

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

Company:	Silver Oak Villas LLP	Date:	12-08-2023		
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani		
Report From / To	04-08-2023 to 12-08-2023 (Fri to sat)	Approved by:	K Purshotham		
Report Date	12-08-2023				
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	
20230605034	05-06-23	1-14	CPVC clamp,Ball valve,Tee,End cap & misc	Material Available Delivery by Wednesday	
20230619039	19-06-23	1-4	Panel doors 675x2025 10nos pending	Material Not Available	
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	
20230714027	14-07-23	1-19	PVC Pipe,Bend,Vent Cover Tee,Elbow,Clamp	Material Available Delivery by Tuesday	
20230628053	28-06-23	1	Solid bricks 6x8x16	Part Material received.Remaining delivered by next week	
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	
20230719066	19-07-23	1	Stainless steel	Work under process	
20230725014	25-07-23	1-2	Cylindrical Locks & SS hinges	Part Material received.Remaining delivered by next week	
20230725010	25-07-23	1	Panel door 675x2075 4nos pending	Material Not Available	
20230725011	25-07-23	1	Panel door 675x2075 4nos pending	Material Not Available	
20230725050	25-07-23	1-12	Electrical copper wires 1sqm , 2.5sqmm & 4sqmm	Supplier can arrange the material by Thursday	
20230731032	31-07-23	1-19	Pvc pipe,tee,clamp,vent cover,elbow & bends	Material Available Delivery by Tuesday	
20230801021	01-08-23	1	Cutting blade 100mm	Supplier can arrange the material by Tuesday	
20230801023	01-08-23	1	SS screws 8x32	Supplier can arrange the material by Wednesday	
20230802001	02-08-23	1	Test apparatus slump cone	Supplier can arrange the material by Wednesday	
20230804023	04-08-23	1	False ceiling	Work under process	
202320807021	07-08-23	1	Wall hung ewc,Angle cock,Sink, wall mixture etc	Material Available Delivery by Tuesday	
20230809002	09-08-23	1-8	Janatha paste,atile grount,Adhesive chemical Etc	Material Available Delivery by Tuesday	
No. of gate passes issued this week:		From No.	8351	To No.	8352
Delivery van site visit on: 3days	08-08-23,10-08-23,and 12-08-23				
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	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	336	PPC/PSC last weeks stock	550
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		12-08-2023		12-08-2023			

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