

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

Company:	Silver Oak Villas part-III	Date:	08-01-2022			
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi			
Report From / To	31-12-2021 to 08.01.2022(fri to sat)	Approved by:	K Purshotham			
Report Date	08-01-2022					
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 [#]		
183746	22-11-21	1	Blowers	PO to be issued		
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		
183740	19-11-21	1 to 4	Malayan brown HL tiles	No stock at supplier		
183780	14-12-2021	02	Urban wood natural and urban wood light	Urban wood natural is not available at supplier.		
183788	14-12-2021	05	6-model metal box and lubricant- 01 nos pending	Stock is available and will be delivered by Tuesday		
183798	23-12-2021	01	SS mortis lock - 4 nos pending	Material available at supplier deliver by Monday		
183799	23-12-2021	02	Reckron and white cement	Stock is available and will be delivered by Tuesday		
183806	24-12-2021	04	CPVC Tee, CPVC paste, screws, fishers	Stock is available and will be delivered by Monday		
183808	27-12-2021	1-9	CPVC material	Stock is available and will be delivered by Monday		
183809	27-12-2021	05	PVC material	Stock is available and will be delivered by Monday		
183811	28-12-2021	08	CPVC material	Stock is available and will be delivered by Monday		
183812	28-12-2021	1-11	Electrical conducting material- internal	Stock is available and will be delivered by Tuesday		
183813	28-12-2021	1-11	Electrical conducting material- internal	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 Wednesday		
183819	28-12-2021	01	SS screws	Stock is available and will be delivered by Tuesday		
183820	28-12-2021	01	SS screws	Stock is available and will be delivered by Tuesday		
183826	31-12-2021	1-12	PVC material	Stock is available and will be delivered by Monday		
183827	31-12-2021	01	Concealed flush tank	Stock is available and will be delivered by Tuesday		
183828	31-12-2021	1-14	CPVC material	Stock is available and will be delivered by Monday		
183832	01-01-2022	01	7/20A l. service wire	Stock is available and will be delivered by Wednesday		
183836	05-01-2022	01	Holdfasts	Stock is available and will be delivered by Tuesday		
No. of gate passes issued this week:		Nil / 5	From No.	Nil	To No.	Nil
Delivery van site visit on: 1		03-01-2022, 05-01-2022, 06-01-2022, 07-01-2022				

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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign				Pranavi Ch.		
Date		08-01-2022		08-01-2022		

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