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

Company	Silver Oak Villas part-III	Date	22-01-2022
Site	Silver Oak Villas part-III	Prepared by	Ch Pranavi
Report From / To	14-1-2022 to 22 01 2022(fri to sat)	Approved by	K Purshotham
Report Date	22-01-2022		

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'

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[3]
183811	28-12-2021	02	Ball cock brass- 08 pending & water tank-10 pending	Material available at supplier and will be delivered by Monday
183813	28-12-2021	01	6-way metal box-50 pending	Material available at supplier and will be delivered by Monday
183820	28-12-2021	01	`SS screws- 05 packets pending	Material available at supplier and will be deliverd by Tuesday
183825	29-12-2021	01	Lappum	Material available at supplier and will be delivered by Wednesday
183826	31-12-2021	02	PVC-rigid pipe- 40 nos pending	Material available at supplier and will be delivered by Monday
183827	31-12-2021	01	Conceled flush tank	Material available at supplier and will be delivered by Monday
183829	31-12-2021	04	Eco drain pipe material	Material available at supplier and will be delivered by Wednesday
183833	03-01-2022	03	PVC-single socket 10ft-30 nos pending & PVC rigid pipe- 40 nos pending & PVC -P trap-20 nos pending	Material available at supplier and will be delivered by Monday
183834	03-01-2022	1-26	PVC pipe material	Material available at supplier and will be deliverd by Tuesday
183838	07-01-2022	01	FRP pipes	Material available at supplier and will be delivered by Wednesday
183840	07-01-2022	01	Measurement tape	Material available at supplier and will be delivered by Monday
183848	08-01-2022	01	Reckron	Material available at supplier and will be delivered by Monday
183856	13-01-2022	1-26	PVC pipe material	Material available at supplier and will be delivered by Monday

No. of gate passes issued this week:	Nil / 5	From No	Nill	To No	Nill
Delivery van site visit on: I	17-01-2022, 19-01-2022, 20-01-2022				
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	-		Nill	Nill	Nill	
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	164	PPC/PSC last weeks stock	Nill
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				Pranavi.Ch.			
Date		22-01-2022		22-01-2022			

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