

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

Company:	MHPLSOV	Date:	01-04-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	24-03-2023 to 01-04-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	01-04-2023		
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
20230325021	25-03-23	1-2	HDPE Pipes 20mm & 40mm
20230328012	28-03-23	1	FRP Square Manhole cover
20230328018	28-03-23	1	Electrical MCB 32amps
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
185405	02-03-2023	1-2	RMC M-20 and M-10
185416	10-03-2023	1	RMC M-20
185418	13-03-2023	1	Tan-door rough stone
Details of discussion with supplier ^s			
Work Under Process			
Work Under Process			
Material delivery by next week			
No. of gate passes issued this week:	0/5	From No.	Nil
Delivery van site visit on:	25-03-23 (Saturday), 27-03-23(Monday), 29-03-23(Wednesday) 31-03-23(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
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	-	Nil
OPC stock	Nil	OPC last weeks stock	Nil
		PPC/PSC stock	-
		PPC/PSC last weeks stock	-
Details		Project Manager	Admin Officer/Manager
Sign			Admin Audit
Date		01-04-23	01-04-23

ashayn@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 delaNotes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, y, 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:	01-04-2023	
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani	
Report From / To	24-03-2023 to 01-04-2023 (Fri to sat)	Approved by:	K Purshotham	
Report Date	01-04-2023			
List of requisitions numbers missing in the report*: NIL				
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 ^s
212139	06-03-23	1	RMC-M25	Work under progress
212153	13-03-23	1	Tandoor rough stone 600x600sqm	Part Material Received Remaining will be delivery by Monday
212155	14-03-23	1	RMC-M25	Work under progress
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
20230317016	17-03-23	1	Wall Cladding Cera Board	Supplier arranging for material
20230317019	17-03-23	1	Wall Cladding Cera Board	Supplier arranging for material
20230317022	17-03-23	1	Wall Cladding Cera Board	Supplier arranging for material
20230317023	17-03-23	1	Wall Cladding Cera Board	Supplier arranging for material
20230317024	17-03-23	1	Wall Cladding Cera Board	Supplier arranging for material
20230321036	21-03-23	1-7	Sanitary Concealed Flush tank plate 7nos pending	Material Available Delivery by Tuesday
20230323027	23-03-23	1	CP Angle cock 15nos pending	Material Not Avaialble
20230323030	23-03-23	1-2	CP Angle cock & Extension Nipple	Material Not Avaialble
20230323050	23-03-23	1-5	Panel doors	Material Available Delivery by Tuesday
20230323051	23-03-23	1-5	Panel doors	Material Available Delivery by Tuesday
20230323052	23-03-23	1-3	CP Angle cock & Extension Nipple and Health Faucet	Material Available Delivery by Tuesday
20230325038	25-03-23	1	Electrical Copper wire Yellow color 1sqmm	Material Available Delivery by Tuesday
20230328015	28-03-23	1	CP Angle Cock	Material Not Avaialble
20230328011	28-03-23	1	RMC -M10	Material Available Delivery by Tuesday
20230328017	28-03-23	1	CP Wall Hung EWC with seat cover	Material Available Delivery by Tuesday

20230328048	28-03-23	1-2	CP Wash Basin & Pedestal		Material Available Delivery by Tuesday		
20230329045	29-03-23	1	SS screws 8x32mm		Material Available Delivery by Tuesday		
20230329044	29-03-23	1-4	Steel 8mm,10mm,12mm and 16mm		Material Available delivery by next week		
No. of gate passes issued this week:			5/5	From No.	4125	To No.	4129
Delivery van site visit on: 3days			25-03-23 (Saturday), 27-03-23(Monday), 29-03-23(Wednesday) and 31-03-23(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	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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	218	PPC/PSC last weeks stock	332
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		01-04-23		01-04-23			

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!