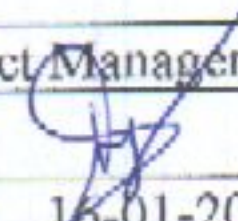
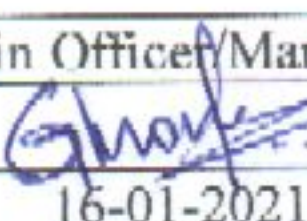


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas I.I.P	Date:	16-01-2021			
Site:	Silver Oak Villas	Prepared by:	G.Mona			
Report From / To	08-01-201 to 16-01-2021 (Mon - Fri)	Approved by:	K. Purshotham			
Report Date	16-01-2021					
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*		
155998	17-09-2020	1	LED TV			
156143	10-11-2020	1	Badminton Court Poles			
156264	26-12-2020	1	Yoga Mats			
156265	26-12-2020	2-4	Gym Equipment			
156267	26-12-2020	1	Cafeteria Tables			
156285	30-12-2020	1-18	MS Elbow			
156287	02-01-2021	1	MI Cameras			
156300	06-01-2021	1	Sim based TP link Router			
156307	08-01-2021	1	Anchor Fastners			
156312	09-01-2021	1	Single Phase Starter			
156317	11-01-2021	1	Hanging light for ceiling with bulb			
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		
156035	29.09.2020	1 to 5	Play equipments pending	Supplier Delivery after payment		
156265	26-12-2020	1-4	Multi GYM Equipment	Supplier Delivery by Thursday		
156269	26-12-2020	1-2	Kerbee Sheets	Supplier Delivery by Monday		
156277	28-12-2020	1	Mirrors 15 Nos pending	Supplier delivery by Tuesday		
156279	29-12-2020	1-5	TT Bats & Shuttles pending	Supplier delivery by Thursday		
156283	30-12-200	1-7	Sanitary Material pending	Supplier delivery by Monday		
156291	05-01-2021	1-36	PVC Material	Supplier delivery by Monday		
156292	05-01-2021	1,25	CPVC 1 1/2" Pipe & Brass Ball Cock	Supplier delivery by Monday		
156302	07-01-2021	1	SS Sink 04 Nos Pending	Present no stock at SSLLP Supplier delivery by Monday		
156303	07-01-2021	1-15	Carpentry material Pending	Supplier delivery by Saturday		
156305	08-01-2021	1-11	PVC Material Pending	Supplier delivery by Monday		
156309	09-01-2021	1-17	CP Material Pending	Supplier Delivery by Tuesday		
156310	09-01-2021	1-7	Sanitary material pending	Supplier Delivery by Tuesday		
156313	09-01-2021	1	EWC Seat cover 03 Nos Pending	Supplier Delivery by Wednesday		
156314	09-01-2021	1-17	CP Material Pending	Supplier Delivery by Tuesday		
156315	09-01-2021	1-7	Sanitary material pending	Supplier delivery by Thursday		
156317	11-01-2021	2,3	LED Lights pending	Supplier Delivery by Today		
No. of gate passes issued this week:		03	From No.	3051	To No.	3053
Delivery van site visit on:		08-01-2021(SOV), 11-01-2021(SOV), 13-01-2021(SOV)				
In 16. ward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No		
Items not ordered but received:				Nil		
DC register Sl. No. during the week		From No.	136739	To No.	13762	

Items sent to HO /vendor that are pending for repair:			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	16-01-2021	16-01-2021	

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 DC s / 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 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!