

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

Company:	Silver Oak Villas part-III	Date:	19-06-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	11-06-21 to 19-06-21(fri to sat)	Approved by:	K Purshotham
Report Date	19-06-2021		

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:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
183563	30-03-2021	1 to 5	WPC door frames 7'X3'	Stock Not available at SSLLP.

No. of gate passes issued this week:

Nil / 5 From No. Nil To No. Nil

Delivery van site visit on: 1

13.06.21, 15.06.21, 16.06.21, 17.06.21

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 K
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	Nil	OPC last weeks stock	Nil	Nil	Nil	Nil
				PPC/PSC stock	303	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		19-06-2021		19-06-2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com, rajikumarn@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 at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/instructions, For material received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send 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!

Prepared by:	T.D. Murthy			
Report Date	25-06-2021			
Site	Modi Housing PVT LTD			
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?
185001	23-04-2021	Binding Wire	PO issued	
185007	01-06-2021	Sim based landline Telephone	Online purchase	
185011	07-06-2021	Wifi sim based router and MI Camera	Online purchase	
List of requisitions Where PO/WO is prepared and items have not received at site				
185008	02-06-2021	GI Sheets	Delivered	
185009	03-06-2021	Truck wheel with double baring	Monday delivery	
185017	12-06-2021	Hume Pipes	Delivered	
185018	14-06-2021	Tandoor stone	Monday delivery	
185016	12-06-2021	PVC Material	Delivered	
185015	08-06-2021	Plastic box	Delivered	

T.D. Murthy
25/6/21.

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Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	11-06-21 to 19-06-21(fri to sat)	Approved by:	K Purshotham
Report Date	19-06-2021		

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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#
185001	23.04.21	1	Binding wire	
185007	01.06.21	1	Sim based Landline Telephone	
185011	07-06-21	1	Wifi sim Based router&MI camera	

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
185008	02-06-2021	1	GI Sheet 30 nos pending	Material Ready with supplier ,Delivery by Today evening
185009	03-06-2021	1	Truck Wheel With Double Bearing	Material Ready with supplier ,Delivery by Monday
185017	12-06-2021	1	Hume Pipes	Material Ready with supplier ,Delivery by Tuesday
185018	14-06-2021	1	Thandoor Stone	Material Ready with supplier ,Delivery by Monday
185016	12-06-2021	1-18	PVC material	Material Ready with supplier ,Delivery by next week
185015	08-06-2021	1	Plastic box	Material Ready with supplier ,Delivery by Monday

No. of gate passes issued this week:	Nil / 5	From No.	Nil	To No.	Nil
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Delivery van site visit on: 1

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	450	-	2025
2.	10mm	.617	7.404	420	-	3150
3.	12mm	.89	10.68	105	-	1120
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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	19-06-2021			19-06-2021		

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