03-09-22	1-5	UPVC Windows	Supplier can fix the windows by Thursday
184571	03-09-22	1-9	Panel doors	Material Available Delivered by Monday
184572	03-09-22	1-13	Electrical wires	Material Available Delivered by Monday
184573	05-09-22	1	Ispira Crema marfil tiles	Material Available Delivered by Tuesday
184574	05-09-22	1-4	Wall & Floor tiles	Part material Available Delivered by Tuesday
184575	05-09-22	1-4	Wall & Floor tiles	Part material Available Delivered by Tuesday
184577	05-09-22	1-4	Wall & Floor tiles	Part material Available Delivered by Tuesday
184578	06-09-22	1-6	UPVC Windows	Supplier can fix the windows by Thursday

No. of gate passes issued this week:	3	From No.	6812	To No.	6814
Delivery van site visit on:1	05-09-22,06-09-22,07-09-22,08-09-22,09-09-22				
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	390	PPC/PSC last weeks stock	500

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	10-09-2022	10-09-2022	

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.

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

Company:	MHPLSOV	Date:	10-09-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	02-09-2022 to 10-09-2022(fri to sat)	Approved by:	K Purshotham
Report Date	10-09-2022		

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#
185281	23-08-22	1	SS Self Drilling screws 8x25mm	
185284	02-09-22	1-5	UPVC Fixed Windows	

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$
184270	02-08-22	1	Guard alert siren	Supplier did not received the payment. after payment he will delivered the material

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:	Nil				
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 40feet rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.50	590	2655	-
2.	10mm	.617	7.50	-	-	-
3.	12mm	.89	10.67	285	3041	-
4.	16mm	1.58	18.96	204	3868	-
5.	20mm	2.47	29.63	10	296	-
6.	25mm	3.86	46.30	-	-	-
7.	32mm	6.32	66.67	-	-	-
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	10-09-2022	10-09-2022	

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:	Silver Oak welfare association	Date:	10-09-2022
Site:	Silver Oak Villas	Prepared by:	K.Tulasi Rani
Report From / To	02-09-2022 to 10-09-2022(fri to sat)	Approved by:	K Purshotham
Report Date	10-09-2022		

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$
-	-	-	-	-

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				
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	10-09-2022	10-09-2022	

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!