

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

Company:	Silver Oak Villas	Date:	26-11-2022
Site:	Silver Oak Villas part-III	Prepared by:	K. Tulasi Rani
Report From / To	18-11-2022 to 26-11-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	26-11-2022		

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 [#]
184817	21-11-22	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 ^s
184666	28-09-22	1	Laminated Kitchen cabinets	Work Under Process. Material delivered after 2 weeks
184668	28-09-22	1	Laminated Kitchen cabinets	Work Under Process. Material delivered after 2 weeks
184669	28-09-22	1	Laminated Kitchen cabinets	Work Under Process. Material delivered after 2 weeks
184670	28-09-22	1	Laminated Kitchen cabinets	Work Under Process. Material delivered after 2 weeks
184711	15-10-22	1-3	Panel Doors 975WX2025HMM & 675X2025HMM & Mortise Lock	Part Material available it will delivered by Monday
184747	31-10-22	1-2	Vertified Tiles Carrara and Country Rosso	Part Material available delivered by Tuesday
184748	31-10-22	1-2	Vertified Tiles Ispira carrara	Stock Not Available
184758	01-11-22	1-13	Electrical Copper wires	Material available delivered by Wednesday
184761	02-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Wednesday
184762	02-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Thursday
184772	04-11-22	1-13	Electrical copper wires	Material available delivered by Wednesday
184775	09-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Thursday
184776	09-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Thursday
184780	09-11-22	1-3	Panel Doors 975WX2025HMM & 675X2025HMM & Mortise Lock	Part Material available it will delivered by Monday
184782	10-11-22	1-3	Vertified Tiles Urban-wood dark and Carrara	Stock Not Available
184795	16-11-22	1-5	Plumbing PVC Single Socket pipe 75X3000mm length	Material available delivered by Monday
184796	16-11-22	1-7	Panel Doors & SS Hinges & Cylindrical Lock	Part Material available it will delivered by Monday
184797	16-11-22	1-2	Panel Doors 975WX2025HMM & 675X2025HMM	Part Material available it will delivered by Monday
184805	19-11-22	1-2	CP Pillar Cock & Health Faucet	Part Material available it will delivered by Tuesday
184807	19-11-22	1-14	CP Plumbing Material	Part Material available it will delivered by Tuesday

184813	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Work Under Process. Material delivered after 2 weeks			
184814	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Work Under Process. Material delivered after 2 weeks			
184815	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Work Under Process. Material delivered after 2 weeks			
184816	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Work Under Process. Material delivered after 2 weeks			
184825	22-11-22	1-2	Plumbing Eco Drain Riser and Frame & Cover	Material available delivered by Monday			
184826	22-11-22	1-2	Plumbing Eco Drain Riser and Frame & Cover	Material available delivered by Monday			
No. of gate passes issued this week:			06	From No.	7202	To No.	7207
Delivery van site visit on:1			21-11-22,23-11-22,24-11-22,26-11-22				
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	tft	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	APPROVED BY		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	254	PPC/PSC last weeks stock	0
Details				Admin Officer/Manager		Admin Audit	
Sign							
Date				26-11-2022			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!