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

Company:	MHPLSOV	Date:	16-01-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	06-01-2023 to 14-01-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	16-01-2023		

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 was not respond Properly
185360	28-12-22	1-4	DB TPN 6way 5nos and MCB 6Amps 36nos pending	Material Available Delivered by Tuesday

No. of gate passes issued this week:	3/5	From No.	7231	To No.	7233
Delivery van site visit on:	07-01-23,09-01-23,11-01-23,13-01-23				
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	1700	7650	-
2.	10mm	.617	7.50	740	5550	-
3.	12mm	.89	10.67	8600	92400	-
4.	16mm	1.58	18.96	760	14410	-
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	16-01-2023	16-01-2023	

APPROVED BY
16 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 officers 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:	16-01-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	06-01-2023 to 14-01-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	16-01-2023		

List of requisitions numbers missing in the report*:

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Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#
184992	9-01-23	1-9	CP Sanitary	

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 by next week
184814	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material by next week
184815	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material by next week
184816	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Supplier will delivered the material by next week
184874	06-12-22	1-2	1sqmm Black & Yellow color copper wires	Material available delivered by Wednesday
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 Wednesday
184953	28-12-22	1-2	SS Screws & Anchor Bolts	Supplier was not pickup our phone calls
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
184983	06-01-23	1-9	Panel Doors and Mortise lock,cylindrical Lock and door stoppers	Not Available at SSLLP
184984	06-01-23	1-9	Panel Doors and Mortise lock,cylindrical Lock and door stoppers	Not Available at SSLLP
184985	06-01-23	1-9	Panel Doors and Mortise lock,cylindrical Lock and door stoppers	Not Available at SSLLP
184984	06-01-23	1	Panel Door 975wx2025hmm , 1no pending	Not Available at SSLLP
184990	09-01-23	1-13	Electrical Wires	Material available delivered by Wednesday
184991	09-01-23	1-13	CP Plumbing Material	Material available delivered by Wednesday
184996	10-01-23	1-7	UPVC Windows	Supplier Can Arrange the material by Thursday

184997	10-01-23	1-7	UPVC Windows	Supplier Can Arrange the material by Thursday
184998	10-01-23	1-7	UPVC Windows	Supplier Can Arrange the material by Thursday

No. of gate passes issued this week:	3/5	From No.	7231	To No.	7233
Delivery van site visit on:1	07-01-23,09-01-23,11-01-23,13-01-23				
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	147	PPC/PSC last weeks stock	177

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	16-01-2023	16-01-2023	

APPROVED BY
16 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:	Silver Oak welfare association	Date:	16-01-2023
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
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4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	-	-	
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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	16-01-2023	16-01-2023	

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16 JAN 2023
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