

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

Company:	Silver oak villas LLP	Date:	17-04-2021
Site:	Silver Oak Villas	Prepared by:	P.Aishwarya
Report From / To	09-04-2021 to 17-04-2021(Fri to Sat)	Approved by:	K.Purshotham
Report Date	17-04-2021		

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		Item Description	Reason for not preparing PO/WO*
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	
156394	22-02-2021	7	Broom Holders	

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 ^s
156345	27-01-2021	1-3	Weighing machine& saline stand	Material ready with supplier, will be delivered by Wednesday
156424	26-03-2021	7	Araldite 03 Nos pending	No stock at SLLP
156429	05-04-2021	1-2	Mattress & Pillow	Material ready with supplier, will be delivered by Monday
156431	08-04-2021	2-3	100 w&5wLED Lights	Material ready with supplier, will be delivered by Monday
156435	09-04-2021	1 to 10	CP Material pending	No stock at SLLP

No. of gate passes issued this week: 2/ 5 From No. 3096 To No. 3097

Delivery van site visit on: 10-04-2021, 12-04-2021, 14-04-2021, 16-04-2021

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			-		

OPC stock	OPC last weeks stock	PPC/PSC stock	0	PPC/PSC last weeks stock	0
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Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>[Signature]</i>	<i>[Signature]</i>	
Date	17-04-2021	17-04-2021	

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