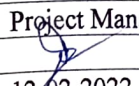
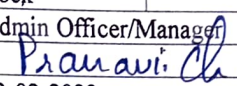


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver Oak Villas part-III	Date:	12-02-2022			
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi			
Report From / To	04-02-2022 to 12.02.2022 (fri to sat)	Approved by:	K Purshotham			
Report Date	12-02-2022					
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 [#]		
183876	183876	01	HDPE PIPE			
183895	29-01-2022	01	Curing pipes			
183906	01-02-2022	01	Headless nails			
183907	01-02-2022	01	Headless nails			
183923	07-02-2022	07	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		
183820	28-12-2021	01	SS screws- 05 packets pending	No stock at supplier		
183827	31-12-2021	01	Concealed flush tank-06 pending	No stock at supplier		
183833	03-01-2022	03	PVC-single socket 10ft-30 nos pending	Material not available at supplier and will be delivered by Monday		
183834	03-01-2022	1-26	PVC- single socket pipe- 10nos pending	Material not available at supplier and will be delivered by Monday		
183838	07-01-2022	01	FRP pipes	Material not available at supplier and will be delivered by Monday		
183880	01-02-2022	1-11	Electrical conducting internal	Material not available at supplier and will be delivered by Monday		
183881	01-02-2022	1-11	Electrical conducting internal	Present material is not available at supplier and material will be delivered within two days		
183882	01-02-2022	02	8 & 6 way metal box	Material not available at supplier and will be delivered by Monday		
183894	29-01-2022	01	Concealed flush tanks	No stock at supplier		
183903	01-02-2022	01	Yellow wire(1/18)	No stock at supplier		
183909	01-02-2022	01	Regal Beige	No stock at supplier		
183911	01-02-2022	08	Door pannels and hardware	Material available at supplier and will be delivered by Wednesday		
183913	01-02-2022	08	Door pannels and hardware	Material available at supplier and will be delivered by Wednesday		
183916	02-02-2022	05	SS name plate	Material available at supplier and will be delivered by Wednesday		
183920	05-02-2022	08	GI Bucket	Material available at supplier and will be delivered by Tuesday		
183922	07-02-2022	01	Recron- 160 pkts pending	No stock at supplier		
No. of gate passes issued this week:		Nil / 5	From No.	Nil		
Delivery van site visit on: 1		07-02-2022, 9-02-2022, 11-02-2022				
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	164	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	12-02-2022			12-02-2022		

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