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

Company:	Si	lver Oak Villas LLP	r Oak Villas LLP			Date:			24-07-2021			
Site:		lver Oak Villas	· · · · · · · · · · · · · · · · · · ·			pared by:		B.Meenakshi				
Report From / To 16-07-21 to 24-07-21(fri			ri to sat)				K Purshotham					
Report Date												
List of requi	sitions numbe	ers missing in the rep	ort*:									
List of requi	sitions where	PO/WO not prepared	d 3 working	days	after requis	ition:						
Req No. Req Date					ription		Reason	for no	t preparing Po	O/WO <sup>#</sup>		
156478	21-06-2	021 1	Telescop	Telescopic pole						· · · · · · · · · · · · · · · · · · ·		
156480	21-06-2	021 1 to 5	Window									
156508	14-07-20	21 1 to 3	AMC for	AMC for Equipments								
156515	15-07-20	21 1	Laptop b	ags								
156519	16-07-20	21 1 .	Laptop b	ags								
156524	19-07-20	21 1	Laptop bags									
List of requis	sitions where	PO/WO is prepared	and items hav	ve no	t been recei	ved at	site beyond	the le	ad time:	<del></del>		
Req No.	Req Da		l l			Details of o			discussion with supplier\$			
156487	25-06-20		machi	Weighing machine, medical bed, saline stand		Supp	Supplier delivery by Monday					
156502	08-07-20	)21 1		Garbage box		Material delivery by thursady						
156507	14-07-20	21 1	SS sink coupling	SS sink with waste		No stock at ssllp						
No. of gate passes issued this week:			9/9		rom No.	m No. 3493/		3/595 To No.		5. 3500/5951		
Delivery van	site visit on:	1			7.2122.07.2		7.21					
Inward repor	t (MRN/othe	r) & stock report ema	iled in pdf fo	ormat	to purchase	e?			Yes / No			
	lered but rece						- 1					
	tions & rema											
	el & cement		<del></del>									
Sl. No	Tor size	Wt per mtr kgs	Wt. for 12 rod – kgs	mtr	Stock at s	1	Stock at site in Kgs		Previous stock in Kgs			
1.	8mm	.395		4.74 -		-						
2.	10mm	.617	7.	7.404		1 -	-					
3.	12mm	.89	10	10.68		-	-					
4.	16mm	1.58	18	18.96			_					
5.	20mm	2.47	29.64		-		-					
6.	25mm	3.86	46.32		-	-	-					
7.	32mm	6.32		75.84		-						
8.	Binding wi					1	Nill		Nill			
OPC stock	Nill	OPC last weeks stock	Nill	Nill			Nill		PC/PSC last eeks stock	Nill		
Details			Project Manager			fficer/N	cer/Manager		dmin Audit			
Sign		Q.,/	110jour ividinger			nat						
Date		24-07-2021			24-07-202		<u>-                                    </u>					
	0.1	issing requisitions to Purch						<del></del>	1 : 0 1			

Note: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiva@modiproperties.com</u> and <u>rajkumarn@modiproperties.com</u> 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!

