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

Company:	Silver Oak Villas LLP	Date:	24-06-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	16-06-2023 to 24-06-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	24-06-2023		

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
20230524020	24-05-23	1	Janatha paste	Stock not available
20230605034	05-06-23	1-14	CPVC clamp,Ball valve,Tee,End cap & misc	Material Available Delivery by Tuesday
20230613024	13-06-23	1-2	Araldite & Janatha paste	Material Available Delivery by Tuesday
20230616018	16-06-23	1-10	Electrical Modular plate,power sockets & bell push	Material Available Delivery by Tuesday
20230619037	19-06-23	1-5	Panel doors	Material Available Delivery by Monday
20230619039	19-06-23	1-5	Panel doors	Material Available Delivery by Monday
20230619041	19-06-23	1-6	UPVC Windows 6x4,3x3.5,2x4,2x2,4x4	Supplier arranging the material.he will delivered the material by monday
20230619042	19-06-23	1-5	UPVC Windows 6x4,3x3.5,2x4,2x2,4x4	Supplier arranging the material.he will delivered the material by monday
20230620025	20-06-23	1-6	UPVC Windows 6x4,3x3.5,2x4,2x2,4x4	Supplier arranging the material.he will delivered the material by monday
20230620026	20-06-23	1-5	UPVC Windows 6x4,3x3.5,2x4,2x2,4x4	Supplier arranging the material.he will delivered the material by monday
20230621060	21-06-23	1	CCTV Cameras	Supplier arranging the material.he will delivered the material by tuesday
20230621061	21-06-23	1	UPVC Sliding with mesh 4x4	Supplier arranging the material.he will delivered the material by monday

No. of gate passes issued this week:	1/5	From No.	3981	To No.	3981

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	178	PPC/PSC last weeks stock	200

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	24-06-2023	24-06-2023	

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:	24-06-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	16-06-2023 to 24-06-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	24-06-2023		

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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
20230516017	16-05-2023	1	Hollow Bricks	Material Available Delivery by Tuesday
20230608041	08-06-23	1-2	Aluminium Armored cable & 4mm Al service wire	Supplier arranging the material.he will delivered the material by monday
20230614020	14-06-23	1	HDPE overhead tank	Material Available Delivery by Tuesday
20230620002	20-06-23	1-3	CPVC FTB Elbow,FABT,Coupler	Material Available Delivery by Tuesday
20230621024	21-06-23	1	Portable Toilet Cabin	Supplier arranging the material.he will delivered the material by monday
20230621025	21-06-23	1	Portable Toilet Cabin	Supplier arranging the material.he will delivered the material by monday

No. of gate passes issued this week:	0/5	From No.	Nill	To No.	Nill
Delivery van site visit on:	19-06-23(Monday),21-06-23(wednesday),23-06-23(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

Delivery van site visit on: 3days			19-06-23(Monday),21-06-23(wednesday),23-06-23(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	-	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	24-06-2023	24-06-2023	

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