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

Company:	Silver Oak welfare association	Date:	22-10-2022
Site:	Silver Oak Villas	Prepared by:	K.Tulasi Rani
Report From / To	14-10-2022 to 22-10-2022(fri to sat)	Approved by:	K Purshotham
Report Date	22-10-2022		

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:	3	From No.	6834	To No.	6836
Delivery van site visit on:	14-10-22,17-10-22,19-10-22,21-10-22				
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			
Date	22-10-2022	22-10-2022	

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 ompleting 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 DCs / 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 MDs 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:	MHPLSOV	Date:	22-10-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	14-10-2022 to 22-10-2022(fri to sat)	Approved by:	K Purshotham
Report Date	22-10-2022		

List of requisitions numbers missing in the report*: 185294

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#
185316	17-10-22	1	Electrical Diesel Generator	
185317	18-10-22	1-7	UPVC Windows	

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$
184270	02-08-22	1	Guard alert siren	Payment issue
185315	10-10-22	1	Zig Zag Pavers	Material Available Delivered by Next Week
185319	19-10-22	1	Agro Shade net	Material Available Delivered by Tuesday

No. of gate passes issued this week:	3	From No.	6834	To No.	6836
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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	320	1440	-
2.	10mm	.617	7.50	-	-	-
3.	12mm	.89	10.67	200	2134	-
4.	16mm	1.58	18.96	170	3223	-
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	22-10-2022	22-10-2022	

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

Company:	Silver Oak Villas	Date:	22-10-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	14-10-2022 to 22-10-2022(fri to sat)	Approved by:	K Purshotham
Report Date	22-10-2022		

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Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$
184575	05-09-22	1-4	Tiles Nitco Biblios, Country Almond, Chocolate, Rosso	Material available delivered by Wednesday
184617	12-09-22	1	Tiles Ispira urbanwood dark	Material not available
184657	24-09-22	1-4	Electrical cooper wire yellow color 1sq.mm and Blue & Black color 4sqmm & Insulation tapes	Material not available
184675	30-09-22	1-2	Gunny Bags	Material available delivered by Tuesday
184679	03-10-22	1-3	Electrical cooper wire Blue & Black color 4sqmm & Insulation tape	Material available delivered by Tuesday
184682	03-10-22	1-3	Macharla stone Yellow, Black, Chocolate color	Supplier can delivered the material by next week
184691	10-10-22	1-9	CP sanitay Plumbing Material	Material available delivered by Thursday
184692	10-10-22	1-13	CP Plumbing Material	Material available delivered by Tuesday
184693	10-10-22	1-9	CP sanitay Plumbing Material	Material available delivered by Tuesday
184694	10-10-22	1-5	UPVC Windows	Supplier Can Fix the windows by Thursday
184697	12-10-22	1-2	Tile Grout Cement and Consumables	Material available delivered by Tuesday
184698	12-10-22	1-13	Electrical copper wires	Material available delivered by Tuesday
184699	12-10-22	1-13	Electrical copper wires	Material available delivered by Tuesday
184700	12-10-22	1-13	Electrical copper wires	Material available delivered by Tuesday
184701	14-10-22	1-2	Number plates & Name plate	Supplier delivered the material by next week
184705	14-10-22	1-13	Electrical copper wires	Material available delivered by Tuesday
184706	14-10-22	1-2	Electrical Aluminium Service wire 2mm & 4mm	Material available delivered by Tuesday
184707	15-10-22	1-13	Electrical copper wires	Material available delivered by Tuesday
184710	15-10-22	1-9	Panel Door & Hardware Material	Material available delivered by Thursday
184711	15-10-22	1-9	Panel Door & Hardware Material	Material available delivered by Thursday

184712	15-10-22	1-9	Panel Door & Hardware Material	Material available delivered by Thursday
184713	15-10-22	1-13	CP Plumbing Material	Material available delivered by Thursday
184714	15-10-22	1-9	CP sanitay Plumbing Material	Material available delivered by Thursday

No. of gate passes issued this week:	3	From No.	6834	To No.	6836
Delivery van site visit on:1	14-10-22,17-10-22,19-10-22,21-10-22				
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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	200	PPC/PSC last weeks stock	180

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	22-10-2022	22-10-2022	

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