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

Company:	Silver Oak Villas LLP	Date:	20-05-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	12-05-2023 to 20-05-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	20-05-2023		

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$
20230408022	08-04-23	1	Cp Angle cock 15nos pending	Material Not Avaialble
20230408027	08-04-23	1	Cp Angle cock 15nos pending	Material Not Avaialble
20230411022	11-04-23	1-3	Wash Basin, Pedasta l& Concealed Flush tank	Material Available Delivery by Tuesday
20230425032	25-04-23	1	Plain False Ceiling	Work is under Process
20230425035	25-04-23	1	Electrical Gate Lights	Part Material Received.Remaining will be Delivered by Wednesday
20230426004	25-04-23	1	Plain False Ceiling	Work is under Process
20230426005	25-04-23	1	Carpet Grass	Part Material Received.Remaining will be delivered by Next Week
20230504044	04-05-23	1	Electrical Copper Wires 1 Sqmm Yellow	Material Available Delivery by Wednesday
20230504045	04-05-23	1	Coffee Powder	Supplier didn't get the payments for rental charges.He will delivery the material after payment
20230506039	06-05-23	1-12	Electrical Copper Wires 1Sq,2.5sq and 4sqmm	Material Available Delivery by Wednesday
20230508075	08-05-23	1-3	Wash Basin, Pedastal & PVC Connection	Material Available Delivery by Wednesday
20230508076	08-05-23	1	Pillar cock	Material Available Delivery by Wednesday
20230512056	12-05-23	1-11	CP Wall Mixture,Angle cock,pillar cock and etc	Material Available Delivery by Wednesday
20230512029	12-05-23	1	PVC Connection	Material Available Delivery by Wednesday
20230512030	12-05-23	1-11	CP Wall Mixture,Angle cock,pillar cock and etc	Material Available Delivery by Wednesday
20230512044	12-05-23	1	White Cement	Part Material Received.remaining will be delivered by monday
20230515018	15-05-23	1-3	Panel doors (Main door & utility), Mortise lock	Material Available Delivery by Wednesday
20230515021	15-05-23	1-3	Panel doors (Main door & utility)	Material Available Delivery by Wednesday
20230515037	15-05-23	1-2	Steel -MS Gate	Work is under process
20230515040	15-05-23	1	Gunny Bags	Material Available Delivery by Wednesday

20230515041	15-05-23	1	MS Railing	Work is under process
20230516071	16-05-23	1	CP Wall Mixture,Angle cock,pillar cock and etc	Material Available Delivery by Tuesday

No. of gate passes issued this week:	6	From No.	3961	To No.	3966
Delivery van site visit on: 3days	15-05-23(Monday),17-05-23(Wednesday),19-05-23(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	250	PPC/PSC last weeks stock	270

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	20-05-2023	20-05-23	

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!

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

Company:	MHPLSOV	Date:	20-05-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	12-05-2023 to 20-05-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	20-05-2023		

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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$
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	Work is under Process
20230425028	25-04-2023	1	Armored cable 2core 4sqmm	Supplier can arrange the material by next week
20230512047	12-05-2023	1	Precast compound wall	Supplier can arrange the material by next week
20230516017	16-05-2023	1	Hollow Bricks	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:	15-05-23(Monday),17-05-23(Wednesday), 19-05-23(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		20-05-2023		20-05-2023			

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