

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

Company:	Silver Oak Villas LLP	Date:	10-06-2023	
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani	
Report From / To	02-05-2023 to 10-06-2023 (Fri to sat)	Approved by:	K Purshotham	
Report Date	10-06-2023			
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
			Laptop Bags	Local Purchase
20230505021	05-05-23	1	PVC Connection	Material Available Delivery by Tuesday
20230508075	08-05-23	1	Pillar cock & Health Faucet	Material Available Delivery by Tuesday
20230508076	08-05-23	1-2	CP Wall Mixture,Angle cock,pillar cock and etc	Material Available Delivery by Wednesday
20230512026	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
20230516071	16-05-23	1	CP Wall Mixture,Angle cock,pillar cock and etc	Material Available Delivery by Wednesday
20230524020	24-05-23	1	Janatha paste	Stock not available
20230524024	24-05-23	1-11	Electrical copper wires 1sq mm Red & Yellow	Material Available Delivery by Tuesday
20230530018	30-05-23	1-11	Electrical copper wires 1sq & 2.5sq & 4sqmm	Material Available Delivery by Monday
20230605021	05-06-23	1-2	PVC Reducer 50x40mm & Ball valve 40mm	Supplier Will delivered the material by Monday
20230605022	05-06-23	1-6	CPVC Elbow,FTA,FABT,MABT & Brass Tee	Material Available Delivery by Tuesday
20230605032	05-06-23	1	Hand Gloves	Supplier Will delivered the material by Monday
20230605034	05-06-23	1-14	CPVC clamp,Ball valve,Tee,End cap & misc	Material Available Delivery by Tuesday
20230605035	05-06-23	1-14	CPVC clamp,Ball valve,Tee,End cap & misc	Material Available Delivery by Tuesday
20230605042	05-06-23	1-2	Electrical MCB 6 & 16amps	Material Available Delivery by Tuesday

No. of gate passes issued this week:		2/5		From No.		3971		To No.		3973	
Delivery van site visit on: 3days		05-06-23(Monday),07-06-23(Wednesday),09-06-23(Friday),10-06-23									
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	-	PPC/PSC last weeks stock		-			
Details		Project Manager		Admin Officer/Manager		Admin Audit					
Sign											
Date		10-06-2023		10-06-2023							

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 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!

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Reason for not preparing PO/WO#			
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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"
			Part Material Received.Remaining will delivery by next week
20230406021	06-04-2023	1	Precast Compound Wall
			Work is under Process
20230516017	16-05-2023	1	Hollow Bricks
			Material Available Delivery by Tuesday
No. of gate passes issued this week:	0/5	From No.	Nil
		To No.	Nil
Delivery van site visit on:		05-06-23(Monday),07-06-23(Wednesday), 09-06-23(Friday),10-06-23	
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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
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2.	10mm	.617	7.50
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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
			Nil
			Nil
OPC stock	Nil	OPC last weeks stock	Nil
			PPC/PSC stock
			214
			PPC/PSC last weeks stock
			260
Details		Project Manager	
Sign		Admin Officer/Manager	
Date		10-06-2023	

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