

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

Company:	Silver Oak Villas LLP	Date:	24-07-2021
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	16-07-21 to 24-07-21(fri to sat)	Approved by:	K Purshotham
Report Date	24-07-2021		

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#
156478	21-06-2021	1	Telescopic pole	
156480	21-06-2021	1 to 5	Window curtains	
156508	14-07-2021	1 to 3	AMC for Equipments	
156515	15-07-2021	1	Laptop bags	
156519	16-07-2021	1	Laptop bags	
156524	19-07-2021	1	Laptop bags	

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
156487	25-06-2021	1 to 3	Weighing machine, medical bed, saline stand	Supplier delivery by Monday
156502	08-07-2021	1	Garbage box	Material delivery by thursady
156507	14-07-2021	1	SS sink with waste coupling	No stock at sslp

No. of gate passes issued this week:	9 / 9	From No.	3493/595 1	To No.	3500/5951
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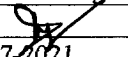
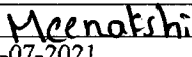
Delivery van site visit on: 17.07.21, 19.07.21, 22.07.21, 23.07.21

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	Nil	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	24-07-2021			24-07-2021		

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

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

Company:	Silver Oak Villas part-III	Date:	24-07-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	16-07-21 to 24-07-21(fri to sat)	Approved by:	K Purshotham
Report Date	24-07-2021		

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\$

No. of gate passes issued this week:	Nil / 5	From No.	Nil	To No.	Nil
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Delivery van site visit on: 17.07.21, 19.07.21, 22.07.21, 23.07.21

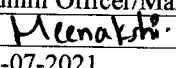
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No

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
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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	499	PPC/PSC last weeks stock 0

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	24-07-2021	24-07-2021	

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

Company:	MHPLSOV	Date:	24-07-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	16-07-21 to 24-07-21(fri to sat)	Approved by:	K Purshotham
Report Date	24-07-2021		
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
185011	07-06-21	1	MI camera
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
185014	08--07-21	1	Curb stone
185026	09-07-21	1	Hume Pipes 70 nos balance
Details of discussion with supplier\$		Holding for a while site not ready	
		Material Ready at Supplier delivery by monday	
No. of gate passes issued this week:		Nil / 5	From No. Nill To No. Nill
Delivery van site visit on: 1		17.07.21, 19.07.21, 22.07.21, 23.07.21	
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
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5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire	-	Nil
Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
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
Sign			Meenakshi
Date		24-07-2021	24-07-2021
Admin Audit			

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