Prepared by:		T.D. Murthy			
Report Date		30-08-2021			
Site		Silver Oak Villas - III			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	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					
183615	21-07-2021	PVC Saddles and Rigid Elbow 10 nos	Delivered		
183624	07-08-2021	Charger for Biometric machine	Delivered		
183626	12-08-2021	Plastic Blue sheets, insulation tapes & double plaster	This week delivery		

T.D. Murthy
30/8/21.

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

Company:	Silver Oak Villas part-III	Date:	21-08-21
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	06-08-21 to 14-08-21(fri to sat)	Approved by:	K Purshotham
Report Date	21-08-21		

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$
183615	21-07-21	01	PVC Saddle and Rigid Elbow 10 os pending	Stock not available at supplier
183624	07-08-21	01	Charger (biometric machine)	Stock not available at supplier
183626	12.08.21	01	Plastic blue sheets,insulation tapes,double plaster	Stock will be delivered by Monday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	13.08.21,16.08.21,18.08.21,19.08.21,20.08.21				
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	-		Nill	Nill	Nill

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Meenakshi	
Date	21-08-21	21-08-21	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, 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. 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		30-08-2021			
Site		Modi Housing PVT LTD			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
185011	07-06-2021	MI Camera	Online purchase		
185033	12-08-2021	RMC	Cancelled		
185034	16-08-2021	Eco drain material	PO issued no. 79867		
List of requisitions Where PO/WO is prepared and items have not received at site					
185014	08-06-2021	Curb stone	Follow up with the supplier		
185026	09-07-2021	Hume pipes - Balance 28nos	Partly delivered, balance in next week		
185031	10-08-2021	Hand Gloves and Gum Shoes	Delivered		
185032	10-08-2021	Steel	Delivered		

T.D. Murthy

30/8/21

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

Company:	MHPLSOV	Date:	21-08-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	06-08-21 to 14-08-21(fri to sat)	Approved by:	K Purshotham
Report Date	21-08-21		

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#
185011	07-06-21	1	MI camera 2 Nos	
185033	12-08-2021	1	RMC	
185034	16-08-2021	1	Eco drain material	

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$
185014	08--07-21	1	Curb stone	Holding for a while site not ready
185026	09-07-21	1	Hume Pipes 28nos balance	Material Ready at Supplier delivery by monday
185031	10-08-21	01	Hand gloves and gum shoes	Supplier delivery by Tuesday
185032	10-08-21	1	Steel	Supplier delivery by Tuesday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	13.08.21,16.08.21,18.08.21,19.08.21,20.08.21				
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	-		Nill	Nill	Nill

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	264	PPC/PSC last weeks stock	311

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	21-08-21	21-08-21	

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