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

Company: Silv		ilver Oak Villas part	er Oak Villas part-III Da		ate:		24-07-2021				
Site: Silve		ilver Oak Villas part	er Oak Villas part-III		Prepared by:		B.Meenakshi				
Report From / To 16-0		6-07-21 to 24-07-21	77-21 to 24-07-21(fri to sat)		Approved by:		K Purshotham				
Report Date 24-0		4-07-2021					1x 1 dishonighi				
List of requi	isitions numb	ers missing in the re	port*:				<u> </u>				
List of requi	isitions where	PO/WO not prepare	d 3 working	days	after requisi	tion:					
Req No. Req Da		sate Serial no of item in Req	Item:	n Description		Reason for not preparing PO/WO#				PO/WO <sup>#</sup>	
List of requi	sitions where	PO/WO is prepared	and items ha	ve no	et been receiv	ved at	site be	yond th	e lead	time:	
Req No. Req Date		ate Serial no of item in Req		Item Desc		otion Details o		ails of d	of discussion with suppliers		
No. of gate p	Nil / 5		From No. Nill To 77.2122.07.21,23.07.21			To N	lo.	o. Nill			
Inward repor	t (MRN/othe	er) & stock report em	ailed in pdf f	ormat	to purchase	23.0	1.21		*	7 /37	
Items not ord	lered but rece	oived.	anca in par i	Ormai	to purchase	:			Y	es / No	
Other correct										· _ · · · · · · · · · · · · · · · · · ·	
Details of ste					-						
SI. No	Tor size	Wt per mtr	Wt. for 12	mtr i	Stock at sit	- 70				-	
	1010120	kgs	rod – kgs	11111	- no of rod				in Previous stock in Kgs		ock in Kgs
1.	8mm	.395		4.74	- 110 01 100		Kgs -				
2.	10mm	.617		404	_			<del></del>			
3.	12mm	.89		0.68	-	-			-		
4.	16mm	1.58		8.96	_	-   -					
5.	20mm	2.47		9.64	_						
6.	25mm	3.86		5.32	_	<del>-   -</del>			+		
7.	32mm	6.32		5.84	•	-					
8.	Binding win				Nill		ill		Nil	1	
OPC stock	Nill	OPC last	Nill		PPC/PSC		99	Т		SC last	0
		weeks stock			stock		-		weeks		
Details		Project Manage	Project Manager			Admin Officer/Manager			Admin Audit		
Sign		<b>Y</b>	<b>Y</b>			Menakoni.				- 100010	
Date		24-07/2021			24-07-2021						

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, ashaiya@modiproperties.com and rajkumarn@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.

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

Company:	PLSOV	Date:				24-07-2021					
Site:	Silv	er Oak Villas part-	Oak Villas part-III			Prepared by:		B.Meenakshi			
		07-21 to 24-07-21(1	ri to sat)	Approved by:			K Purshotham				
Report Date		07-2021									
		s missing in the rep									
List of requi	sitions where P	O/WO not prepare		days	after requis	ition:					
Req No.	Req Date		Item	Item Description		Reason for not preparing PO/WO#					
		item in Req									
185011 07-06-21			MI camera								
List of requi	sitions where P	O/WO is prepared		ve no	t been recei	ved at	site bey	ond the l	lead time:		
Req No. Req Date		Serial no of item in Req.	Item Desc		ription	Details of discussion with supp		upplier <sup>\$</sup>			
185014	0807-21	1 .	Curb stone			Holding for a while site not ready					
185026	09-07-21	1	Hume Pi	ipes 7			rial Ready at Supplier delivery by mono			y by monday	
No. of gate passes issued this v		is week:	Nil/5	F	rom No.	Ni	111	To No		Nill	
	site visit on:1							2.07.21,2		- 1442	
Inward report (MRN/other) & stock report emaile			ailed in pdf f	ormat					Yes / No		
	dered but receiv				<del></del>						
	tions & remark	<del> </del>					* ****				
	eel & cement st										
Sl. No	Tor size	Wt per mtr	Wt. for 12	mtr	Stock at s	ite Stock at site i		site in	n Previous stock in Kgs		
		kgs	rod – kgs		– no of ro	1	i i		- I TO TO STOOK III INGS		
1.	8mm	.395		4.74	-		-				
2.	10mm	.617	7	.404	-	_	_				
3.	12mm	.89	1	0.68	-	-	-				
4.	16mm	1.58	1	8.96	-	-					
5.	20mm	2.47	2	9.64	-	-	-				
6.	25mm	3.86	4	6.32	-	-	-				
7.	32mm	6.32	7	5.84	-	-					
8.	Binding wire	-		• • • • •	Nill	1	Vill	- ******	Nill		
OPC stock	Nill	OPC last	Nill		PPC/PSC		Nill		PC/PSC last	Nill	
			weeks stock		stock	Υ Δ (			weeks stock		
Details		Project Manage	Project Manager			Admin Officer/N		r A	Admin Audit		
Sign		04.07.0001	24.07.0001			Meenakyhi					
Date		24-07-2021	24-07-2021			24-07-2021					

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