

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

Company:	MHPLSOV	Date:	23-09-2023			
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani			
Report From / To	15-09-2023 to 23-09-2023 (Fri to sat)	Approved by:	K Purshotham			
Report Date	23-09-2023					
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 ^s		
20230516017	16-05-2023	1	Hollow Bricks	Material Available Delivery by Tuesday		
20230711036	11-07-23	1-3	Enamel Paints White , black & thinner	Supplier can arrange the material by next week		
20230912015	12-09-23	1	Tandoor rough Stone 3x2	Part material received.Supplier can arrange the remaining material by next week.		
20230912049	12-09-23	1-2	Octagonal GI poles	Supplier can arrange the material by wednesday		
20230912054	12-09-23	1-2	Pavers & Kerb Stones	Supplier can arrange the material by next week		
20230921007	21-09-23	1-2	Country Grass & Nerium pink Flower	Supplier can arrange the material by wednesday		
20230921011	21-09-23	1-3	Floor paints Grey,Yelloew & green	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:		19-09-23,20-09-23,22-09-23,23-09-23				
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	-		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	23-09-2023			23-09-2023			

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!

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	Silver Oak Villas LLP	Date:	23-09-2023		
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani		
Report From / To	15-09-2023 to 23-09-2023 (Fri to sat)	Approved by:	K Purshotham		
Report Date	23-09-2023				
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 ^{\$}	
20230821018	21-08-23	1	CP wash basin waste coupling	Material Available Delivery by Tuesday	
20230904022	04-09-23	1-5	Electrical 8way metal box	Material Available Delivery by Monday	
20230909024	09-09-23	1-6	Electrical Deep box,Junction box,Fan box & solvent	Material Available Delivery by Monday	
20230909027	09-09-23	1-19	Cp-Sanitary Wall mixture,Pillar,Angle cock,Sink & wash Basin	Material Available Delivery by Monday	
20230911012	11-09-23	1	Z Angle Templates 4x4	Material Available Delivery by Wednesday	
20230913039	13-09-23	1	Door closer	Supplier delivered the material by next week	
20230913061	13-09-23	1-2	Pvc single socket pipe & Nahani trap	Material Available Delivery by Tuesday	
20230913066	13-09-23	1-2	Cpvc End cap & Head tanks	Material Available Delivery by Tuesday	
20230916047	16-09-23	1-2	Metal box 8 way & 6 Way	Material Available Delivery by Monday	
20230916048	16-09-23	1	Janatha Paste	Supplier delivered the material by next week	
20230921006	21-09-23	1	WPC Door Frame 1065x2150Hmm	Supplier delivered the material by Monday	
20230921009	21-09-23	1	Conduiting pipes & Metal box's	Material Available Delivery by Monday	
No. of gate passes issued this week:			From No.	8377	To No. 8380
Delivery van site visit on: 3days			19-09-23,20-09-23,22-09-23,23-09-23		
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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	334	PPC/PSC last weeks stock	380
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		23-09-2023		23-09-2023			

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