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

Company:	Silver Oak Villas LLP	Date:	07-01-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	30-12-2022 to 07-01-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	07-01-2023		

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#
184979	03-01-23	1-2	HDPE Pipes 20mm & 15mm	

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$
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
184919	16-12-22	1-13	CP Plumbing Material	Material available delivered by Tuesday
184927	20-12-22	1-2	CP Health Faucet & Extension Nipple	Part 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
184952	27-12-22	1	Electrical LED Bulbs 5W	Material available delivered by Monday
184966	31-12-22	1	Electrical PVC conducting Bends 1.2mm	Material available delivered by Monday
184970	31-12-22	1-11	PVC Single Socket pipe,Door Tee,End cap & Plain Bend etc	Material available delivered by Tuesday
184971	31-12-22	1-11	PVC Single Socket pipe,Door Tee,End cap & Plain Bend etc	Material available delivered by Tuesday
184972	31-12-22	1-11	PVC Single Socket pipe,Door Tee,End cap & Plain Bend etc	Material available delivered by Tuesday
184973	31-12-22	1-5	PVC Single Socket pipe,Vent Cover & Plain Bend	Material available delivered by Tuesday
184974	31-12-22	1-3	CPVC Brass FTA ,Brass Tee & Brass Elbow	Material available delivered by Monday
184975	31-12-22	1-7	UPVC Windows	Supplier Can Arrange the material by Thursday
184976	31-12-22	1-7	UPVC Windows	Supplier Can Arrange the material by Thursday
184977	02-01-23	1	CP Wall hung EWC with seat	Material available delivered

			cover 6nos pending	by Monday
184978	03-01-23	1	Z Angle Templates 1800wx1200hmm	Material available delivered by Monday

No. of gate passes issued this week:	4/5	From No.	7226	To No.	7229
Delivery van site visit on:1	30-12-22,02-01-23,04-02-23,06-01-23				
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	177	PPC/PSC last weeks stock	200

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	07-01-2023	07-01-2023	

APPROVED BY
07 JAN 2023
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 welfare association	Date:	07-01-2023
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
Report From / To	29-12-2022 to 07-01-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	07-01-2023		

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.	7226	To No.	7229
Delivery van site visit on:	30-12-22,02-01-23,04-01-23,06-01-23				
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		07-01-2023		07-01-2023			

APPROVED BY
07 JAN 2023
K PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

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

Company:	MHPLSOV	Date:	07-01-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	29-12-2022 to 07-01-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	07-01-2023		

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 will Delivered the material by Wednesday
185348	14-12-22	1	Hub Rack	Online Purchase
185360	28-12-22	1-4	CI Electrode,DB TPN 6way,MCB 6Amps and Electrical Fiber box	Material Available Delivered by Tuesday
185361	02-01-23	1-3	Exterior Primer & Floor Paints	Material Available Delivered by Tuesday

No. of gate passes issued this week:	4/5	From No.	7226	To No.	7229
Delivery van site visit on:	30-12-22,02-01-23,04-01-23,06-01-23				
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		07-01-2023		07-01-2023			

APPROVED BY
07 JAN 2023
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!