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

Company:	MHPLSOV	Date:	11-02-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	03-02-2023 to 11-02-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	11-02-2023		

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$
185377	21-01-23	1	900x600mm 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
185389	09-02-23	1	Hub Rack	Online Purchase

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	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	11-02-2023	11-02-2023	

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:	Silver Oak Villas LLP	Date:	11-02-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	03-02-2023 to 11-02-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	11-02-2023		

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
212038	31-01-23	1-5	WPC Door Frames	Supplier arranging the material he will Delivered the material by next week
212050	03-02-23	1-2	Peripherals-USB Drive and SD card	Local Purchase
212062	07-02-23	1	CPVC Solution	Material Available delivered by Monday
212063	08-02-23	1-11	Bathroom Tiles Malaysian & Luna & Country chocolate & etc	Material Available delivered by Tuesday
212064	08-02-23	1-10	Electrical Switches	Material Available delivered by Monday
212065	08-02-23	1-10	Electrical Switches	Material Available delivered by Monday
212066	09-02-23	1-5	CP Rack Bolts & white cement	Material Available delivered by Monday

No. of gate passes issued this week:	1	From No.	4102	To No.	4102
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	340	1611	-
2.	10mm	.617	7.404	70	518	-
3.	12mm	.89	10.68	800	8544	-
4.	16mm	1.58	18.96	100	1516	-
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	260	PPC/PSC last weeks stock	310
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		11-02-2023		11-02-2023			

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