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

Company:	Silver Oak Villas LLP	Date:	02-09-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	25-08-2023 to 02-09-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	02-09-2023		

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$
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	Stock not available at ssllp
20230719021	19-07-23	1	Meta box-6way 40no's pending	Material Available Delivery by Monday
20230719025	19-07-23	1	Meta box-6way 40no's pending	Material Available Delivery by Monday
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	Stock not available at ssllp
20230725050	25-07-23	1-12	Electrical copper wires 1sqm , 2.5sqmm & 4sqmm	Material Available Delivery 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
20230809002	09-08-23	1-8	Janatha paste,tile grout,Adhesive chemical Etc	Material Available Delivery by Tuesday
20230809003	09-08-23	1-12	Consumables -cleaning material	Material Available Delivery by Tuesday
20230811015	11-08-23	1	Tan Brown granite	Part material received.Remaining will be delivered by next week
20230811039	11-08-23	1	PVC Single socket pipe 75mm	Material Available Delivery by Tuesday
20230817004	17-08-23	1-5	CPVC Elbow,Door bend,Solvent	
20230818035	18-08-23	1-17	Electrical switches ,MCB ,isolator & Modular Plates	Material Available Delivery by Tuesday
20230816018	16-08-23	1	Wall putty cement	Material Available Delivery by Tuesday
20230818036	18-08-23	1	Meta box-6way 40no's pending	Material Available Delivery by Monday
20230819013	19-08-23	1-5	Stationary-Project Folders,Scribbling pads & tapes	Material Available Delivery by Tuesday
20230821017	21-08-23	1-2	CP Extension nipple,Waste coupling	Material Available Delivery by Tuesday
20230821018	21-08-23	1	CP wash basin waste coupling	Material Available Delivery by Monday
20230823003	23-08-23	1	Olimpia Benge	Material Available Delivery by Tuesday
20230823005	23-08-23	1	Gunny Bags	Material Available Delivery by Tuesday
20230828046	28-08-23	1	Kajaria-Williams Grey	Material Available Delivery by Tuesday
20230828048	28-08-23	1	Electrical Conducting bends	Supplier can arrange the material by Wednesday
20230828050	28-08-23	1-4	Eco drain Pipe,Riser & Chamber	Material Available Delivery by Tuesday
20230828051	28-08-23	1-2	Eco drain pipe & Riser	Material Available Delivery by Tuesday
20230828054	28-08-23	1	SS Screws 8x32	Supplier can arrange the material by Wednesday

20230830065	30-08-23	1-12	Cpvc Tee,elbow,pipe,union & clamp	Material Available Delivery by Monday
20230830066	30-08-23	1-2	Ultra sprinkle LT & DK	Material Available Delivery by Monday

No. of gate passes issued this week:		From No.	8358	To No.	8361
Delivery van site visit on: 3days	28-08-23,30-08-23,01-09-23				
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	-	-	-	
2.	10mm	.617	7.404	433	3200	-	
3.	12mm	.89	10.68	-	-	-	
4.	16mm	1.58	18.96	-	-	-	
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	600	PPC/PSC last weeks stock	120

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	02-09-23	02-09-23	

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:	MHPL SOV	Date:	02-09-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	25-08-2023 to 02-09-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	02-09-2023		

List of requisitions numbers missing in the report*:

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"	We Hold it for some time
20230516017	16-05-2023	1	Hollow Bricks	We Hold it for some time
20230614020	14-06-23	1	HDPE overhead tank	Material Available Delivery by Tuesday
20230703036	03-07-23	1-4	CPVC FABT,Union and Plain Tee	Material Available Delivery by Tuesday
20230711036	11-07-23	1-3	Paints White , black & thinner	Material Available Delivery by Monday
20230814029	14-08-23	1-3	UPS	Supplier can arrange the material by next week
20230817004	17-08-23	1-5	CPVC elbow, solvent, pipe & Bends	Material Available Delivery by Tuesday
20230829007	29-08-23	1	Tandoor rough Stone	Supplier can arrange the material by next week

No. of gate passes issued this week:	0/5	From No.	Nill	To No.	Nill
Delivery van site visit on:	28-08-23,23-08-30,01-09-23				
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 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	02-09-2023	02-09-2023	

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