

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

Company:	Villa Orchids LLP	Date:	13.05.2020
Site:	Villa Orchids	Prepared by:	SHARVANI
Report From / To	03.05.20 TO 13.05.20	Approved by:	A.SURESH
Report Date	13.05.2020		
List of requisitions numbers missing in the report: 63309, 63304, 63311			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Serial no of item in Req.	Reason for not preparing PO/WO [#]
63301	05.05.20	1-4	AI windows
63302	05.05.20	1-6	AI windows
63303	05.05.20	1-4	AI windows
63312	13.05.20	1-4	Tanbrown granite
63313	13.05.20	1-2	Black granite
63314	13.05.20	1-2	Tiles grout
63315	13.05.20	1	Masks
63316	13.05.20	1	Celling fan
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.	Details of discussion with supplier ⁵
63289	02.05.20	1-4	Masks
63305	11.05.20	1-6	MS grills
63306	12.05.20	1-3	Angle cock
63307	12.05.20	1-2	Sponges
63308	12.05.20	1-12	Nitco tiles
63310	12.05.20	1-2	MS ladder
No. of gate passes issued this week:		From	To
Delivery van site visit on:	Visiting all sites from Monday (04.05.2020) as per jai kumar sir instructions		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	YES		
DC register Sl. No. during the week	From No.	14857	To No. 14945
Items not ordered but received:	NIL		
Items sent to HO /vendor that are pending for repair:	NIL		
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Certified by:	
Date	13.05.2020	13.05.2020	

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

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

Company:	Villa Orchids LLP	Date:	09.05.2020
Site:	Villa Orchids	Prepared by:	SHARVANI
Report From / To	03.05.20 TO 09.05.20	Approved by:	A.SURESH
Report Date	09.05.2020		
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.	Reason for not preparing PO/WO#
63301	05.05.20		AI windows
63302	05.05.20		AI windows
63303	05.05.20		AI windows
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.	Details of discussion with supplier ^s
63084	06-12-19	1-4	Tan brown granite PO no.63842 we will get it from SSSLP
63091	10-12-19	1	Sliding windows PO no.63931 we will get it from SSSLP
63092	11-12-19	2	AL three track windows PO no.63951 we will get it from SSSLP
63098	13-12-19	1-12	Bath room tiles PO no 64020 we will get it from SSSLP
63104	16-12-19	1-6	AI windows three tracks PO no 64141 we will get it from SSSLP
63108	18.12.19	1	Flooring tiles 800X1600 PO no 64130 we will get it from SSSLP
63141	03-01-20	1-7	MS grills PO no64664 we will get it from SSSLP
63172	27-01-20	1-3	MS gate PO no65315 we will get it from SSSLP
63192	05.02.20	1-4	Tan brown granite PO no65524 we will get it from SSSLP
63221	18.02.20	1	Utility tiles PO no65918we will get it from SSSLP
63229	21.02.20	1-9	Pannel doors PO no66057we will get it from SSSLP
63239	02.03.20	1-3	Black granite PO no66295we will get it from SSSLP
63241	03.03.20	1-14	Plumbing material PO no66356we will get it from SSSLP
63268	10.03.20	1	Aluminium windows PO No. 66620 we will get it from SSSLP
63273	10.03.20	1-3	Vertrified tiles PO No. 66898 we will get it from SSSLP
63274	10.03.20	1	Country tiles PO No. 66569 we will get it from SSSLP
63275	10.03.20	1-3	Ultr sprinkle dark wall PO No. 66572 we will get it from SSSLP
63278	17.03.20	1	4 core armoured cable PO No. 66749 we will get it from SSSLP
63280	17.03.20	1-4	Tanbrown granite PO No. 66776 we will get it from SSSLP
63284	16.04.20	1-4	SS screws PO No. 66913 we will get it from SSSLP
63286	16.04.20	1-2	Tiles grout PO No. 66912 we will get it from SSSLP
63289	02.05.20	1-4	Masks PO No. 66984 we will get it from SSSLP
No. of gate passes issued this week:		From	To NIL
Delivery van site visit on:		Visiting all sites from Monday (04.05.2020) as per jai kumar sir instructions	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			YES
DC register Sl. No. during the week	From No.	14857	To No. 14945
Items not ordered but received: NIL			
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Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	APPROVED BY	Certified by:	
Date	09.05.2020	09.05.2020	

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A. SURESH
PROJECT MANAGER

VILLA ORCHIDS LLP

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MODI Properties

Stock List - Till Date : 11-05-2020

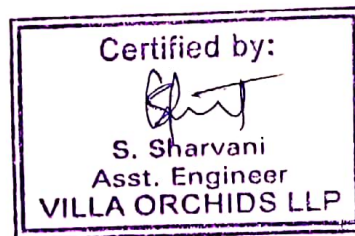
Company : Villa Orchids LLP

Location : Villa Orchids

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Category / Item Name	Balance Qty	Rate	Balance Value
Carpentry - doors	26		34,008
Carpentry - hardware	108		21,809
Carpentry - wood	1,140		17,100
Consumables	88		2,388
Electrical - conducting	1,192		26,135
Electrical - other	536		60,486
Electrical - wires	1,620		80,191
Plumbing - CP	69		6,116
Plumbing - CPVC	762		28,256
Plumbing - other	5		6
Plumbing - PVC	950		283,478
Plumbing - sanitary	115		111,189
Stationery - other	115		4,106
Tiles	30		11,910
Tools	2		20
Total Stock Value...			687,197

(Handwritten signature)



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