

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

Company:	Silver Oak Villas part-III	Date:	11-09-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch. Pranavi
Report From / To	03-09-2021 to 11-09-2021(fri to sat)	Approved by:	K Purshotham
Report Date	11-09-2021		
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
183652	01-09-2021	01	Epson M20 printer.
183653	02-09-2021	01	Eco drain pipe 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
183629	16-08-2021	1 to 4	PVC pipes
183650	01-09-2021	1 to 6	Doors and hardware
183654	02-09-2021	01	PVC pipes
183655	02-09-2021	01	CPVC pipes
183659	08-09-2021	1 to 7	FRP round pipes
No. of gate passes issued this week:		Nil / 5	From No.
Delivery van site visit on:1		04-09-2021, 06-09-2021, 08-09-2021, 09-09-2021	To No.
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
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
OPC stock	Nil	OPC last weeks stock	Nil
Details	Project Manager		Admin Officer/Manager
Sign	Pranavi Ch.		Admin Audit
Date	11-09-2021		11-09-2021

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 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		18-09-2021			
Site		Modi Housing PVT LTD			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descsription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
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		
185036	21-08-2021	Hume pipe	Partly delivered and bal. next week		
185039	28-09-2021	Manhole covers	Delivered		
185042	01-09-2021	3 Core copper cable	Delivered		

T.D. Murthy
18/9/21.

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Company:	MHPLSOV	Date:	11-09-2021			
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi			
Report From / To	03-09-2021 to 11-09-2021(fri to sat)	Approved by:	K Purshotham			
Report Date	11-09-2021					
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\$		
185014	08--07-21	1	Curb stone	Holding for a while site not ready		
185036	21-08-2021	1	Hume pipes partly Received	Stock will be delivered by Monday		
185039	28-09-2021	1 to 3	Manhole covers	Stock will be delivered by Wednesday		
185042	01-09-2021	01	3 core copper cable	Stock will be delivered by Tuesday.		
No. of gate passes issued this week:		Nil / 5	From No.	Nil To No.	Nil	
Delivery van site visit on:1		04-09-2021, 06-09-2021, 08-09-2021, 09-09-2021				
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	138	PPC/PSC last weeks stock 264
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	11-09-2021		11-09-2021			

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