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

Company:	Silver oak villas LLP	Date:	27-03-2021
Site:	Silver Oak Villas ph-III	Prepared by:	B.Meenakshi
Report From / To	19-03-21 to27-03-21(fri to sat)	Approved by:	K Purshotham
Report Date	27-03-2021		

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#
183554	24-03-2021	1 and 2	18and 6mm Ply Wood sheets	

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$
183530	17-02-2021	1	Drill bits 5mm 6 Nos	Stock not available At supplier
183559	24-03-2021	1	3/4" CPVC pipe 40 nos pending	Stock available at SSLLP delivery by Monday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:	23.03.21,26.03.21,27.03.21				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No
Items not ordered but received:					
Other corrections & remarks:					

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	-	-		
2.	10mm	.617	7.404	-	-		
3.	12mm	.89	10.68	-	-		
4.	16mm	1.58	18.96	-	-		
5.	20mm	2.47	29.64	-	-		
6.	25mm	3.86	46.32	-	-		
7.	32mm	6.32	75.84	-	-		
8.	Binding wire	-		Nill	Nill	Nill	
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	420	PPC/PSC last weeks stock	482

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	27-03-2021	27-03-2021	

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 ompleting 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 DCs / 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 MDs 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!

Reg: Bills received from SSLLP Worth 27,95,601/-

From: meenakshi . (meenakshi@modiproperties.com)

To: sohammodi@modiproperties.com; purchase@modiproperties.com; minish@modiproperties.com

Cc: praveen@modiproperties.com; report-audit@modiproperties.com; purshotham@modiproperties.com; sov-const@modiproperties.com

Date: Friday, February 12, 2021, 06:14 PM GMT+5:30

To,
Soham Sir.

We have received Steel DC's and invoice copies of TMT Steel worth 8,66,415/- &1,92,9186/-

Dc and Invoice no:13390 &15705 (Po no :74300)-Amt:1,92,9186/-
Dc and Invoice no:13548 &15886 (Po no :74675)-Amt: 8,66,415/-

At site we don't have the physical quantity as per received Dc's, How can we Adjust in stock.

Please advice.

Regards,
Meenakshi,
Sov.