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

Company:	MHPLSOV	Date:	18-03-2023
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi Goud
Report From / To	10-03-2023 to 18-03-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	18-03-2023		

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$
185401	27-02-23	1-2	Golden Durantha & Carpet Grass	Material ready at supplier delivery by monday
185405	02-03-23	1-2	RMC M-20 and M-10	Work Under Process
185410	08-03-2023	1	Copper cable 2.5sqmm	Present Material not required at site
185412	09-03-2023	1	Safety pad locks	Material delivery by monday
185413	10-03-2023	1	Lawn mover 3HP	Payment cheque not prepared after it will be delivered
185415	10-03-2023	1	Fescue grass	Material ready at supplier delivery by monday
185416	10-03-2023	1	RMC M-20	Work Under Process
185418	13-03-2023	1	Tandoor rough stone	Material delivery by next week

No. of gate passes issued this week:	0/5	From No.	Nill	To No.	Nill
Delivery van site visit on:	11-03-23 (Saturday), 13-03-23(Monday), 15-03-23(wednesday) and 18-03-23(Saturday)				
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	[signature]	Munakshi	
Date	18-03-2023	18-03-2023	

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:	18-03-2023
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi Goud
Report From / To	10-03-2023 to 18-03-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	18-03-2023		

List of requisitions numbers missing in the report*: NILL

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$
212101	21-02-23	1-2	Floor Tiles Kajaria Williams grey & Olimpia Benge	Material Available Delivery by Monday
212136	28-02-23	1-7	CP Angle cock 15 nos pending	Material not Available at ssllp
212139	06-03-23	1	RMC-M25	Work under progress
212146	10-03-23	1-4	WPC door frames	Supplier arranging for material
212148	11-03-23	1-15	Brass Ball cock material	Material delivery by monday
212149	11-03-23	1-13	45 degree 63mm 5 nos pending	Material Delivery by today evening
212153	13-03-23	1	Tandoor rough stone	Material delivery by next week
212154	13-03-23	1	Angle cocks-12 balance	Material not Available at ssllp
212155	14-03-23	1	RMC-M25	Work under progress
20230315026	15-03-23	1-5	UPVC windows	Supplier arranging for material
20230315052	15-03-23	1-4	Z angle templates	Supplier arranging for material
20230315053	15-03-23	1-4	Z angle templates	Supplier arranging for material
20230315054	15-03-23	1-4	Z angle templates	Supplier arranging for material
20230316029	16-03-23	1-5	UPVC windows	Supplier arranging for material

No. of gate passes issued this week:	2/5	From No.	4121	To No.	4122
Delivery van site visit on: 3days	11-03-23 (Saturday), 13-03-23(Monday), 15-03-23(wednesday) and 18-03-23(Saturday)				
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	507	2400	-
2.	10mm	.617	7.404	433	3200	-
3.	12mm	.89	10.68	96	1020	-
4.	16mm	1.58	18.96	33	625	-
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	332	PPC/PSC last weeks stock	297

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	18-03-2023	18-03-2023	

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