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

Company:	Villa Orchids LLP	Date:	30.05.2020
Site:	Villa Orchids	Prepared by:	S.SHARVANI
Report From / To	24.05.20 to 30.05.20	Approved by:	A.SURESH
Report Date	30.05.2020		

List of requisitions numbers missing in the report*:63317

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#

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$
63302	05.05.20	2	Al windows	PO No. 67234 Ready 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
63308	12.05.20	2,3,5,6&7	Nitco tiles	PO No.67112 Ready with supplier
63309	11.05.20	1	Country series	PO No.67274 Ready with supplier
63313	13.05.20	1-2	Black granite	PO No. 67251 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
63320	18.05.20	1-8	Doors	PO No.67592 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	1-12	Electrical	PO No.67289 Ready with supplier
63326	21.05.20	1-4	Tan brown granite	PO No.67385 Ready with supplier
63330	22.05.20	1-8	stationery	PO No.67551 Ready with supplier
63331	22.05.20	1-10	Consumables	PO No.67206 Ready with supplier
63332	22.05.20	1-6	Consumables	PO No.67567 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
63337	23.05.20	1	Wall care putty	PO No.67540Ready with supplier
63338	23.05.20	1-17	Plumbing	PO No.67589 Ready with supplier

.No. of gate passes issued this week:	01	From No.	1954	To No.	
Delivery van site visit on:	One day in this week i.e.28.05.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	14964		To No.	14983
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 A.SURESH PROJECT MANAGER	Certified by: S. Sharvani Asst. Engineer VILLA ORCHIDS LLP	
Date	30.05.2020 30 MAY 2020	30-05-2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Sunday. 3. Admin officers 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, MODI Properties

Stock List - Till Date : 30-05-2020
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
30 MAY 2020
A. SURESH
PROJECT MANAGER

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

30-05-2020 12:50:48