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

Company:	MHPLSOV	Date:	20-02-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	10-02-2023 to 18-02-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	20-02-2023		

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$
185389	09-02-23	1	Hub Rack	Online Purchase
185390	11-02-23	1	Furniture & Fixtures 3seater School Bench	Supplier can arrange the material by Thursday
185391	13-02-23	1-4	Electrical 6&32amps MCB & Change Over and Isolater	Material Available delivery by Tuesday

No. of gate passes issued this week:	0/5	From No.	Nill	To No.	Nill
Delivery van site visit on:	11-02-23(Saturday),13-02-23(Monday),15-02-23(Wednesday) and 17-02-23(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	20-02-2023	20-02-2023	

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:	20-02-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	10-02-2023 to 18-02-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	20-02-2023		

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$
212063	08-02-23	1-11	Bathroom Tiles Malaysian & Luna & Country chocolate & etc	Material Available delivered by Tuesday
212073	13-02-23	1	Tan Brown Granite	Work Under Process
212074	13-02-23	1	Tan Brown Granite	Work Under Process
212075	13-02-23	1	Tan Brown Granite	Work Under Process
212077	13-02-23	1-6	UPVC Windows	Supplier Can fix the windows by next week
212078	13-02-23	1-5	UPVC Windows	Supplier Can fix the windows by next week
212080	15-02-23	1-6	Panel doors 825x2075,675x2075,825x2025 & Mortise & Cylindrical locks	Material Available delivered by Thursday

No. of gate passes issued this week:	3	From No.	4103	To No.	4105
Delivery van site visit on:1	11-02-23(Saturday),13-02-23(Monday),15-02-23(Wednesday) and 17-02-23(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	19	PPC/PSC last weeks stock	260
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		20-02-2023		20-02-2023			

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