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

Company:	Silver Oak Villas part-III	Date:	16-07-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	08-07-2022 to 16-07-2022(fri to sat)	Approved by:	K Purshotham
Report Date	16-07-2022		

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#
184244	10-06-22	1	Aluminium windows mesh	
184288	21-06-22	1-2	Openable windows 3 nos	

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	Regal beige tiles not available at Supplier and Urbanwood dark Tiles available delivered by Tuesday
184171	13-05-22	1	Carrara 600x1200mm 40 boxs pending	Material not available
184229	01-06-22	1-2	Carrara 600x1200mm 42nos &Urbanwood light 200x1200mm 39 Boxes pending	Carrara tiles not available and Urbanwood light tiles available delivered by Tuesday
184256	16-06-22	1-22	CPVC material pending	Material Available Delivered by Monday
184268	17-06-22	1-2	Kitchen Dado Country Almond 14 boxes & contry Rosso 40Boxes pending	Material available delivered by Tuesday
184297	28-06-22	1-2	Panel Doors 38"x80" 1no and SS Hinges 33nos pending	Material Available Delivered by Monday
184298	28-06-22	1-2	Panel Doors 38"x80" 1no and SS Hinges 33nos pending	Material Available Delivered by Monday
184299	28-06-22	1-13	Electrical wires	Material Available Delivered by Monday
184300	28-06-22	1-13	Electrical wires	Material Available Delivered by Monday
184317	29-06-22	1-13	Electrical wires Yellow 1/18 3nos & Blue&Black wires 7/20 8nos pending	Material Available Delivered by Monday
184318	29-06-22	1-13	Electrical wires	Material Available Delivered by Monday
184319	29-06-22	1-13	Electrical wires	Material Available Delivered by Monday
184324	30-06-22	1	Electrical gate lamps	Material Not Available
184325	30-06-22	1	Electrical gate lamps	Material Not Available
184331	30-06-22	1	Automatic change over 3nos pending	Material Available Delivered by Monday
184367	02-07-22	1	Rubber Mould Pavers	Material Available Delivered by Monday
184368	02-07-22	1	Pad locks	Material Available Delivered by Monday
184381	08-07-22	1-13	Electrical Wires	Material Available Delivered by Monday

184382	08-07-22	1-13	Electrical Wires	Material Available Delivered by Monday
184383	08-07-22	1-13	Electrical Wires	Material Available Delivered by Monday
184388	11-07-22	1	Wall & Floor Tiles country Rosso 40Boxes pending	Material available delivered by Tuesday
184389	11-07-22	1	Wall & Floor Tiles Country Almond 40 boxes pending	Material available delivered by Tuesday

No. of gate passes issued this week:	1	From No	9633	To No.	9633
Delivery van site visit on 1	09-07-22,11-07-22,13-07-22,14-07-22				
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	328	PPC/PSC last weeks stock	400

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	16-07-2022	16-07-2022	

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