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

Company:	Villa Orchids LLP	Date:	16.05.2020
Site:	Villa Orchids	Prepared by:	S.SHARVANI
Report From / To	10.05.20 to 16.05.20	Approved by:	A.SURESH
Report Date	16.05.2020		

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.	Item Description	Reason for not preparing PO/WO#
63301	05.05.20	1-4	Al windows	PO to be issued
63302	05.05.20	1-6	Al windows	PO to be issued
63303	05.05.20	1-4	Al windows	PO to be issued
63312	13.05.20	1-4	Tanbrown granite	PO to be issued
63313	13.05.20	1-2	Black granite	PO to be issued

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$
63289	02.05.20	1-4	Masks	PO No. 66984 we will get it from SSLLP
63305	11.05.20	1-6	MS grills	PO No. 67060 we will get it from SSLLP
63306	12.05.20	1-3	Angle cock	PO No. 67115we will get it from SSLLP
63307	12.05.20	1-2	Sponges	PO No. 67097we will get it from SSLLP
63308	12.05.20	1-12	Nitco tiles	PO No.67112 Ready with supplier
63310	12.05.20	1-2	MS ladder	PO No. 67104 we will get it from SSLLP
63314	13.05.20	1-2	Tiles grout	PO No. 67143 we will get it from SSLLP
63315	13.05.20	1	Masks	PO No.67137Ready with supplier
63316	13.05.20	1	Celling fan	PO No. 67147 Ready with supplier

.No. of gate passes issued this week:	01	From No.		To No.	1953
Delivery van site visit on:	Tow days in this week i.e. On 11.05.2020 and 15.05.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	14946		To No.	14951
Items not ordered but received:	NIL				
Items sent to HO /vendor that are pending for repair: NIL					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	16.05.2020	16-05-2020	

APPROVED BY
A. SURESH
PM

16 MAY 2020

Certified by:
S. Sharvani
Asst. Engineer
VILLA ORCHIDS LLP

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

MODI Properties

Stock List - Till Date : 16-05-2020

Company : Villa Orchids LLP

Location : Villa Orchids

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

APPROVED BY
16 MAY 2020
A. SURESH
PROJECT MANAGER

Certified by:
S. Sharvani
Asst. Engineer
VILLA ORCHIDS LLP

15-05-2020 15:20:34