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

Company:	Silver Oak Villas part-III	Date:	17-01-2022
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	07-1-2022 to 15.01.2022(fri to sat)	Approved by:	K Purshotham
Report Date	17-01-2022		

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#
183839	07-01-2022	1	Excutive bag	
183846	08-01-2022	1	Drill bit	
183852	12-01-22	1	SS Name plate	

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$
183740	19-11-21	1 to 4	Malayan brown HL tiles	No stock at supplier
183788	14-12-21	4	Lubricant -1 No pending	Stock is available and will be delivered by Tuesday
183809	27-12-2021	05	PVC material	Stock is available and will be delivered by Tuesday
183811	28-12-2021	08	CPVC material recived partly	Stock is available and will be delivered by Tuesday
183813	28-12-2021	1-11	Electrical conducting material- internal recived partly	Stock is available and will be delivered by Tuesday
183817	28-12-2021	04	Bathroom tiles ultra sprinkle(DK, LT, HL) & Maharaja off white	Stock is available and will be delivered by Tuesday
183826	31-12-2021	1-12	PVC material recived partly	Stock is available and will be delivered by Wednesday
183827	31-12-2021	01	Conceled flush tank	Stock is available and will be delivered by Wednesday
183828	31-12-2021	1-14	CPVC material recived partly	Stock is available and will be delivered by Wednesday
183829	31-12-2021	1 to 8	Eco drain materail pending	Stock is available and will be delivered by Wednesday
183833	03-01-2022	1 to 35	PVC materail pending	Stock is available and will be delivered by Wednesday
183834	03-01-2022	1 to 35	PVC materail pending	Stock is available and will be delivered by Wednesday
183837	05-01-22	1	Cofee powder	Supplier delivery by Tuesday
183838	07-01-22	1	FRP pipes	Stock is available and will be delivered by Tuesday
183840	07-01-22	1	Measurement tapes pending	Stock is available and will be delivered by Tuesday
183841	07-01-22	1	Green hose pipe pending	Stock is available and will be delivered by Tuesday
183849	10-01-22	1 to 14	Electrical wires recived partly	Stock is available and will be delivered by Wednesday
183850	10-01-22	1 to 14	Electrical wires	Stock is available and will be delivered by Wednesday
183853	12-01-22	1	Pad locks	Stock is available and will be delivered by Wednesday
183854	12-01-22	1 to 2	Mopping stick pending	Stock is available and will be delivered by Wednesday

183855	12-01-22	1 to13	Stationery items	Stock is available and will be delivered by Wednesday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	07.01.22,10.1.22,12.01.22,				
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	164	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Meenakshi	
Date	17-01-2022	17-01-2022	

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