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

Company:	Silver Oak welfare association	Date:	31-12-2022
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
Report From / To	23-12-2022 to 31-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	31-12-2022		

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.	7222	To No.	7225
Delivery van site visit on:	24-12-22,26-12-22,28-12-22,30-12-22				
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	31-12-2022	31-12-2022	

APPROVED BY
31 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:	31-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	23-12-2022 to 31-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	31-12-2022		

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#
185358	22-12-22	1	MCCB Enclosure 100amps	

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 Replacing the material due to some technical error .He will Dispatch the material by Wednesday
185348	14-12-22	1	Hub Rack	Online Purchase
185357	21-12-22	1	MS Square pipe	Supplier did not get the po after Receiving the Po he will Delivered the material
185360	28-12-22	1-4	CI Electrode,DB TPN 6way,MCB 6Amps and Electrical Fiber box	Material Available Delivered by Tuesday

No. of gate passes issued this week:	4/5	From No.	7222	To No.	7225
Delivery van site visit on:	24-12-22,26-12-22,28-12-22,30-12-22				
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	-	-	-
2.	10mm	.617	7.50	-	-	-
3.	12mm	.89	10.67	50	534	-
4.	16mm	1.58	18.96	80	1517	-
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		31-12-2022		31-12-2022			

APPROVED BY
31 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:	31-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	23-12-2022 to 31-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	31-12-2022		

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$
184747	31-10-22	1	Vertified Tiles Country Rosso	Material available delivered by Tuesday
184813	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material after 10 days
184814	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material after 10 days
184815	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material after 10 days
184816	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material after 10 days
184874	06-12-22	1-2	1sqmm Black & Yellow color copper wires	Material available delivered by Monday
184918	15-12-22	1-13	Electrical Copper wires 4 sqmm Black & Blue	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
184927	20-12-22	1-2	CP Health Faucet & Extension Nipple	Material available delivered by Monday
184928	20-12-22	1	Electrical Earth pit Cover	Material Available at supplier.He Will delivered the material by Tuesday
184930	21-12-22	1-7	UPVC Windows	Supplier Arranging the material. He will delivered the material by Tuesday
184931	21-12-22	1-7	UPVC Windows	Supplier Arranging the material. He will delivered the material by Tuesday
184955	28-12-22	1-3	Concrete beige & Country Rosso & Bottochino tiles	Material available delivered by Tuesday

No. of gate passes issued this week:	4/5	From No.	7222	To No.	7225
Delivery van site visit on:1	24-12-22,26-12-22,28-12-22,30-12-22				
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	200	PPC/PSC last weeks stock	296

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	31-12-2022	31-12-2022	

APPROVED BY
31 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!