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

Company:	MHPLSOV	Date:	17-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	09-12-2022 to 17-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	17-12-2022		

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#
185348	14-12-22	1	Hub Rack	

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$
185316	17-10-22	1	Diesel Generator 62.5KVA/66KW	Supplier Arranging the material.He will delivered the material after 2 weeks

No. of gate passes issued this week:	Nill	From No.	-	To No.	-
Delivery van site visit on:	12-12-22,14-12-22,16-12-22,17-12-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

sItems 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	140	553	-	
2.	10mm	.617	7.50	-	-	-	
3.	12mm	.89	10.67	80	853.6	-	
4.	16mm	1.58	18.96	100	1896	-	
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	17-12-2022	17-12-2022	

APPROVED BY
17 DEC 2022
K. PURSHOTHAM
Manager | Silver Oak Villas Part III

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:	Silver Oak welfare association	Date:	17-12-2022
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
Report From / To	02-12-2022 to 10-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	17-12-2022		

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$

No. of gate passes issued this week:	Nill	From No.	-	To No.	-
Delivery van site visit on:	12-12-22,14-12-22,16-12-22,17-12-22				
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 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	-	-	
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	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	[signature]	
Date	17-12-2022	17-12-2022	

APPROVED BY
17 DEC 2022
K. PURSHOTHAM

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!

<u>Remarks from site on the 'Requisition by Site Report' of purchase division</u>

Company:	Silver Oak Villas LLP	Date:	17-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	02-12-2022 to 10-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	17-12-2022		

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#
184863	02-12-22	1	PVC Coated GI Wire	Local Purchase

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$
184747	31-10-22	1-2	Vertified Tiles Carrara and Country Rosso	Part Material available delivered by Tuesday
184748	31-10-22	1-2	Vertified Tiles Ispira carrara	Stock Not Available
184782	10-11-22	1-3	V. Tiles Urban-wood dark and Carrara	Stock Not Available
184807	19-11-22	1-14	CP Pillar Cock & Health Faucet 4no pending	Stock Not Available
184813	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Material is not available at supplier.he will delivered the material after 20 days
184814	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Material is not available at supplier.he will delivered the material after 20 days
184815	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Material is not available at supplier.he will delivered the material after 20 days
184816	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Material is not available at supplier.he will delivered the material after 20 days
184828	23-11-22	1	Binding Wire	Material Available delivered by Monday
184829	24-11-22	1-2	V. Tiles Urban-wood Natural and Ispira Carrara	Part Material available it will delivered by Monday
184831	24-11-22	1-2	V. Tiles Urban-wood Natural and Ispira Carrara	Part Material available it will delivered by Monday
184834	24-11-22	1-9	CP Sanitary	Stock Not Available
184835	24-11-22	1-2	Extension Nipple and Health Faucet	Stock Not Available
184836	24-11-22	1	CP Concealed Flush Tank Plate	Stock Not Available
184845	25-11-22	1	Vertified Ispira Carrara	Stock Not Available
184859	02-12-22	1	Electrical Gate Lights	Material is available at Supplier. It will delivered by Monday
184875	06-12-22	1	Electrical Gate Lights	Material is available at Supplier. It will delivered by Monday
184878	06-12-22	1-13	CP Plumbing Material	Stock Not Available
184879	06-12-22	1-2	Pillar Cock and Health Faucet	Stock Not Available
184887	09-12-22	1-19	Electrical switches	Material Available delivered by Monday

184888	09-12-22	1-19	Electrical switches	Material Available delivered by Monday
184892	09-12-22	1-7	Panel Doors	Material Available delivered by Tuesday
184893	09-12-22	1-7	Panel Doors	Material Available delivered by Tuesday
184894	09-12-22	1-7	Panel Doors	Material Available delivered by Tuesday
184896	10-12-22	1-13	CP Plumbing Material	Stock Not Available
184897	10-12-22	1-13	CP Plumbing Material	Stock Not Available
184915	14-12-22	1-3	Plumbing Rigid Elbow, Reducer Bush and Single Socket Pipe	Material Available delivered by Monday

No. of gate passes issued this week:	Nill	From No.	-	To No.	-
Delivery van site visit on:1	12-12-22,14-12-22,16-12-22,17-12-22				
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	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	-	-	
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	449	PPC/PSC last weeks stock	80

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	17-12-2022	17-12-2022	

APPROVED BY
17 DEC 2022
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

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