

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

Company:	Villa Orchids LLP	Date:	23.05.2020
Site:	Villa Orchids	Prepared by:	S.SHARVANI
Report From / To	17.05.2020 to 23.05.2020	Approved by:	A.SURESH
Report Date	23.05.2020		
List of requisitions numbers missing in the report*:63317,63319&63320			
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
63325	19.05.2020	1	Electrical
Reason for not preparing PO/WO#			
Sent to MD's approval			
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
63289	02.05.20	1-4	Masks
63302	05.05.20	2	Al windows
63303	05.05.20	1-4	Al windows
63305	11.05.20	1-6	MS grills
63308	12.05.20	2,3,5,6&7	Nitco tiles
63309	11.05.20	1	Contry series
63310	12.05.20	1-2	MS ladder
63313	13.05.20	1-2	Black granite
63314	13.05.20	1-2	Tiles grout
63315	14.05.20	1	Masks
63321	19.05.20	1	Conceled tank
63322	19.05.20	1	Syntex tank
63323	19.05.20	1	CPVC pipe
Details of discussion with supplier ^s			
PO No. 66984 Ready with supplier			
PO No. 67234 Ready with supplier			
PO No. 67236 Ready with supplier			
PO No. 67060 Ready with supplier			
PO No.67112 Ready with supplier			
PO No.67274 Ready with supplier			
PO No. 67104 Ready with supplier			
PO No. 67251 Ready with supplier			
PO No. 67143 Ready with supplier			
PO No.67137 Ready with supplier			
PO No.67311 Ready with supplier			
PO No.67295 Ready with supplier			
PO No.67290 Ready with supplier			
No. of gate passes issued this week:		0	From No.
Delivery van site visit on:		3 days in week i.e.18.05.2020,20.05.2020,23.05.2020	To No.
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			
Yes			
DC register Sl. No. during the week	From No.	14952	To No.
			14963
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	23-05-2020	23-05-2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkomar@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 MD's approval/input, 8. \$ Suggested remarks - Ready 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 : 23-05-2020

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

APPROVED BY
23 MAY 2020
A. SURESH
PROJECT MANAGER

Certified by:
S. Suresh
As
VILLA ORCHIDS LLP

23-05-2020 09:32:10