

Prepared by:		T.D. Murthy			
Report Date		29/01/2021			
Site		SOV LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
156143	10-11-2020	Badminton court polls	Fabricate at site only		
156264	26-12-2020	Yoga mat	Next week delivery		
156265	26-12-2020	Multi gym equipment	Next week delivery		
156267	26-12-2020	Cafeteria tables	Estimate with M.D.		
156287	02-01-2021	MI Cameras	Online purchase		
156300	06-01-2021	Sim based TP link router	Online purchase		
156317	11-01-2021	Hanging light for ceiling with bulb	Delivered		
List of requisitions Where PO/WO is prepared and items have not received at site					
155998	17-09-2020	Led tv	Delivered		
156035	29-09-2020	Kids play items	Re-estimate to MD for approval		
156265	26-12-2020	Multi gym equipment	Next week delivery		
156277	28-12-2020	Mirrors	Monday delivery		
156279	29-12-2020	TT Bat & Shuttles	Next week delivery		
156289	04-01-2021	Biometric device pending	Internal transfer from H.O.		

T.D. Murthy
29/1/21.

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:

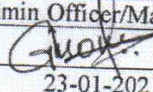
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO*
156143	10-11-2020	1	Badminton Court Poles	
156264	26-12-2020	1	Yoga Mats	
156265	26-12-2020	2-4	Gym Equipment	
156267	26-12-2020	1	Cafeteria Tables	
156287	02-01-2021	1	MI Cameras	Est with M.D.
156300	06-01-2021	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
156303	07-01-2021	1-15	Carpentary material Pending	Supplier delivery by Friday
156305	08-01-2021	1-11	PVC Material Pending	Supplier delivery by Monday
156307	08-01-2021	1	Anchor Fastners	Supplier delivery by Thursday
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 rajikumarn@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!