

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

Company:	Silver Oak Villas part-III	Date:	27-11-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	19.11.2021 to 27.11.2021(sat to fri)	Approved by:	K Purshotham
Report Date	27-11-2021		

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#
183738	18-11-21	1	Bio metric charger with battery	
183739	19-11-21	2 and 3	Tile grout	
183746	22-11-21	1	Blowers	
183749	23-11-21	1 to 49	Pvc material	

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
183702	19-10-2021	01	Metal dust bin	Stock is available and will be delivered by Monday
183705	22-10-2021	02	PVC single socket pipe 20 nos pending	Delivery by Monday
183725	05-11-2021	1,2,4,6	CPVC material 20mm pipe 50 nos pending	Material available at supplier deliver by monday
183727	05-11-2021	15,23,24,30,31	PVC material pending	Material available at supplier deliver by monday
183734	10-11-2021	1,2	CPVC reducer, Concealed stop cock	Material available at supplier deliver by monday
183737	18-11-21	1 to 6	Sink waste coupling and screws pending	Material available at supplier deliver by monday
183738	19-11-21	1 to 3	Vitrified tiles	Material available at supplier deliver by wednesday
183740	19-11-21	1 to 4	Ultra sprinkle bathroom tiles	Material available at supplier deliver by wednesday
183742	22-11-21	1	Crema marfil tiles	Material available at supplier deliver by wednesday
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

No. of gate passes issued this week:

Nil / 5

From No.

Nil

To No.

Nil

Delivery van site visit on: 1

22.11.21, 24.11.21, 26.11.21

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	-		Nil	Nil	Nil
PC 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				27-11-2021		
Date	27-11-2021					

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