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

Company:	Villa Orchids LLP	Date:	27.06.20
Site:	Villa Orchids	Prepared by:	S.SHARVANI
Report From / to	21.06.20 to 27.06.20	Approved by:	A.SURESH
Report Date	27.06.20		

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#
63384	23.06.20	1	Carpet grass	Req is not en tried in database
63385	23.06.20	1-4	Tanbrown granite	Req is not en tried in database
63386	23.06.20	1-2	Black granite	Req is not en tried in database
63389	23.06.20	1-2	Gate lights	Req is not en tried in database
63392	23.06.20	1-13	Electrical items	Req is not en tried in database

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$
63303	05.05.20	1-2	Al windows	PO No. 67236 Ready with supplier
63305	11.05.20	4	MS grills	PO No. 67060 Ready with supplier
63309	11.05.20	1	Country series	PO No.67274 Ready with supplier
63314	13.05.20	1-2	Tiles grout	PO No. 67143 Ready with supplier
63315	14.05.20	1	Masks	PO No.67137 Ready with supplier
63322	19.05.20	1	Syntax tank	PO No.67295 Ready with supplier
63323	19.05.20	1	CPVC pipe	PO No.67290 Ready with supplier
63325	19.05.20	5,6&12	Electrical	PO No.67289 Ready with supplier
63326	21.05.20	2&3	Tan brown granite	PO No.67385 Ready with supplier
63333	23.05.20	1	Lupum bags	PO No.67430 Ready with supplier
63334	23.05.20	1-18	Electrical	PO No.67502Ready with supplier
63335	23.05.20	1-3	Main door beedings	PO No.67531 Ready with supplier
63342	26.05.20	1-33	Pvc material	PO No.67588 supplier is arranging material
63349	28.05.20	1,2,3,5,7,6	Bathroom tiles	PO No.67590 Ready with supplier
63350	28.05.20	2	Contry series tiles	PO No.67591 Ready with supplier
63357	04.06.20	1-2	Armor cable	PO No.67743 Ready with supplier
63359	08.06.20	1	Video door phones	PO No.67825 Ready with supplier
63365	10.06.20	9-18	Electrical items	PO No.67903Ready with supplier
63367	11.06.20	1	Pvc material	PO No.67919 Ready with supplier
63370	13.06.20	1	Plumbing material	PO No.68245 Ready with supplier
63371	13.06.20	1-7	Doors	PO No.67969 Ready with supplier
63372	13.06.20	1-3	Door beeding	PO No.67981 Ready with supplier
63374	15.06.20	1-6	Al. Windows	PO No.68266 Ready with supplier
63375	15.06.20	1	Conseald tank	PO No.68236 Ready with supplier
63377	18.06.20	1	Armor cable	PO No.68248 Ready with supplier
63379	18.06.20	1-2	Rain coats	PO No.68246 Ready with supplier
63387	23.06.20	1	Curing pipe	PO No.68229 Ready with supplier
63390	23.06.20	1-2	Curtting blades	PO No.68251Ready with supplier

.No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	Visited on dates 26.06.20,2406.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	15050		To No.	15080

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	APPROVED BY	Certified by:	
Date	27.06.20	27.06.20	

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

Reply to remarks on requisition by site report.					
Prepared by:		MINISH			
Report from/to		14.06.2020 To 20.06.2020		Date	
Report Date		13.06.2020		Remarks by Shiva Krishna	
Site:		VOCLLP			
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisitions					
63303	05.05.2020	Al Windows	collect from SSLLP		
63305	11.05.2020	MS Grills	collect from SSLLP		
63308	12.05.2020	Nitco Tiles	collect from MPL		
63309	11.05.2020	Country Tiles	collect from MPL		
63313	13.05.2020	Black Granite	Collect from SOV LLP		
63314	13.05.2020	Tiles Grout	Collect from SSLLP		
63315	14.05.2020	Masks	Collect from SSLLP		
63322	19.05.2020	Syntex tank	Collect from SSLLP		
63323	19.05.2020	CPVC Pipes	Collect from SSLLP		
63325	19.05.2020	Electrical Items	Collect from SSLLP		
63326	21.05.2020	Tan brown granite	Collect from SOV LLP		
63333	23.05.2020	Lupum bags	Collect from SSLLP		
63334	23.05.2020	Electrical Items	Collect from SSLLP		
63335	23.05.2020	Main door beeding	Collect from SSLLP		
63342	26.05.2020	Pvc material	Collect from SSLLP		
63349	28.05.2020	Bathroom Tiles	Collect from SOV LLP		
63350	28.05.2020	Country Tiles	Collect from SOV LLP		
63357	04.06.2020	Armour Cable	Collect from SSLLP		
63359	08.06.2020	Video door phones	Collect from SSLLP		
63363	10.06.2020	Electrical items	Collect from SSLLP		
63367	11.06.2020	PVC Material	Collect from SSLLP		
63371	13.06.2020	Doors	Collect from SSLLP		
63372	13.06.2020	Door Beeding	Collect from SSLLP		

APPROVED BY
27 JUN 2020
A. SURESH
PROJECT MANAGER

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

MODI Properties

Stock List – Till Date : 27-06-2020
Company : Villa Orchids LLP
Location : Villa Orchids

Category / Item Name	Balance Qty	Rate	Balance Value
Carpentry - doors	26		34,008
Carpentry - hardware	107		21,703
Carpentry - wood	1,140		17,100
Consumables	88		2,388
Electrical - conducting	1,028		22,504
Electrical - other	325		45,333
Electrical - wires	1,558		38,924
Plumbing - CP	37		2,068
Plumbing - CPVC	542		21,429
Plumbing - other	5		6
Plumbing - PVC	743		267,402
Plumbing - sanitary	101		106,775
Stationery - other	115		4,106
Tiles	30		11,910
Tools	2		20
		Total Stock Value...	595,675

APPROVED BY
27 JUN 2020
A. SURESH
PROJECT MANAGER

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

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