

Prepared by:		T.D. Murthy			
Report Date		5/3/2021			
Site		Silver Oak Villas 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?
156331	22-01-2021	Main door mats	Online purchase		
156333	21-01-2021	SS Name plates	Hold by M.D.		
156334	22-01-2021	Window curtains	Online purchase		
156340	25-01-2021	Laptop charger & Executive bags	Follow up with Sunil - Sys. Admin.		
156361	02-02-2021	Thermo Flask & Coffee cups	Online purchase		
156371	06-02-2021	Badminton Court Net	Delivered		
156376	12-02-2021	IHP & 2HP Starters	PO issued no. 75345		
156379	15-02-2021	Blowers	Delivered		
List of requisitions Where PO/WO is prepared and items have not received at site					
156035	29-09-2020	Play Equipments	Supplier arranging for material		
156289	04-01-2021	Biometric Device	Delivered		
156343	27-01-2021	Door Closer	Delivered		
156345	27-01-2021	Weighing machine & Sailine stand	Local purchase by Selva Kumar		
156348	28-01-2021	CTPT Cover with UV Stabilizer	Online purchase		
156369	04-02-2021	MI Cameras	Delivered		
156375	12-02-2021	PVC Coated GI wire	Material ready with supplier		
156386	20-02-2021	Sanitary material	Delivered		
156387	20-02-2021	CP Material	Delivered		
156389	20-02-2021	WPC Panel doors	Delivered		
156390	22-02-2021	16amps Socket, DB Box	Next week delivery		

T.D. Murthy
5/3/21.

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

Company:	Silver oak villas LLP	Date:	27-02-2021
Site:	Silver Oak Villas	Prepared by:	G Mona
Report From / To	19-02-21 to 27-02-2021 (Fri - Sat)	Approved by:	K. Purshotham
Report Date	27-02-2021		

List of requisitions numbers missing in the report:

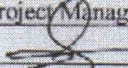
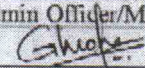
List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO*
156331	22-01-2021	1-3, 5-8	Main door mats	
156333	21-01-2021	1	SS name plate	
156334	22-01-2021	1-5	Window Curtains	
156340	25-01-2021	1	Laptop Charger & Executive Bags	
156361	02-02-2021	2-3	Thermo Flask & Coffee cups	
156371	06-02-2021	1	Badminton court net (Urgent)	
156376	12-02-2021	1,2	1HP & 2HP Starters	
156379	15-02-2021	1	Blowers	

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.
156289	04-01-2021	1	Biometric Device	Device is not ready with supplier
156343	27-01-2021	1	Door closures	Material ready with supplier, delivery will be done by Tuesday
156345	27-01-2021	1	Weighing machine & sailine stand	Material ready with Supplier, delivery will be done by Friday
156348	28-01-2021	1	CTPT cover with UV Stabilise	Material ready with supplier, delivery will be done by Tuesday
156369	04-02-2021	1	MI Cameras	Present no Stock with supplier
156375	12-02-2021	1	PVC Coated GI wire	Material ready with supplier, delivery will be done by Tuesday
156386	20-02-2021	1-6	Sanitary Material	Material ready with supplier, delivery will be done by Monday
156387	20-02-2021	1-17	CP Material	Material ready with supplier, delivery will be done by Monday
156389	20-02-2021	1-3	WPC Panel Doors	Material ready with supplier, delivery will be done by Thursday
156390	22-02-2021	1,2,7	16 Amps Socket, DB Borad pending	Material ready with supplier, delivery will be done by Monday

No. of gate passes issued this week:	03	From No.	3075	To No.	3077
Delivery van site visit on:	20-02-2021, 23-02-2021				
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.	13873	To No.	13883	
Items sent to HO / vendor that are pending for repair:					

Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	27-02-2021	27-02-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and mikumar@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!