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

Company:	Silver Oak Villas part-III	Date:	30-04-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	22-04-2022 to 30-04-2022(fri to sat)	Approved by:	K Purshotham
Report Date	30-04-2022		

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#
184015	15-03-22	1	Vertified Tiles	
184056	30-03-22	1	Pad Locks	
184070	06-04-22	1	Breathing Analyzer	
184080	11-04-22	1	Magnifying Glass	
184096	18-04-22	1	Electrical wires for villas	
184106	22-04-22	1	Electrical wires for villas	
184110	23-04-22	1	PVC Pipe	
184114	25-04-22	1	Shera board(Cladding)	
184118	26-04-22	1	Printer Cartriage	
184122	27-04-22	1	UPVC Windows	
184123	27-04-22	1	UPVC Windows	
184124	27-04-22	1	UPVC Windows	
184126	27-04-22	1	CPVC Pipe works	
184127	27-04-22	1	CPVC Pipe works	

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$
183780	11-12-2021	1	Tiles (urban wood naturalDk)56 boxs pending	Material not available
183909	01-02-2022	1-2	Tiles (urban wood natural &Regal beige 61 boxs pending)	Material not available
183925	24-02-2022	1	Bathroom wall tiles Luna HL 28 boxes pending	Material not available
183949	19-02-2022	1-4	Bathroom tiles(Luna DK,Ultra sprinkle DK&LT&HL) 68 boxes pending	Material not available
183952	19-02-2022	1-3	Bathroom tiles(Ultra sprinkle DK&LT&HL) 72 boxes pending	Material not available
183953	22-02-2022	1-2	Bathroom tiles(Ultra sprinkle DK&HL) 20 boxes pending	Material not available
183956	25-02-2022	1-2	V.Tiles (urban wood natural,Regal beige) 71 boxes pending	Material not available
183957	25-02-2022	1-2	Bathroom tiles(Ultra sprinkle DK&HL) 20 boxes pending	Material not available
183958	25-02-2022	1-2	Bathroom tiles(Ultra sprinkle DK&HL) 20 boxes pending	Material not available
183968	01-03-2022	1-3	Bathroom tiles(Ultra sprinkle DK&LT&HL) 72 boxes pending	Material not available
183969	01-03-2022	1-2	Bathroom tiles(Ultra sprinkle DK&HL) 20 boxes pending	Material not available

183973	01-03-2022	1-2	Bathroom Tiles(Malashiyan brown DK,Luna HL) 40 boxes pending	Material not available
183979	03-03-2022	1-3	Bathroom tiles(Ultra sprinkle DK&HL&Malashiyan brown HL) 26 boxes pending	Material not available
183981	03-03-2022	1	Crema Marfil	Material not available
183982	03-03-2022	1-3	Bathroom tiles(Ultra sprinkle DK&HL&Malashiyan brown HL) 26 boxes pending	Material not available
184034	21-03-2022	1-2	Panel door shutter(32"X82" 8 Nos pending&26"X82" 13 Nos pending)	Material available delivery by Monday
184038	24-03-2022	1-6	UPVC windows	Supplier fix the windows by Tuesday
184039	24-03-2022	1-6	UPVC windows	Supplier fix the windows by Tuesday
184052	12-05-22	1-8	UPVC Windows	Supplier fix the windows by Tuesday
184058	30-03-22	1-6	UPVC Windows	Supplier fix the windows by Tuesday
184061	3-03-22	1-4	Panel Doors 32"x80" 2 nos,32"x82" 6 nos and SS Hinges 4" 72 pending	Material available delivery by monday
184062	01-04-22	1	Pendrive	Material available delivery by monday
184069	06-04-22	1-6	UPVC Windows	Supplier fix the windows by Tuesday
184081	11-04-22	1-3	Electrical Distribution board,junction boxs pending	Material available delivery by Monday
184086	12-04-22	1-2	Crema marfil,urbanwood dark	Material available delivery by Monday
184088	14-04-22	1-10	Electrical conducting internal material	Material available delivery by Monday
184092	18-04-22	1	water tank 500lits 8 Nos pending	Material available delivery by Monday
184093	18-04-22	1	Electrical Dummy 20 nos pending	Material available delivery by Monday
184095	18-04-22	1-3	Electrical Wires 7/20 blue and black and 1/18 yellow 12 nos pending	Stock not available
184097	19-04-22	1	Crema marfil	Material not available
184099	20-04-22	1	Kitchen Dado country Roso 12"x12" 17 nos pending	Material available delivery by tuesday
184100	20-04-22	1	Tandoor stone	Material available delivery by tuesday
184102	20-04-22	1-5	Bathroom tiles(Ultra sprinkle DK&LT&HL&Maharaja beige &maharaja off white)	Material not available
184103	22-04-22	1-4	Panel doors 38"x80" 2 Nos, 32"x82" 6nos pending SS Hinges	Material available delivery by Monday
184107	22-04-22	1-5	UPVC Windows	Supplier fix the windows by Tuesday
184108	22-04-22	1-6	UPVC Windows	Supplier fix the windows by Tuesday
184109	23-04-22	1-13	Electrical wires total material pending	Material available delivery by Monday
184111	23-04-22	1-2	SS Screws 38x8 20 nos, 32x8 20 nos pending	Material available delivery by tuesday
184116	26-04-22	1-9	Cleaning material	Stock not available
184117	26-04-22	1	A4 paper bundle	Stock not available
184119	27-04-22	1-7	Plumbing material	Material available delivery by Monday
184125	27-04-22	1-7	General items pending	Stock not available
184128	27-04-22	1-7	Electrical conducting for slabs	Material available delivery by Monday

184129	27-04-22	1-14	Cp Material for bathroom fittings	Material available delivery by Monday
184130	27-04-22	1	Coffee powder	Material available delivery by Monday
184131	27-04-22	1-4	Sanitary material	Material available delivery by Monday

No. of gate passes issued this week:	1/5	From No.	9607	To No.	9607
Delivery van site visit on: I	23-04-22 ,26-04-22, 28-04-22				
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	166	PPC/PSC last weeks stock	328

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	30-04-2022	30-04-2022	

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

		Date:	30-04-2022
any:	MHPLSOV	Prepared by:	K.Tulasi Rani
	Silver Oak Villas part-III	Approved by:	K Purshotham
rt From / To	22-04-2022 to 30-04-2022(fri to sat)		
ort Date	30-04-2022		

of requisitions numbers missing in the report*:

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#
185181	16-04-2022	1-2	,Godrej deadlock& Door handles	Local purchase
185190	25-04-2022	1	RCC Hume pipe	

ist 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$
185184	19-04-2022	1-5	CPVC material	Supplier delivery by Monday
185187	21-04-2022	1-2	Plumbing Material	Supplier delivery by Tuesday
185188	21-04-2022	1-3	Plumbing Material	Supplier delivery by Thursday
185189	22-04-2022	1	MS Box pole	

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	23-04-22 ,26-04-22, 28-04-22				
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	740	
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	30-04-2022	30-04-2022	

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

Company:	Silver Oak welfare association	Date:	30-04-2022
Site:	Silver Oak Villas	Prepared by:	K.Tulasi Rani
Report From / To	22-04-2022 to 30-04-2022(fri to sat)	Approved by:	K Purshotham
Report Date	30-04-2022		

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#
191013	02-12-2021	01 to 03	Cue sticks, chalks, stick tips	PO to be issued

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:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	23-04-22 ,26-04-22, 28-04-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				

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	30-04-2022	30-04-2022	

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!