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

Company:	Silver Oak Villas LLP	Date:	24-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	16-12-2022 to 24-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	24-12-2022		

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#
184930	21-12-22	1-7	UPVC Windows	
184931	22-12-22	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$
184747	31-10-22	1	Vertified Tiles Country Rosso	Material available delivered by Tuesday
184782	10-11-22	1	V. Tiles Urban-wood dark	Stock Not Available
184807	19-11-22	1-2	CP Pillar Cock & Health Faucet 4no pending	Material available delivered by Monday
184813	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material after 15 days
184814	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material after 15 days
184815	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material after 15 days
184816	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material after 15 days
184831	24-11-22	1	V. Tiles Urban-wood Natural	Stock Not Available
184835	24-11-22	1-2	Extension Nipple and Health Faucet	Material available delivered by Monday
184874	06-12-22	1-2	1sqmm Black & Yellow color copper wires	Material available delivered by Monday
184892	09-12-22	1-7	Panel Doors	Stock Not Available
184893	09-12-22	1-7	Panel Doors	Stock Not Available
184894	09-12-22	1-7	Panel Doors	Stock Not Available
184896	10-12-22	1	CP Wall Mixtures	Material available delivered by Tuesday
184897	10-12-22	1-13	CP Plumbing Material	Material available delivered by Tuesday
184917	15-12-22	1-13	Electrical Copper wires	Material available delivered by Monday
184918	15-12-22	1-13	Electrical Copper wires	Material available delivered by Monday
184919	16-12-22	1-13	CP Plumbing Material	Material available delivered by Tuesday
184925	19-12-22	1-10	Wall Tiles Malaysian Brown , Ultra sprinkle & Maharaja off white, Country Rosso	Material available delivered by Tuesday
184828	20-12-22	1	Electrical Earth pit Cover	Supplier did not Receive the payment.After payment he will delivered the material

No. of gate passes issued this week:	4/5	From No.	7218	To No.	7221
Delivery van site visit on: 1	19-12-22,20-12-22,22-12-22,24-12-22				
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	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	296	PPC/PSC last weeks stock	449

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	24-12-2022	24-12-2022	

APPROVED BY
24 DEC 2022
K. PURSHOTHAM

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:	24-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	16-12-2022 to 24-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	24-12-2022		

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#
185348	14-12-22	1	Hub Rack	

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 by Next Week
185353	16-12-22	1-2	4 Core Al.Armored Cable 16sqmm & 25Sqmm	Supplier Arranging the material by Wednesday
185355	21-12-22	1-2	Plywood Sheet & SS Screws	Material Available Delivered by Tuesday
185356	21-12-22	1-2	Al.Windows Without mesh 1200X1200 & 900X1200	Material Available Delivered by Tuesday

No. of gate passes issued this week:	4/5	From No.	7218	To No.	7221
Delivery van site visit on:	19-12-22,21-12-22,22-12-22,24-12-22				
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	24-12-2022	24-12-2022	

RECEIVED BY
24 DEC 2022
K. PURSHOTHAM

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:	24-12-2022
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
Report From / To	16-12-2022 to 24-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	24-12-2022		

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:	4/5	From No.	7218	To No.	7221
Delivery van site visit on:	19-12-22,21-12-22,22-12-22,24-12-22				
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	24-12-2022	24-12-2022	

APPROVED BY
24 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!