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

Company:	Silver Oak Villas part-III	Date:	13-08-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	05-08-2022 to 13-08-2022(fri to sat)	Approved by:	K Purshotham
Report Date	13-08-2022		

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	
184484	08-08-22	1	Vertified Nitco Biblios	
184488	10-08-22	1	Router sim based TP-Link	

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$
184169	13-05-22	1-2	Regal Beige 600x1200mm 50 Boxes &Urbanwood dark 200x1200mm 20Boxes pending	Material Not Available
184171	13-05-22	1	Carrara 600x1200mm 40 boxs pending	Material Available Delivered by Tuesday
184324	30-06-22	1	Gate lights	Material Available Delivered by Tuesday
184367	02-07-22	1	Rubber Mould Pavers	Material Available Delivered by Tuesday
184368	02-07-22	1	Pad locks	Online Purchase
184372	28-07-22	1-7	Ultra Sprinkle HL, Luna DK & HL	Material Not Available
184389	11-07-22	1	Wall & Floor Tiles Country Almond 40 boxes pending	Material Available Delivered by Tuesday
184404	15-07-22	1-12	Wall & Floor tiles	Material Not Available
184405	15-07-22	1-8	Wall & Floor tiles	Material Not Available
184406	15-07-22	1-12	Wall & Floor tiles	Material Not Available
184408	18-07-22	1	V.Tiles Ispira Crema marfil	Material Not Available
184409	18-07-22	1-4	Wall & Floor tiles	Material Not Available
184410	18-07-22	1-8	Wall & Floor tiles	Material Not Available
184411	18-07-22	1-3	Urbanwood natural & country Rosso & Nitco Biblios	Part material Received.Balance Material not Available
184416	19-07-22	1-4	Led Gate lights	Material Available Delivered by Tuesday
184417	19-07-22	1	CI Electrodes	Supplier not received the payment.after payment he will delivered the material
184418	19-07-22	1	CI Electrodes	Supplier not received the payment.after payment he will delivered the material
184420	19-07-22	1	Printer cable	Material Available Delivered by Tuesday

184422	20-07-22	1-5	WPC Door Frames	Material Available Delivered by wednesday
184432	20-07-22	1-19	Electrical switches	Material Available Delivered by Tuesday
184434	20-07-22	1-5	WPC Door Frames	Material Available Delivered by wednesday
184452	27-07-22	1-19	Electrical Switches	Material Available Delivered by Tuesday
184460	29-07-22	1-13	CP material for Plumbing	Material Not Available
184461	29-07-22	1-9	Plumbing Sanitary	Material Not Available
184462	30-07-22	1-2	Wifi Cameras	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
184473	03-08-22	1	V.Tiles Nitco Biblios	Material Available Delivered by Tuesday
184476	04-08-22	1-2	Upvc openable 2nos & Fixed windows 1no pending	Supplier can fix the windows by Tuesday
184477	04-08-22	1	Upvc window Sliding mesh 1no pending	Supplier can fix the windows by Tuesday
184479	05-08-22	1-11	CP material for Plumbing	Material Not Available
184480	05-08-22	1-9	Plumbing Sanitary	Material Not Available
184482	05-08-22	1-5	Electrical material	Material Available Delivered by Tuesday
184485	08-08-22	1-12	Nitco Wall & floor tiles	Material Not Available
184487	09-08-22	1-7	UPVC Windows	Supplier can fix the windows by Tuesday
184489	10-08-22	1-13	Electrical wires	Material Available Delivered by Tuesday

No. of gate passes issued this week:	2/5	From No.	9646	To No.	9647
Delivery van site visit on:1	09-8-22,10-08-22,12-08-22				
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	356	PPC/PSC last weeks stock	484

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	13-08-2022	13-08-2022	

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:	MHPLSOV	Date:	13-08-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	05-08-2022 to 13-08-2022(fri to sat)	Approved by:	K Purshotham
Report Date	13-08-2022		

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#
185263	27-07-22	1	Furniture & Fixtures Venetian blinds-Off white color	

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 Tuesday
185273	04-08-22	1	Electrical isolator	Material Available Delivered by Tuesday

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	09-8-22,10-08-22,12-08-22				
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	13-08-2022	13-08-2022	

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