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

Company:	Silver Oak Villas	Date:	29-10-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	21-10-2022 to 29-10-2022(Fri to sat)	Approved by:	K Purshotham
Report Date	29-10-2022		

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$
184617	12-09-22	1	Tiles Ispira urban-wood dark	Material not available
184657	24-09-22	1-4	Electrical cooper wire yellow color 1sq.mm and Blue & Black color 4sqmm & Insulation tapes	Material not available
184667	28-09-22	1-4	Electrical cooper wire yellow color 1sq.mm and Blue & Black color 4sqmm & Insulation tapes	Material not available
184682	03-10-22	1-3	Macharla stone Yellow, Black, Chocolate color	Supplier can delivered the material by next week
184691	10-10-22	1-9	CP sanitary Plumbing Material	Material available delivered by Monday
184692	10-10-22	1-13	CP Plumbing Material	Material available delivered by Monday
184693	10-10-22	1-9	CP sanitary Plumbing Material	Material available delivered by Monday
184697	12-10-22	1-2	Tile Grout Cement and Consumables	Material available delivered by Wednesday
184698	12-10-22	1-13	Electrical copper wires	Material available delivered by Thursday
184699	12-10-22	1-13	Electrical copper wires	Material available delivered by Thursday
184700	12-10-22	1-13	Electrical copper wires	Material available delivered by Thursday
184701	14-10-22	1-2	Number plates & Name plate	Material is ready at supplier .it will delivered by Monday
184705	14-10-22	1-13	Electrical copper wires	Material available delivered by Thursday
184707	15-10-22	1-13	Electrical copper wires	Material available delivered by Thursday
184710	15-10-22	1-9	Panel Door & Hardware Material	Material available delivered by Wednesday
184711	15-10-22	1-9	Panel Door & Hardware Material	Material available delivered by Wednesday
184712	15-10-22	1-9	Panel Door & Hardware Material	Material available delivered by Wednesday
184713	15-10-22	1-13	CP Plumbing Material	Material available delivered by Monday
184714	15-10-22	1-9	CP sanitary Plumbing Material	Material available delivered by Monday
184718	20-10-22	1-7	UPVC Windows	Supplier Can fix the windows by Wednesday

184724	22-10-22	1-24	CPVC Material	Material available delivered by Thursday
184727	22-10-22	1-7	Wall & Floor Tiles Ultra Sprinkle & Malaysian Brown	Material available delivered by Tuesday
184728	22-10-22	1-13	Electrical Copper Wires	Material available delivered by Thursday
184729	26-10-22	1-5	PVC Plumbing Material	Material available delivered by Thursday
184730	27-10-22	1-13	Electrical Copper Wires	Material available delivered by Thursday

No. of gate passes issued this week:	1	From No.	6837	To No.	6837
Delivery van site visit on:1	21-10-22,25-10-22,27-10-22,29-10-22				
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	207	PPC/PSC last weeks stock	200

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	29-10-2022	29-10-2022	

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 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 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!

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

Company:	Silver Oak welfare association	Date:	29-10-2022
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
Report From / To	21-10-2022 to 29-10-2022(fri to sat)	Approved by:	K Purshotham
Report Date	29-10-2022		

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$

No. of gate passes issued this week:	1	From No.	6837	To No.	6837
Delivery van site visit on:	21-10-22,25-10-22,27-10-22,29-10-22				
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	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	29-10-2022	29-10-2022	

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:	29-10-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	21-10-2022 to 29-10-2022(fri to sat)	Approved by:	K Purshotham
Report Date	29-10-2022		

List of requisitions numbers missing in the report*: 185294

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#
185316	17-10-22	1	Electrical Diesel Generator	
185317	18-10-22	1-7	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$
185320	21-10-22	1	LED Square Surface Lights6500K	Material available delivered by Monday

No. of gate passes issued this week:	1	From No.	6837	To No.	6837
Delivery van site visit on:	21-10-22,25-10-22,27-10-22,29-10-22				
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	280	1260	-
2.	10mm	.617	7.50	-	-	-
3.	12mm	.89	10.67	150	1600	-
4.	16mm	1.58	18.96	170	2844	-
5.	20mm	2.47	29.63	-	-	-
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	29-10-2022	29-10-2022	

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!