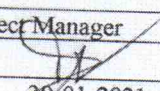
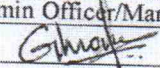


Prepared by:	T.D. Murthy				
Report Date	4/2/2021				
Site	Silver Oak Villas LLP				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - 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		
156287	02-01-2021	MI Cameras	Online purchase		
156300	06-01-2021	Sim based TP link router	Online purchase		
156331	22-01-2021	Main door mats	PO to be issue		
156334	22-01-2021	Window curtains	Online purchase		
156338	25-01-2021	Fire Safety material	Delivered		
156339	25-01-2021	Pad locks	PO issued - 74357		
156340	25-01-2021	Laptop charger & Executive bags	PO to be issue		
List of requisitions Where PO/WO is prepared and items have not received at site					
156035	29-09-2020	Play Equipments	Re-estimate to MD for approval		
156277	28-12-2020	Mirrors	Delivered		
156279	29-12-2020	TT Bat & Shuttles	Next week delivery		
156292	07-01-2021	CPVC 1 1/2" Pipe & Brass ball cock	Next week delivery		
156312	09-01-2021	Single phase starter	Saturday delivery		
156313	09-01-2021	EWC Seat cover 03nos	Supplier arranging for material		

T.D. Murthy
4/2/21.

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

Company:	Silver oak villas LLP	Date:	30-01-2021			
Site:	Silver Oak Villas	Prepared by:	G.Mona			
Report From / To	22-01-201 to 30-01-2021 (Fri - Sat)	Approved by:	K. Purshotham			
Report Date	30-01-2021					
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			
156287	02-01-2021	1	MI Cameras	Received only SD cards, but cameras not received		
156300	06-01-2021	1	Sim based TP link Router			
156331	22-01-2021	1-10	Main door mats			
156334	22-01-2021	1-5	Window Curtains			
156338	25-01-2021	1-18	Fire Safety Material			
156339	25-01-2021	1	Pad locks			
156340	25-01-2021	1	Laptop Charger & Executive Bags			
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	Material ready with supplier, but delivery will be done after payment		
156277	28-12-2020	1	Mirrors 15 Nos pending	Material at SLLP		
156279	29-12-2020	1-5	TT Bats & Shuttles pending	Supplier will deliver by Thursday		
156292	05-01-2021	1,25	CPVC 1 1/2" Pipe & Brass Ball Cock	Material at SLLP		
156312	09-01-2021	1	Single Phase Starter	Supplier will deliver by Friday		
156313	09-01-2021	1	EWC Seat cover 03 Nos Pending	Material ready with supplier, delivery will be done by Tuesday		
156317	11-01-2021	3	Ceiling Surface Lights and hanging lights pending	Material ready with Supplier, Deliver will be done by evening		
156320	14-01-2021	1-8	Panel doors pending	Material at SLLP		
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	Material at SLLP		
156341	27-01-2021	1	Concealed Flush tanks	Material will be delivered by Tuesday		
156342	27-01-2021	1-28	Electrical material pending	Material at SLLP		
No. of gate passes issued this week:		07	From No.	3058	To No.	3064
Delivery van site visit on:		25-01-2021(SOV), 27-01-2021(SOV), 28-01-2021(SOV), 29-01-2021(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.	13779	To No.	13806	

Items sent to HO /vendor that are pending for repair:			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	30-01-2021	30-01-2021	

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!