

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

Company:	Silver Oak Villas part-III	Date:	06-11-2021			
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi			
Report From / To	29-10-2021 to 06-11-2021 (fri to sat)	Approved by:	K Purshotham			
Report Date	06-11-2021					
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#		
183652	01-09-2021	01	Epson M20 printer.			
183708	22-10-2021	01	Earthing plate with pipe			
183718	30-10-2021	01	Crema marfil			
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 ⁵		
183702	19-10-2021	01	Metal dust bin	Stock is available and will be delivered by Monday		
183705	22-10-2021	1 to 32	PVC plumbing material	Material available at supplier deliver by monday		
183706	22-10-2021	1 to 9	Eco drain pipe material	Material available at supplier and will be delivered by Tuesday		
183709	26-10-2021	1 to 2	PVC bends pending	Material available at supplier deliver by monday		
183710	26-10-2021	1 to 32	PVC pipes pending	Material available at supplier deliver by monday		
183712	29-10-2021	01	SS screws	Material available at supplier and will be delivered by Tuesday		
183713	29-10-2021	1 to 4	Door frames	Material will be delivered by Wednesday		
183714	29-10-2021	03	Pin type anchor nut bolts	Material available at supplier and will be delivered by Tuesday		
183716	29-10-2021	01	Gunny bags	No stock at SSLLP		
183717	29-10-2021	04	Door frames	Material will be delivered by Wednesday		
183720	01-11-2021	04	Red oxide	Material available at supplier and will be delivered by Tuesday		
183722	02-11-2021	01	Holdfasts	Material available at supplier 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:		01-11-2021, 02-11-2021, 03-11-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No		
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		Meenakshi	
Date	06-11-2021	06-11-2021	

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