

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

Company:	MHPLSOV	Date:	27-05-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	19-05-2023 to 27-05-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	27-05-2023		
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 ^s
20230328042	28-03-2023	1-2	Solid Bricks 4" and 6"
20230406021	06-04-2023	1	Precast Compound Wall
20230512047	12-05-2023	1	Precast compound wall
20230516017	16-05-2023	1	Hollow Bricks
No. of gate passes issued this week:	0/5	From No.	Nil
Delivery van site visit on:	22-05-23(Monday), 24-05-23(Wednesday), 26-05-23(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	-	
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	27-05-2023		27-05-2023

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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 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:	27-05-2023	
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani	
Report From / To	19-05-2023 to 27-05-2023 (Fri to sat)	Approved by:	K Purshotham	
Report Date	27-05-2023			
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
20230504044	04-05-23	1	Electrical Copper Wires 1 Sqmm Yellow	Material Available Delivery by Monday
20230508076	08-05-23	1	Pillar cock	Material Available Delivery by Wednesday
20230512055	12-05-23	1-11	CP Wall Mixture,Angle cock,pillar cock and etc	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
20230515018	15-05-23	1-3	Panel doors (Main door & utility), Mortise lock	Material Available Delivery by Monday
20230515021	15-05-23	1-3	Panel doors (Main door & utility)	Material Available Delivery by Monday
20230516071	16-05-23	1	CP Wall Mixture,Angle cock,pillar cock and etc	Material Available Delivery by Wednesday
20230519003	19-05-23	1	Mortise lock	Material Available Delivery by Monday
20230524025	24-05-23	1-11	Electrical copper wires 1sq & 2.5sq & 4sqmm	Material Available Delivery by Monday
20230522039	22-05-23	1-12	CPVC PIpe,TEE,Ball valve,Coupling & Etc	Material Available Delivery by Wednesday
20230522042	22-05-23	1-14	CPVC PIpe,TEE,Ball valve,Coupling & Etc	Material Available Delivery by Wednesday
20230522043	22-05-23	1-11	CPVC PIpe,TEE,Ball valve,Coupling & Etc	Material Available Delivery by Wednesday
20230524020	24-05-23	1-3	Janatha paste & Tile grout	Material Available Delivery by Monday
20230524024	24-05-23	1-11	Electrical copper wires 1sq & 2.5sq & 4sqmm	Material Available Delivery by Wednesday
20230526006	26-05-23	1	All in one Spacers	Material Available Delivery by Monday
No. of gate passes issued this week:	2/5	From No.	3967	To No. 3968
Delivery van site visit on: 3days	22-05-23(Monday),24-05-23(Wednesday),26-05-23(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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	280	PPC/PSC last weeks stock	300
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		27-05-2023		27-05-2023			

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