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

Company:	Silver Oak Villas LLP	Date:	16-09-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	08-09-2023 to 16-09-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	16-09-2023		

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#
20230908042	08-09-23	1	Tools-Notched Trowel	

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$
20230725011	25-07-23	1	Panel door 675x2075 4nos pending	Stock not available at ssllp
20230821018	21-08-23	1	CP wash basin waste coupling	Material Available Delivery by Monday
20230904010	04-09-23	1-2	Panel doors 975x2025 & 675x2075	Stock not available at ssllp
20230904022	04-09-23	1-5	Electrical 8way metal box	Material Available Delivery by Tuesday
20230904039	04-09-23	1-9	Panel doors & Hardware Locks , Hinges & Door stoppers	Material Available Delivery by Tuesday
20230904040	04-09-23	1-9	Panel doors Main door,Utility,Pooja	Material Available Delivery by Wednesday
20230909024	09-09-23	1-6	Electrical Deep box,Junction box,Fan box & solvent	Material Available Delivery by Tuesday
20230909027	09-09-23	1-19	Cp-Sanitary Wall mixture,Pillar,Angle cock,Sink & wash Basin	Material Available Delivery by Tuesday
20230911012	11-09-23	1	Z Angle Templates 4x4	Material Available Delivery by Wednesday

No. of gate passes issued this week:		From No.	8363	To No.	8376
Delivery van site visit on: 3days	11-09-23,13-09-23,14-09-23,16-09-23				
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	-	-	-	
3.	12mm	.89	10.68	500	445	-	
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	380	PPC/PSC last weeks stock	435

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	16-09-2023	16-09-2023	

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!