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

Company:	Silver Oak Villas part-III	Date:	11-12-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	03.12.2021 to 11.12.2021(fri to sat)	Approved by:	K Purshotham
Report Date	11-12-2021		

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
183755	24-11-2021	02	Edo drain pipe material	PO to be issued
183772	07-12-2021	07	Electerical conducting - internal	PO to be issued
183773	07-12-2021	01	PPC cement	

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$
183725	05-11-12	01	CPVC ball valve	Material available at supplier deliver by Monday
183734	10-11-2021	1,2	CPVC reducer, Concealed stop cock	Material available at supplier deliver by Tuesday
183740	19-11-21	1 to 4	Malashyan brown HL tiles	No stock at supplier
183749	23-11-2021	01	PVC-single socket pipe-10 nos pending	Material available at supplier deliver by Tuesday
183758	26-11-2021	01	Roff stone chemical (powder)-10 nos pending	Material available at supplier deliver by monday
183761	29-11-2021	01	Araldite-8 nos pending	Material available at supplier deliver by monday
183763	23-11-2021	02	CPVC union-1 1/4 and ball cock brass -10 nos pending	Material available at supplier deliver by Tuesday
183767	07-12-2021	1-12	Electrical wires	Material available at supplier deliver by monday
183771	07-12-2021	07	Bombay nails, red oxide, fishers etc.,	Material available at supplier deliver by monday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	04-12-2021, 6-12-2021, 8-12-2021, 10-12-2021				
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	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi. Ch.	
Date	11-12-2021	11-12-2021	

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