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

Company:	MHPLSOV	Date:	20-08-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	12-08-2022 to 20-08-2022(fri to sat)	Approved by:	K Purshotham
Report Date	20-08-2022		

List of requisitions numbers missing in the report*: 185266

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$
185270	02-08-22	1	Electrical Guard alert siren	Material Available Delivered by Monday

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	16-8-22,17-08-22,18-08-22,20-08-22				
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 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	156	500	
2.	10mm	.617	7.404	-	-	
3.	12mm	.89	10.68	47	501	
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	-	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	20-08-2022	20-08-2022	

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:	Silver Oak Villas part-III	Date:	20-08-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	12-08-2022 to 20-08-2022(fri to sat)	Approved by:	K Purshotham
Report Date	20-08-2022		

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#
184421	20-07-22	1	Headset -JBL	Online Purchase
184483	06-08-22	1	GI wire PVC coated 13 bundles pending	
184507	17-08-22	1-3	CP Plumbing Sanitary	
184509	17-08-22	1-8	Electrical conducting material	
184510	17-08-22	1-8	Electrical conducting material	
184511	17-08-22	1-8	Electrical conducting material	
184512	17-08-22	1-8	Electrical conducting material	
184513	17-08-22	1-8	Electrical conducting material	
184514	17-08-22	1-8	Electrical conducting material	
184515	17-08-22	1	Hold Fast	

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$
184324	30-06-22	1	Gate lights	Material Available Delivered by Tuesday
184368	02-07-22	1	Pad locks	Material Available Delivered by Monday
184372	28-07-22	1-3	Ultra Sprinkle HL, Luna DK & HL	Material Available Delivered by Monday
184404	15-07-22	1-12	Wall & Floor tiles	Material Available Delivered by Monday
184405	15-07-22	1-8	Wall & Floor tiles	Material Available Delivered by Monday
184406	15-07-22	1-12	Wall & Floor tiles	Material Available Delivered by Monday
184410	18-07-22	1-8	Wall & Floor tiles	Material Available Delivered by Monday
184420	19-07-22	1	Printer cable	Local purchase
184461	29-07-22	1	Wall hung EWC with seat cover	Material Not Available
184463	01-08-22	1	Crack fill chemical	Material Available Delivered by Tuesday
184468	03-08-22	1-2	Panel main Doors & SS hinges pending	Material Available Delivered by Tuesday
184474	03-08-22	1-3	Wall plug fisher 5mm & White cement & Araldite pending	Material Available Delivered by Tuesday
184480	05-08-22	1-9	Plumbing Sanitary	Material Not Available
184484	08-08-22	1	Vertified Nitco Biblios	Material Available Delivered by Monday
184485	08-08-22	1-12	Nitco Wall & floor tiles	Material Available Delivered by Monday

184502	16-08-22	1-26	CPVC material	Material Available Delivered by Tuesday

No. of gate passes issued this week:	3/5	From No.	9648	To No.	9650
Delivery van site visit on:1	16-8-22,17-08-22,18-08-22,20-08-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
Items not ordered but received:					
Other corrections & remarks:					
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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	276	PPC/PSC last weeks stock	356

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	20-08-2022	20-08-2022	

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