

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

Company:	Silver Oak Villas part-III	Date:	26-03-2022
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	18-03-2022 to 26-03-2022 (fri to sat)	Approved by:	K Purshotham
Report Date	26-03-2022		

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 [#]
184003	10-03-2022	1	MI cameras	
184008	10-03-2022	1-5	Powder coated grills	
184009	10-03-2022	1-5	Powder coated grills	
184015	15-03-2022	1-11	Crema marfil	
184037	22-03-22	1-11	Urban wood natural tiles	
184038	24-03-22	1-8	UPVC windows	
184039	24-03-22	1-8	UPVC windows	
184040	24-03-22	1-8	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
183780	11-12-2021	1	Urban wood natural 56 box pending	Material not available
183909	01-02-2022	01	Regal Beige	Material not available
183913	01-02-2022	08	Door pannels and hardware	Stock not available at supplier
183925	24-12-2022	01	Ultra sprinkle HL	Stock not available at supplier
183949	19-02-2022	08	Bathroom tiles	Stock not available at supplier
183952	19-02-2022	08	Bathroom tiles	Stock not available at supplier
183953	22-02-2022	1-4	Bathroom tiles ultra sprinkler	Stock not available
183956	25-02-2022	1-7	Regal beige tiles	Stock not available
183957	25-02-2022	1-4	Bathroom tiles	Stock not available
183958	25-02-2022	1-4	Bathroom tiles	Stock not available
183968	01-03-2022	01-4	Bathroom tiles ultra sprinkler tiles	Stock not available
183969	01-03-2022	1-4	Bathroom tiles ultra sprinkler tiles	Stock not available
183972	01-03-2022	1-11	Jaipur panna tiles pending	Stock not available
183973	01-03-2022	1-4	Bathroom tiles	Stock not available
183976	03-03-2022	1-4	Bathroom tiles	Stock not available
183977	03-03-2022	1-5	Country Rosso tiles	Stock available at supplier delivery by monday
183979	03-03-22	1-4	Bathroom tiles	Stock not available
183980	03-03-22	7	ISL Carara	Stock not available
183981	03-03-22	7	ISL Carara	Stock not available
183982	03-03-22	1-4	Bathroom tiles	Stock not available
183987	05-03-22	1-8	UPVC windows	Supplier delivery by Tuesday
183994	07-03-2022	1-8	UPVC windows	Supplier delivery by monday
184000	10-03-2022	1	PVC pipes pending	Stock available delivery by Tuesday
184002	10-03-22	1-24	Electrical switches	Material available delivery by monday
184013	12-03-22	1-5	WPC door frames	Delivery by wednesday
184014	12-03-22	4	UPVC windows	Supplier delivery by monday
184016	16-03-22	1	Concealed Flush tanks	Material available delivery by monday
184017	16-03-22	1	Concealed Flush tanks	Material available delivery by monday
184020	16-03-2022	1-36	CPVC union&ball valve	Material available delivery by monday

184021	16-03-2022	1-5	Eco drain material	Supplier delivery by monday			
184022	16-03-2022	1-5	Eco drain material	Supplier delivery by monday			
184030	21-03-2022	1-8	UPVC windows	Supplier fix the windows by Thursday			
184032	21-03-22	1	White cement pending	Material available delivery by monday			
184033	21-03-22	1-9	WPC door frames	Stock not available			
184034	21-03-22	1-9	WPC door frames	Stock not available			
184035	22-03-22	1	Al Service wire 2 core 5 bundles pending	Material available delivery by monday			
184041	24-03-22	1-24	Electrical switches	Material available delivery by monday			
184042	24-03-22	1	Fruit packing cover	Material available delivery by monday			
184043	24-03-22	1-14	Electrical wires	Material available delivery by monday			
184044	24-03-22	1-24	Electrical switches	Material available delivery by monday			
No. of gate passes issued this week:			0 / 5	From No.	Nil	To No.	Nil
Delivery van site visit on: 1			18-03-22, 21-02-22, 23-03-22, 25-03-22				
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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock	Nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		26-03-2022		26-03-2022			

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