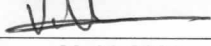
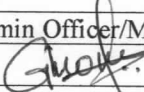


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	23-01-2021			
Site:	Silver Oak Villas	Prepared by:	G.Mona			
Report From / To	15-01-201 to 23-01-2021 (Fri - Sat)	Approved by:	K. Purshotham			
Report Date	23-01-2021					
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#		
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			
156287	02-01-2021	1	MI Cameras			
156300	06-01-2021	1	Sim based TP link Router			
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		
155998	17-09-2020	1	LED TV	Supplier Delivery after payment		
156035	29.09.2020	1 to 5	Play equipments pending	Supplier Delivery after payment		
156265	26-12-2020	1	Multi GYM Equipment	Supplier Delivery by Thursday		
156277	28-12-2020	1	Mirrors 15 Nos pending	Supplier delivery by Friday		
156279	29-12-2020	1-5	TT Bats & Shuttles pending	Supplier delivery by Thursday		
156289	04-01-2021	1	Biometric device pending	Delivery by Wednesday		
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 SLLP Supplier delivery by Friday		
156303	07-01-2021	1-15	Carpentary material Pending	Supplier delivery by Monday		
156305	08-01-2021	1-11	PVC Material Pending	Supplier delivery by Thursday		
156307	08-01-2021	1	Anchor Fastners	Supplier delivery by evening		
156312	09-01-2021	1	Single Phase Starter	Supplier delivery by evening		
156313	09-01-2021	1	EWC Seat cover 03 Nos Pending	Supplier Delivery by Thursday		
156317	11-01-2021	3	Ceiling Surface Lights pending	Supplier Delivery by Friday		
156320	14-01-2021	1-8	Panel doors pending	Supplier delivery by Monday		
156321	21-01-2021	4,9	General material pending	Supplier delivery by Monday		
156322	18-01-2021	1-9	General Material pending	Supplier delivery by Monday		
156323	18-01-2021	1-13	Statinary material pending	Supplier delivery by Monday		
156325	18-01-2021	1-30	PVC material pending	Supplier delivery by Friday		
156326	18-01-2021	1-31	CPVC Material pending	Supplier delivery by Friday		
156327	19-01-2021	1-2	Fire safety material pending	Supplier delivery by next week		
156328	19-01-2021	1,6,3,5	Carpentary material pending	Supplier delivery by Monday		
No. of gate passes issued this week:		04	From No.	3054	To No.	3057
Delivery van site visit on:		18-01-2021 (SOV), 19-01-2021 (SOV), 20-01-2021 (SOV), 21-01-2021 (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.	136763	To No. 13778
Items sent to HO / vendor that are pending for repair:			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	23-01-2021	23-01-2021	

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!