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

Company:	Silver Oak Villas	Date:	01-10-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	23-09-2022 to 01-10-2022(fri to sat)	Approved by:	K Purshotham
Report Date	01-10-2022		

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$
184485	08-08-22	1-4	Ultra Sprinkle DK,HL, Malaysian brown DK & HL	Material not available
184495	20-08-22	1	Ultra sprinkle HL	Material not available
184522	19-08-22	1	V.Tiles Urbanwood dark	Material Available Delivered by Tuesday
184564	01-09-22	1-6	UPVC Windows	Supplier can fix the windows by saturday
184570	03-09-22	1-5	UPVC Windows	Supplier can fix the windows by saturday
184571	03-09-22	1-3	Cylindrical lock & SS Hinges & magnetic door stopper	Material Available Delivered by wednesday
184574	05-09-22	1-4	Wall & Floor tiles Malasian Brown & Jaipur panna	Part Material available Delivered by Tuesday
184575	05-09-22	1-4	Wall & Floor tiles Nitco Biblios & country almond & chocolate & Rosso	Material available Delivered by Tuesday
184577	05-09-22	1-4	Wall & Floor tiles Malaysian brown DK & LT & HL and Nitco Jaipur panna	Part Material available Delivered by Tuesday
184578	06-09-22	1-6	UPVC Windows	Supplier can fix the windows by saturday
184580	08-09-22	1-2	Electrical copper wire yellow colour 1sq.mmx90m and insulation tapes	Material Not Available
184608	12-09-22	1-8	Wall & Floor tiles Ultra sprinkle & Malasian & Jaipur panna	Part Material available Delivered by Tuesday
184609	12-09-22	1-3	Wall & Floor tiles Nitco Biblios & country almond & chocolate	Material available Delivered by Tuesday
184617	12-09-22	1	Tiles Ispira urbanwood dark	Material available Delivered by Tuesday
184630	16-09-22	1-9	General items	Material Available Delivered by Monday
184632	16-09-22	1	RCC Spacers All in one	Material Available Delivered by Monday
184641	19-09-22	1-3	Crema marfil & Urbanwood natural & Country rosso	Material available Delivered by Tuesday
184642	19-09-22	1-8	Wall & Floor tiles Malasian brown & Luna & jaipur panna	Part Material available Delivered by Tuesday
184643	20-09-22	1-7	MCB 6amps 18no's pending	Material Available Delivered by Monday
184645	23-09-22	1-13	Electrical wires	Material Not Available

184646	23-09-22	1-13	Electrical wires	Material Not Available
184652	23-09-22	1-19	Electrical switches	Material Available Delivered by Monday
184657	23-09-22	1-13	Electrical wires	Material Not Available
184658	26-09-22	1	Electrical isolator	Material Available Delivered by Monday
184661	26-09-22	1	CPVC FTA & HDPE pipe	Material Available Delivered by Monday
184662	26-09-22	1-17	Cleaning material	Material Available Delivered by Monday
184664	27-09-22	1-6	Eco drain material	Material Available Delivered by Monday
184665	27-09-22	1-2	Internal door beading	Material not available

No. of gate passes issued this week:	2	From No.	6825	To No.	6826
Delivery van site visit on:1	24-09-22,26-09-22,28-09-22,30-09-22				
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	ttt	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	53	PPC/PSC last weeks stock	180

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	01-10-2022	01-10-2022	

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:	01-10-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	23-09-2022 to 01-10-2022(fri to sat)	Approved by:	K Purshotham
Report Date	01-10-2022		

List of requisitions numbers missing in the report*:

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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$
184270	02-08-22	1	Guard alert siren	Payment issue
185295	20-09-22	1	FRP Manhole covers	Material Availble delivered by next week
185297	21-09-22	1-2	Electrical Fiber box & MCB 6amps & 32amps	Material Available Delivered by Monday
185304	27-09-22	1-3	Aluminium armored cable 4corex6sq.mm & 2corex4sq.mm and 4mm Al service wire	Part Material available at suplier it will delivered by Wednesday
185305	27-9-22	1	Curb stone	Part material received. Remaining material delivered by Tuesday

No. of gate passes issued this week:	Nil	From No.	6825	To No.	6826
Delivery van site visit on:	24-09-22,26-09-22,28-09-22,30-09-22				
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 40feet rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.50	450	2025	-
2.	10mm	.617	7.50	-	-	-
3.	12mm	.89	10.67	225	2401	-
4.	16mm	1.58	18.96	204	3413	-
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	01-10-2022	01-10-2022	

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

Company:	Silver Oak welfare association	Date:	01-10-2022
Site:	Silver Oak Villas	Prepared by:	K.Tulasi Rani
Report From / To	23-09-2022 to 01-10-2022(fri to sat)	Approved by:	K Purshotham
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No. of gate passes issued this week:	2	From No.	6825	To No.	6826
Delivery van site visit on:	24-09-22,26-09-22,28-09-22,30-09-22				
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

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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	01-10-2022	01-10-2022	

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!