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

Company:	Silver Oak welfare association	Date:	04-02-2023
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
Report From / To	27-01-2023 to 04-02-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	04-02-2023		

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$
191031	31-01-23	1-10	Consumables Harpic,Phinyl,colin Etc.	Material Available delivery by Monday

No. of gate passes issued this week:	0/5	From No.	-	To No.	-
Delivery van site visit on:	28-01-23(Saturday),30-01-23(Monday),01-02-23(Wednesday) and 03-02-23(Friday)				
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	04-02-2023	04-02-2023	

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		
Site:	Silver Oak Villas part-III	Date:	04-02-2023
Report From / To	27-01-2023 to 04-02-2023 (Fri to sat)	Prepared by:	K.Tulasi Rani
		Approved by:	K Purshotham
Report Date	04-02-2023		

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#
185348	14-12-22	1	Hub Racks for Sirens	

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$
185377	21-01-23	1	900x600mm Tan-door stone 280 no's pending	Material Available at Supplier delivery by Monday
185378	23-01-23	1	Electrical Panel HT	Material Available at Supplier delivery by Monday
185380	23-01-23	1	600x600mm Tan-door stone 280 no's pending	Material Available at Supplier delivery by Monday
185384	01-02-23	1-2	Tools-Bamboo Ladders 11' and 14' 4nos pending	Material Available at Supplier delivery by Monday

No. of gate passes issued this week:	0/5	From No.	Nill	To No.	Nill
Delivery van site visit on:	28-01-23(Saturday),30-01-23(Monday),01-02-23(Wednesday) and 03-02-23(Friday)				
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 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	-	-	-
4.	16mm	1.58	18.96	-	-	-
5.	20mm	2.47	29.63	-	-	-
6.	25mm	3.86	46.30	-	-	-
7.	32mm	6.32	66.67	-	-	-
8.	Binding wire	-		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	04-02-2023	04-02-2023	

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

Company:	Silver Oak Villas LLP	Date:	04-02-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	27-01-2023 to 04-02-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	04-02-2023		

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$
184904	13-12-22	1	SS Railing	Work Under Progress
184909	13-12-22	1	SS Railing	Work Under Progress
184910	13-12-22	1	SS Railing	Work Under Progress
212027	23-01-23	1-2	CP Angle Cock 5Nos & Health faucet 3Nos pending	Material Available Delivery By Wednesday
212037	30-01-23	1-3	Steel Z Angle Templates 6x4 & 4x4 and 3x3.5	Part Material Available Delivery By Monday
212038	31-01-23	1-5	WPC Door Frames	Supplier arranging the material he will Delivered the material by next week
212042	02-02-23	1-9	16A,6A Electrical Switches & Sockets & MCB & Isolater	Material Available Delivery By Monday
212043	02-02-23	1-9	16A,6A Electrical Switches & Sockets & MCB & Isolater	Material Available Delivery By Monday
212044	02-02-23	1-8	Consumables & Stationary	Material Available Delivery By Monday
212045	02-02-23	1	Carpet Grass	Material Available Delivery By Monday

No. of gate passes issued this week:	8/8	From No.	7244	To No.	4101

Delivery van site visit on:1 — 28-01-23(Saturday),30-01-23(Monday),01-02-23(Wednesday) and 03-02-23(Friday)

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	370	1665	-
2.	10mm	.617	7.404	90	675	-
3.	12mm	.89	10.68	815	8696	-
4.	16mm	1.58	18.96	100	1896	1100

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	310	PPC/PSC last weeks stock	438
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		04-02-2023		04-02-2023			

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