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

4314		Silver	Oak Villas LLI)	Date					
Site:		Silver	r Oak Villas part-III		Date:			11-02-2023		
(Fr		03-02	-2023 to 11-0	2-2023	II Prepared by: 2023 Approved by:			K.Tulasi Rani		
		(Fri to	sat)	~ 4043	App	roved by:	K Purshotham			
Report Date	e l	11-02	2022							
List of requ	lisitions ni	umban		e report*.						
List of requ	iisitions w	here P	O/WO not pre	nared 2	rould.					
Req No.			Serial no o	f died 3 v	report*: ared 3 working days after requisit					
			item in Rec		item Description		Reason for not preparing PO/WO#			
List of requ	isitions w	here P	0/W0 is prep	arod and to						
Req No.	Req 1	Date	Serial no of	eu and n	red and items have not been received at site beyond the lead time					
			item in Req		reem bescription		Detail	supplier\$		
184904	184904 13-12-22		1	•						
184909	13-13	2-22			SS Railing		Work Ur	Work Under Progress		
184910			1		SS Railing		Work Un	der Pro	gress	
			1		SS Railing			Work Under Progress		
212038	31-01-23		1-5							
					WPC Door Frames			Supplier arranging the		
								material he will Delivered th		
212050	03-02	2-23	1-2	Peri	Peripherals-USB Drive and			material by next week Local Purchase		
					SD card			cnase		
212062	07-02	2-23	1		CPVC Solution		Material Available delivered			
242242	02.5						by Monday			
212063	08-02-23		1-11	Bath	Bathroom Tiles Malaysian & Luna & Country chocolate & etc			Material Available delivered		
242264				Luna 8				by Tuesday		
212064	08-02-23		1-10		Electrical Switches			Material Available delivered		
24224								by Monday		
212065			1-10		Electrical Switches			Material Available delivered		
212066								by Monday		
212066	09-02-23		1-5	CP Ra	CP Rack Bolts & white cement		Material	Material Available delivered		
								by Monday		
				1			1			
No. of gate r	passes issu	ied thi	s week:	1		From No	4102	To No	4102	
			s week:	28-01-2	23(Satu	From No.	4102	To No.	4102	
			s week:	28-01-2	23(Satu 23(Frida	rday),30-01-23(Mon		To No. 3(Wednes	4102 sday) and	
Delivery var	n site visit	on:1		28-01-2 03-02-2	23(Frida	rday),30-01-23(Mor ay)		3(Wedne	4102 sday) and	
Delivery var Inward repo ourchase?	n site visit ort (MRN/	on:1 other)	& stock repor	28-01-2 03-02-2	23(Frida	rday),30-01-23(Mor ay)		To No. 3(Wednes	4102 sday) and	
Delivery var Inward repo ourchase?	n site visit ort (MRN/	on:1 other)	& stock repor	28-01-2 03-02-2	23(Frida	rday),30-01-23(Mor ay)		3(Wedne	4102 sday) and	
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Delivery var Inward repo ourchase? Items not or Other correc Details of ste	n site visit ort (MRN/ dered but ctions & re eel & ceme	on:1 other) t receivemarks ent sto	& stock reported: s: ck Wt per mtr kgs	28-01-2 03-02-2 rt emailed Wt. for 1 mtr rod -	23(Frida in pdf 2 - kgs	rday),30-01-23(Moray) format to Stock at site – no of rods	Stock at site in Kgs 1611	Yes Previo	sday) and	
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Delivery var Inward repopurchase? Items not or Other correct Details of ste	n site visit ort (MRN/ rdered but ctions & re eel & ceme ttt 8mm	on:1 other) t receivemarks ent sto	& stock reported: s: ck Wt per mtr kgs .395 .617	28-01-2 03-02-2 rt emailed Wt. for 1 mtr rod -	23(Frida in pdf 2 - kgs 4.74 4.404 0.68	rday),30-01-23(Moray) format to Stock at site – no of rods 340 70 800	Stock at site in Kgs 1611 518 8544	Yes Previous Kgs	sday) and	
purchase? Items not or Other correct Details of steels. No 1. 2.	ort (MRN/ ordered but ctions & re eel & ceme ttt 8mm 10mm	on:1 other) t receivemarks ent sto	& stock reported: s: ck Wt per mtr kgs .395 .617 .89 1.58	28-01-2 03-02-2 rt emailed Wt. for 1 mtr rod -	23(Frida in pdf 2 - kgs 4.74 4.404 0.68 8.96	rday),30-01-23(Moray) format to Stock at site – no of rods 340 70	Stock at site in Kgs 1611 518	Yes Previous Kgs	sday) and	
Inward report purchase? Items not or Other correct Details of storms. No 1. 2. 3.	ort (MRN/ ort (MRN/ ordered but ctions & re eel & ceme ttt 8mm 10mm 12mm	on:1 other) t receivemarks ent sto	& stock reported: s: ck Wt per mtr kgs .395 .617	28-01-2 03-02-2 rt emailed Wt. for 1 mtr rod -	23(Frida in pdf 2 - kgs 4.74 4.404 0.68	rday),30-01-23(Moray) format to Stock at site – no of rods 340 70 800	Stock at site in Kgs 1611 518 8544	Yes Previce Kgs	sday) and	

7. 32n	0.52	75.84					
Q	ding -	70.04		-	-		
WII			Nill	Nill	Nill		
OPC stock Nill		Nill					
Obc stoon	weeks stock	- 1111	PPC/PSC stock	260	PPC/PSC	310	
					last weeks		
	Project Manag	Tor			stock		
Details	Q	501	Admin Officer/Manager		Admin Audit		
Sign	11-02-2023						
Date	-1 02 2023		11-02-2023				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@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!