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

Company:	Silver Oak Villas LLP	Date:	17-06-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	09-06-2023 to 17-06-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	17-06-2023		

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$
20230505021	05-05-23	1	Laptop Bags	Local Purchase
20230508075	08-05-23	1	PVC Connection	Material Available Delivery by Tuesday
20230508076	08-05-23	1-2	Pillar cock & Health Faucet	Material Available Delivery by Tuesday
20230512026	12-05-23	1-4	CP Wall Mixture,Short body,pillar cock & Sink cock	Material Available Delivery by Wednesday
20230512030	12-05-23	1-2	CP Wall Mixture and Health Faucet	Material Available Delivery by Wednesday
20230516071	16-05-23	1-3	CP Wall Mixture,Short body & Pillar cock	Material Available Delivery by Wednesday
20230524020	24-05-23	1	Janatha paste	Stock not available
20230605022	05-06-23	1-6	CPVC Elbow,FTA,FABT,MABT & Brass Tee	Material Available Delivery by Tuesday
20230605034	05-06-23	1-14	CPVC clamp,Ball valve,Tee,End cap & misc	Material Available Delivery by Tuesday
20230608042	08-06-23	1	Tools-Hedge cutter	Supplier Arranging the material.He will delivered the material by Monday
20230613008	13-06-23	1	Steel Binding WIre	Material Available Delivery by Tuesday
20230612027	13-06-23	1-11	CP Wall Mixture,Short body,pillar cock,angle cock & Sink cock and Etc	Material Available Delivery by Wednesday
20230613017	13-06-23	1-15	CPVC PIpe,Tee, Elbow,coupling,Ball valve & End cap	Material Available Delivery by Tuesday
20230613023	13-06-23	1	PVC Pipes 1.2 & 1.5	Material Available Delivery by Monday
20230613024	13-06-23	1-2	Araldite & Janatha paste	Material Available Delivery by Tuesday
20230613026	13-06-23	1	Ball cock 20 mm	Material Available Delivery by Monday
20230613027	13-06-23	1-7	Stationary- A4 papers, Markers & Stamp pads	Material Available Delivery by Tuesday
20230613028	13-06-23	1-3	Ball cock ,Solvent & Lubricant	Material Available Delivery by Wednesday
20230613030	13-06-23	1-2	Metal box & Bends 1.5	Material Available Delivery by Tuesday
20230613031	13-06-23	1-6	Coconut broom,Cleaning cloth &	Material Available Delivery by

			Phenyl	Wednesday
20230614032	14-06-23	1-5	Tiles- Kajaria Dyne,Classic wenge,Autumn Mahagony,Walnut	Material Available Delivery by Tuesday
20230614036	14-06-23	1-12	Ceramic & verified tiles Luna, Ultra Sprinkle & Malaysian Brown	Material Available Delivery by Tuesday
20230614037	14-06-23	1-5	WPC Door frames	Supplier Arranging the material.He will delivered the material by Monday
20230614038	14-06-23	1-5	WPC Door frames	Supplier Arranging the material.He will delivered the material by Monday
20230614039	14-06-23	1-5	WPC Door frames	Supplier Arranging the material.He will delivered the material by Monday
20230614040	14-06-23	1	Safety Shoe	Material Available Delivery by Tuesday
20230615015	15-06-23	1	Electrical False ceiling Lights	Supplier Arranging the material.He will delivered the material by Monday
20230616011	16-06-23	1-2	Vertified Tiles Bottochino and Urbanwood light	Material Available Delivery by Tuesday

No. of gate passes issued this week:	4/5	From No.	3977	To No.	3980
Delivery van site visit on: 3days	10-06-23(Saturday),12-06-23(Monday),13-05-23(Tuesday)				
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	-	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	17-06-2023	17-06-2023	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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:	17-06-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	09-06-2023 to 17-06-2023 (Fri to sat)	Approved by:	K Purshotham
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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
20230516017	16-05-2023	1	Hollow Bricks	Material Available Delivery by Tuesday
20230614019	14-06-23	1-5	CPVC pipe,End cap,Ball valve and union	Material Available Delivery by Monday
20230614020	14-06-23	1	HDPE overhead tank	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:	10-06-23(Saturday),12-06-23(Monday),13-05-23(Tuesday)				
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	
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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	200	PPC/PSC last weeks stock	214

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	17-06-2023	17-06-2023	

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