Prepared by:		T.D. Murthy			
Report Date		16-04-2021			
Site		Silver Oak Villas - III			
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?
-	-	-	-	-	-
List of requisitions Where PO/WO is prepared and items have not received at site					
183547	09-03-2021	MS Flat patti - 5 lengths	Delivered		
183563	30-03-2021	WPC Door frames	Partly delivered, Balance on Monday		
183564	01-04-2021	CPVC Material	Partly delivered, Balance on Monday		
183570	06-04-2021	PVC Material	Delivered		
183571	07-04-2021	WPC Door frames	Delivered		

T.D. Murthy
16/4/21.

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

Company:	Silver oak villas LLP	Date:	10-04-2021
Site:	Silver Oak Villas ph-III	Prepared by:	B.Meenakshi
Report From / To	02-04-21 to 10-04-21(fri to sat)	Approved by:	K Purshotham
Report Date	10-04-2021		

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#

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

D –

Req No.	Req Date	Serial no of item in Req	Item Description	Details of discussion with supplier$
183547	09-03-2021	1	MS flat Patti 5 Lengths	Stock Available at Supplier delivery by Tuesday.
183563	30-03-2021	1 to 5	WPC door frames	Stock available at SSLLP material delivery by Monday
183564	01-04-2021	7,15,16	CPVC material pending	Stock available at SSLLP material delivery by Monday
183570	06-04-2021	1-30	PVC Material	Stock available at SSLLP, material delivery by Monday.
183571	07-04-2021	1-2	WPC Door Frames	Stock available at SSLLP, material delivery by Wednesday.

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:	03-04-2021,07-04-2021,08-04-2021,09-04-2021				
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	310	PPC/PSC last weeks stock	392

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	10-04-2021	10-04-2021	

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