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

Company:	MHPLSOV	Date:	25-09-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	17-09-2021 to 25-09-2021(fri to sat)	Approved by:	K Purshotham
Report Date	25-09-2021		

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#
185047	22-09-2021	05	Steel	

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

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	18-09-2021, 21-09-2021, 23-09-2021				
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	-		Nill	Nill	Nill	
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	111	PPC/PSC last weeks stock	126

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi.Ch	
Date	25-09-2021	25-09-2021	

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 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:	Silver Oak Villas part-III	Date:	25-09-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch. Pranavi
Report From / To	17-09-2021 to 25-09-2021(fri to sat)	Approved by:	K Purshotham
Report Date	25-09-2021		

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#
183652	01-09-2021	01	Epson M20 printer.	
183660	08-09-2021	1-3	Plates	
183664	14-09-2021	01	Hold fasts	
183674	20-09-2021	02	Z angle Templates	
183675	20-09-2021	03	SS screws	

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$
183654	02-09-2021	01	PVC- single socket pipe 20 nos balance	Stock is available and will be delivered by Tuesday.
183662	11-09-2021	01	PVC pipes 10 nos are pending.	Stock is available and will be delivered by Tuesday
183667	15-09-2021	1-17	PVC pipes	Stock is available and will be delivered by Tuesday
183673	20-09-2021	02	Electrical wires(black and yellow)	Stock not available at ssllp

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	18-09-2021, 21-09-2021, 23-09-2021				
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

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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		Pranavi. Ch	
Date	25-09-2021	25-09-2021	

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