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

Company:	Silver Oak welfare association	Date:	10-12-2022
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
Report From / To	02-12-2022 to 10-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	10-12-2022		

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:	01	From No.	7208	To No.	-
Delivery van site visit on:	03-12-22,05-12-22,07-12-22,09-12-22				
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	10-12-2022	10-12-2022	

APPROVED BY

10 DEC 2022

K. PURSHOTHAM

Project Manager (Silver Oak Villas Part-III)

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:	10-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	02-12-2022 to 10-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	10-12-2022		

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$
185316	17-10-22	1	Diesel Generator 62.5KVA/66KW	Supplier Arranging the material.He will delivered the material after 2 weeks
185332	18-11-22	1	Hume Pipes 200DX200mm	Material is available at supplier. It will delivered by Monday
185342	07-12-22	1	Male Thread Adapter Brass 65mm	Material is not Available at Supplier.He will Arranging the material by Tuesday

No. of gate passes issued this week:	01	From No.	7210	To No.	7210
Delivery van site visit on:	03-12-22,05-12-22,07-12-22,09-12-22				
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	140	553	-
2.	10mm	.617	7.50	-	-	-
3.	12mm	.89	10.67	80	853.6	-
4.	16mm	1.58	18.96	100	1896	-
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	10-12-2022	10-12-2022	

APPROVED BY
10 DEC 2022
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

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 Villas LLP	Date:	10-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	02-12-2022 to 10-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	10-12-2022		

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#
184828	23-12-22	1	Binding Wire	Waiting for approval from MD's
184863	02-12-22	1	PVC Coated GI Wire	Local Purchase

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$
184666	28-09-22	1	Laminated Kitchen cabinet from (Linus Consultants Pvt.Ltd)	Supplier is not Responding to our Calls.We are trying to Connect him Please look into this. We Need Material is very Urgent
184668	28-09-22	1	Laminated Kitchen cabinet from (Linus Consultants Pvt.Ltd)	Supplier is not Responding to our Calls.We are trying to Connect him Please look into this. We Need Material is very Urgent
184669	28-09-22	1	Laminated Kitchen cabinet from (Linus Consultants Pvt.Ltd)	Supplier is not Responding to our Calls.We are trying to Connect him Please look into this. We Need Material is very Urgent
184670	28-09-22	1	Laminated Kitchen cabinet from (Linus Consultants Pvt.Ltd)	Supplier is not Responding to our Calls.We are trying to Connect him Please look into this. We Need Material is very Urgent
184711	15-10-22	1-3	Panel Doors 975WX2025HMM & 675X2025HMM	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
184780	09-11-22	1-3	Panel Doors 975WX2025HMM & 675X2025HMM & Mortise Lock	Stock Not Available
184782	10-11-22	1-3	V. Tiles Urban-wood dark and Carrara	Stock Not Available
184796	16-11-22	1-7	Panel Doors 675X2025HMM 4nos pending	Stock Not Available
184797	16-11-22	1-2	Panel Doors 975WX2025HMM & 675X2025HMM	Stock Not Available
184807	19-11-22	1-14	CP Pillar Cock & Health Faucet 4no pending	Stock Not Available
184813	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Material is not available at supplier.he will delivered the material after 20 days
184814	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Material is not available at supplier.he will delivered the material after 20 days

184815	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Material is not available at supplier.he will delivered the material after 20 days
184816	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Material is not available at supplier.he will delivered the material after 20 days
184829	24-11-22	1-2	V. Tiles Urban-wood Natural and Ispira Carrara	Part Material available it will delivered by Tuesday
184831	24-11-22	1-2	V. Tiles Urban-wood Natural and Ispira Carrara	Part Material available it will delivered by Tuesday
184834	24-11-22	1-9	CP Sanitary	Stock Not Available
184835	24-11-22	1-4	CP Wall Mixture,Shower Arm,Extension Nipple and Heath Faucet	Stock Not Available
184836	24-11-22	1	CP Concealed Flush Tank Plate	Stock Not Available
184839	24-11-22	1-13	Electrical Copper wires	Material is available. It will delivered by Tuesday
184840	24-11-22	1-13	Electrical Copper wires	Material is available. It will delivered by Tuesday
184845	25-11-22	1	Vertified Ispira Carrara	Stock Not Available
184849	28-11-22	1-7	Panel Doors	Stock Not Available
184850	28-11-22	1-7	Panel Doors	Stock Not Available
184859	02-12-22	1	Electrical Gate Lights	Material is available at Supplier. It will delivered by Monday
184874	06-12-22	1-2	Electrical Copper wires 1sqmm Black & Yellow color	Material is available. It will delivered by Tuesday
184875	06-12-22	1	Electrical Gate Lights	Material is available at Supplier. It will delivered by Monday
184878	06-12-22	1-13	CP Plumbing Material	Stock Not Available
184879	06-12-22	1-13	CP Plumbing Material	Stock Not Available
184880	06-12-22	1-5	CP Sanitary Material	Material Available delivered by Monday

No. of gate passes issued this week:	01	From No.	7210	To No.	7210
Delivery van site visit on:1	03-12-22,05-12-22,07-12-22,09-12-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Items not ordered but received:

Other corrections & remarks: Requisition number's:184666,184667,184668,184669,184813,184814,184815 and 184816 these material is very urgent supplier is not lifting our calls (Linus Consultants) the po's are dated on 08-10-22 total 8 po's pending

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	80	PPC/PSC last weeks stock	200
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		10-12-2022		10-12-2022			

APPROVED BY
10 DEC 2022
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

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!