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

Company:	Silver Oak Villas part-III	Date:	04-12-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	27.11.2021 to 04.12.2021(fri to sat)	Approved by:	K Purshotham
Report Date	04-12-2021		

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	
183749	23-11-21	1 to 49	Pvc material	
183760	29-11-2021	01	3 phase meter	
183764	01-12-2021	06	Doors and hardware	
183765	01-12-2021	08	Steel	

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$
183705	22-10-2021	02	PVC single socket pipe 20 nos pending	Delivery by Monday
183734	10-11-2021	1,2	CPVC reducer, Concealed stop cock	Material available at supplier deliver by monday
183740	19-11-21	1 to 4	Ultra sprinkle HL bathroom tiles	Material available at supplier deliver by wedenesday
183744	22-11-21	5	Phynoil 5 nos pending	Material available at supplier deliver by monday
183748	23-11-21	17	CPVC FTA 22 nos pending,water tanks 20 nos pending	Material available at supplier deliver by monday
183751	24-11-21	1 to 2	Tandoor stone	Material available at supplier deliver by monday
183756	24-11-2021	01	V.Tiles	Material available at supplier deliver by wedenesday
183758	26-11-2021	02	Roff stone chemical (liquid & powder)	Material available at supplier deliver by Tuesday
183761	29-11-2021	01	Araldite	Material available at supplier deliver by Tuesday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	28.11.21,02.12.21,03.12.21				
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	04-12-2021	04-12-2021	

Notes 1 * Send a copy of the missing requisitions to Purchase immediately 2 Send this report to purchase@modiproperties.com, ash[illegible]@modiproperties.com and rajkumarn@modiproperties.com on every Saturday 3 Admin offices shall not leave the site without ompleting this report 4 Ensure that in[illegible]ard 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'