

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

Company:	Silver Oak Villas LLP		Date:	29-07-2023
Site:	Silver Oak Villas part-III		Prepared by:	K.Tulasi Rani
Report From / To	21-07-2023 to 29-07-2023 (Fri to sat)		Approved by:	K Purshotham
Report Date	29-07-2023			
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 ⁵
20230524020	24-05-23	1	Janatha paste	Material Available Delivery by Monday
20230605034	05-06-23	1-14	CPVC clamp,Ball valve,Tee,End cap & misc	Material Available Delivery by Tuesday
20230619039	19-06-23	1-4	Panel doors 675x2025 10nos pending	Material Available Delivery by Monday
20230624010	24-06-23	1-6	CPVC Brass TEE,Reducer Tee,FABT & MABT	Material Available Delivery by Tuesday
20230626034	26-06-23	1	Over Head tank	Material Available Delivery by Tuesday
20230624027	24-06-23	1	Cancite Beige	Material Available Delivery by Tuesday
20230626043	26-06-23	1-5	CPVC Brass TEE,Reducer Tee,FABT & MABT	Material Available Delivery by Wednesday
20230711031	11-07-23	1	Concealed flush tank	Material Available Delivery by Monday
20230714013	14-07-23	1-5	CPVC Fabt,Mabt,male Adapter & Brass tee	Material Available Delivery by Tuesday
20230714027	14-07-23	1-19	PVC Pipe,Bend,Vent Cover Tee,Elbow,Clamp	Material Available Delivery by Tuesday
20230714031	14-07-23	1-2	PVC base saddle 50x20 & 40x15	Material Available Delivery by Wednesday
20230714033	14-07-23	1-18	CP-Sanitary wall mixture,long body,short body,pillar cock,angle cock & wash basin	Material Available Delivery by Tuesday
20230628053	28-06-23	1	Solid bricks 6x8x16	Part Material received.Remaining delivered by next week
20230719020	19-07-23	1-4	1.2 Conducting pie,junction box,meta box-6way & tapes	Material Available Delivery by Tuesday
20230719021	19-07-23	1-5	1.2 Conducting pie,junction box,meta box-6way DB TPN-III phase & tapes	Material Available Delivery by Tuesday
20230719025	19-07-23	1-5	1.2 Conducting pie,junction box,meta box-6way DB TPN-III phase & tapes	Material Available Delivery by Tuesday
20230719038	19-07-23	1	Carpet Grass	Supplier can arrange the material by Thursday
20230719045	19-07-23	1	GI Buckets	Material Available Delivery by wednesday
20230719066	19-07-23	1	Stainless steel	Supplier can arrange the material by tuesday
20230722036	22-07-23	1-4	WPC Door Frame	Supplier can arrange the material by Wednesday
20230722030	22-07-23	1-6	CPVC Pipe,TEE,Coupling & Union	Material Available Delivery by Monday
20230722023	22-07-23	1	Tandoor rough Stone	Supplier can arrange the material by Thursday
20230722032	22-07-23	1-5	Consumables	Material Available Delivery by Monday
20230722037	22-07-23	1-5	UPVC Windows	Supplier can arrange the material by Thursday

20230725011	25-07-23	1	Panel door 675x2075 4nos pending	Supplier can arrange the material by Thursday		
20230725014	25-07-23	1-2	Cylindrical Locks & SS hinges	Part Material received.Remaining delivered by next week		
20230725015	25-07-23	1	Panel door 675x2075 4nos pending	Supplier can arrange the material by Thursday		
20230725016	25-07-23	1-3	Bombay Nails& Door stoppers	Supplier can arrange the material by Thursday		
20230725050	25-07-23	1-12	Electrical copper wires 1sqm , 2.5sqmm & 4sqmm	Supplier can arrange the material by Thursday		
20230725052	25-07-23	1-12	Electrical copper wires 1sqm , 2.5sqmm & 4sqmm	Supplier can arrange the material by Thursday		
20230725054	25-07-23	1-12	Electrical copper wires 1sqm , 2.5sqmm & 4sqmm	Supplier can arrange the material by Thursday		
No. of gate passes issued this week:			235	From No.	3995	To No. 3995
Delivery van site visit on: 3days			24-07-23,26-07-23 nd 27-07-23 & 29-07-23			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
Items not ordered but receive						
Other corrections & remarks:						
Details of steel & cement stock						
Sl. No	tft	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		29-07-2023		29-07-2023		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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

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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"	Part Material Received.Remaining will delivery by next week		
20230516017	16-05-2023	1	Hollow Bricks	Material Available Delivery by Tuesday		
20230614020	14-06-23	1	HDPE overhead tank	Material Available Delivery by Tuesday		
20230621024	21-06-23	1	Portable toilets	Material Available Delivery by Monday		
20230703026	03-07-23	1-2	Flush door,door frame	Material Available Delivery by Tuesday		
20230703036	03-07-23	1-4	CPVC FABT,Union and Plain Tee	Material Available Delivery by Tuesday		
20230704023	04-07-23	1	Furniture & fixtures Water cooler	Material Available Delivery by next week		
20230711036	11-07-23	1-3	Paints White , black & thinner	Material Available Delivery by Monday		
20230712006	12-07-23	1	Precast compound wall	Supplier can arrange the material by next week		
20230719055	19-07-23	1	CC Speed breakers	Supplier can arrange the material by next week		
No. of gate passes issued this week:		0/5	From No.	Nil	To No.	Nil
Delivery van site visit on:		24-07-23,26-07-23 nd 28-07-23 & 29-07-23				
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	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	-		Nil	Nil	Nil

	wire						
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	150	PPC/PSC last weeks stock	250
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	29-07-2023			29-07-2023			

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