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

Company:	Silver Oak Villas	Date:	12-11-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	04-11-2022 to 12-11-2022(Fri to sat)	Approved by:	K Purshotham
Report Date	12-11-2022		

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$
184682	03-10-22	1-3	Macharla stone Yellow, Black, Chocolate color	Supplier Arranging for material.he can Delivered the material by next week
184699	12-10-22	1-2	Electrical Blue & Black 4SqmmX90mtrs copper wires	Material available delivered by Monday
184700	12-10-22	1-13	Electrical copper wires	Material available delivered by Monday
184705	14-10-22	1-13	Electrical copper wires	Material available delivered by Monday
184707	15-10-22	1-13	Electrical copper wires	Material available delivered by Monday
184711	15-10-22	1-3	Panel Doors 975WX2025HMM & 675X2025HMM & Mortise Lock	Stock Not Available
184718	20-10-22	1-7	UPVC Windows	Supplier Can fix the windows by Next Week
184728	22-10-22	1-13	Electrical Copper Wires	Stock Not Available
184730	27-10-22	1-13	Electrical Copper Wires	Stock Not Available
184733	27-10-22	1	Sanitary CP WC Indian 500mm	Material available delivered by Wednesday
184736	29-10-22	1-13	Electrical Copper Wires	Stock Not Available
184737	29-10-22	1-13	Electrical Copper Wires	Stock Not Available
184747	31-10-22	1-2	Vertified Tiles Carrara and Country Rosso	Part Material available delivered by Tuesday
184748	31-10-22	1-2	Vertified Tiles Ispira carrara	Stock Not Available
184750	31-10-22	1-7	Bathroom Tiles Luna & Malaysina Brown & Jaipur panna	Material available delivered by Tuesday
184758	01-11-22	1-13	Electrical Copper wires	Stock Not Available
184761	02-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Next Week
184762	02-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Next Week
184763	02-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Next Week
184764	02-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Next Week
184772	04-11-22	1-13	Electrical copper wires	Stock Not Available
184775	09-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Next Week

184776	09-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Next Week
184777	09-11-22	1-2	Doors Internal Beading	Material available delivered by Monday
184778	09-11-22	1-10	General Items	Material available delivered by Monday

No. of gate passes issued this week:	6	From No.	6843	To No.	6848
Delivery van site visit on:1	06-11-22,08-11-22,10-11-22,11-11-22				
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	49	PPC/PSC last weeks stock	118

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	12-11-2022	12-11-2022	

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:	MHPLSOV	Date:	12-11-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	04-11-2022 to 12-11-2022(Fri to sat)	Approved by:	K Purshotham
Report Date	12-11-2022		

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#
185316	17-10-22	1	Electrical Diesel Generator	Requisition Send to Procurement Team
185330	09-11-22	1-2	Chemical Neem Care powder & Vermicompost	

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$
185321	29-10-22	1-3	3.5core Electrical Aluminium Armored cable LT	Suppiler is not Reachable at phone
185322	31-10-22	1	FRP Manhole Covers	Part Material Received .Remaining will be delivered by Thursday
185324	04-11-22	1	4mm Electrical Al.Service wire	Stock Not Available
185325	05-11-22	1-2	Octogonal GI poles	Material available delivered by Tuesday

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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	170	765	-
2.	10mm	.617	7.50	-	-	-
3.	12mm	.89	10.67	100	1067	-
4.	16mm	1.58	18.96	150	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	12-11-2022	12-11-2022	

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

Company:	Silver Oak welfare association	Date:	12-11-2022
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
Report From / To	04-11-2022 to 12-11-2022(Fri to sat)	Approved by:	K Purshotham
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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	12-11-2022	12-11-2022	

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!