

Prepared by:	T.D. Murthy				
Report Date	23-07-2021				
Site	Silver Oak Villas - III				
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?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site					
183604	06-07-2021	Main door frames - WPC	Delivered		

T.D. Murthy  
23/07/21

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

Company:	Silver Oak Villas part-III	Date:	17-07-2021				
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi				
Report From / To	09-07-21 to 17-07-21(fri to sat)	Approved by:	K Purshotham				
Report Date	17-07-2021						
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 <sup>s</sup>			
183604	06-07-21	1	Main door Frames Wpc	Material Ready at SSSLP delivery by monday →			
No. of gate passes issued this week:		Nil / 5	From No.	Nil	To No.	Nil	
Delivery van site visit on: 1		12.07.21,14.07.21,15.07.21,16.17.21,17.07.21					
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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	0	PPC/PSC last weeks stock	0
Details	Project Manager		Admin Officer/Manager		Admin Audit		
Sign							
Date	17-07-2021		17-07-2021				

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajkumarn@modiproperties.com](mailto:rajkumarn@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!

Prepared by:	T.D. Murthy				
Report Date	23-07-2021				
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?
185007	01-06-2021	Sim based landline Telephone	Delivered		
185011	07-06-2021	MI Camera	Delivered		
List of requisitions Where PO/WO is prepared and items have not received at site					
185014	08-06-2021	Curb stone	Next week delivery		
185026	09-07-2021	Hume pipes - Balance	Next week delivery		

*T.D. Murthy*  
 23/7/21.

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

Company:	MHPLSOV	Date:	17-07-2021			
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi			
Report From / To	09-07-21 to 17-07-21(fri to sat)	Approved by:	K Purshotham			
Report Date	17-07-2021					
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 <sup>†</sup>		
185007	01.06.21	1	Sim based Landline Telephone			
185011	07-06-21	1	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 <sup>‡</sup>		
185014	08--07-21	1	Curb stone	Holding for a while site not ready		
185026	09-07-21	1	Hume Pipes 130 nos	Material Ready at Supplier delivery by monday		
No. of gate passes issued this week:						
Delivery van site visit on: 1		Nil / 5	From No.	Nil To No. Nil		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				12.07.21,14.07.21,15.07.21,16.17.21,17.07.21		
Items not ordered but received:				Yes / No		
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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock Nil
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign				Meenakshi		
Date		17-07-2021		17-07-2021		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajikumarn@modiproperties.com](mailto: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 & 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!