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

Company:	Silver Oak Villas LLP	Date:	24-04-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	14-04-2023 to 21-04-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	24-04-2023		

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$
20230315052	15-03-23	1-2	Z angle templates 1050x900 & 600x600 Hmm	Part Material Received.Remaining will be delivered by next Week
20230315053	15-03-23	1-2	Z angle templates 1050x900 & 600x600 Hmm	Part Material Received.Remaining will be delivered by next Week
20230315054	15-03-23	1-2	Z angle templates 1050x900 & 600x600 Hmm	Part Material Received.Remaining will be delivered by next Week
20230321036	21-03-23	1	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
20230323052	23-03-23	1-2	CP Health Faucet 4nos pending	Material Not Avaialble
20230404004	04-04-23	1-3	CP Angle cock, Long body & Health Faucet	Material Not Avaialble
20230407001	06-04-23	1	CP Wash Basin White 2nos pending	Material Not Avaialble
20230408022	08-04-23	1	Cp Angle cock 15nos pending	Material Not Avaialble
20230408023	08-04-23	1-2	CP Wash Basin & wash Basin Pedastal	Material Not Avaialble
20230408025	08-04-23	1-7	Wall Hung EWC,Wash Basin,Concealed Flush tank	Material Available Delivery by Monday
20230408027	08-04-23	1	Cp Angle cock 15nos pending	Material Not Avaialble
20230411015	11-04-23	1-9	Cp Wall Mixture,Angle cock & Extension Nipple	Material Not Avaialble
20230411017	11-04-23	1-9	Cp Wall Mixture,Angle cock & Extension Nipple	Material Not Avaialble
20230411020	11-04-23	1-7	Wall Hung EWC,Wash Basin,Concealed Flush tank	Material Available Delivery by Tuesday
20230411021	11-04-23	1-7	Wall Hung EWC,Wash Basin,Concealed Flush tank	Material Available Delivery by Tuesday
20230411022	11-04-23	1-7	SS Sink,Wash Basin,Concealed Flush tank	Material Available Delivery by Tuesday
20230414008	14-04-23	1	SS Name Plate	Material Available Delivery by Thursday
20230415016	15-04-23	1	Steel Binding wire	Material Available Delivery by Tuesday
20230418040	18-04-23	1	SS Railing	Material Available Delivery by thursday

No. of gate passes issued this week:	4/5	From No.	4142	To No. 4145
Delivery van site visit on: 3days	15-04-23 (Saturday), 17-04-23(Monday), 19-04-23(Wednesday) and 20-04-23(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	-		Nill	Nill	Nill

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	386	PPC/PSC last weeks stock	412

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	24-04-2023	24-04-2023	

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	Date:	24-04-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	14-04-2023 to 21-04-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	24-04-2023		

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	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$
20230313019	13-03-2023	1	Tan-door rough stone 900x600mm	Supplier will delivered the material by Wednesday
20230324025	24-03-2023	1	Enamel paint White	Material Available Delivery by Wednesday
20230328042	28-03-2023	1-2	Solid Bricks 4" and 6"	Part Material Received.Remaining will delivery by next week
20230406021	06-04-2023	1	Precast Compound Wall	Supplier arranging for material Delivery by Nextweek
20230408019	08-04-2023	1	MS J Bolt	Material Available Delivery by Thursday

No. of gate passes issued this week:	0/5	From No.	Nill	To No.	Nill
Delivery van site visit on:	15-04-23 (Saturday), 17-04-23(Monday), 19-04-23(Wednesday) and 20-04-23(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	24-04-23	24-04-23	

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!