

Prepared by:		T.D. Murthy			
Report Date		27-09-2021			
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?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site					
185014	08-07-2021	Curb stone	Follow up with the supplier		
185036	21-08-2021	Hume pipe	Partly delivered and bal. next week		

T.D. Murthy
28/9/21

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

Company:	MHPLSOV	Date:	18-09-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	10-09-2021 to 18-09-2021(fri to sat)	Approved by:	K Purshotham
Report Date	18-09-2021		
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 ^s
185014	08--07-21	1	Curb stone
185036	21-08-2021	1	Hume pipes partly Received
No. of gate passes issued this week:		Nil / 5	From No.
Delivery van site visit on: 1		11-09-2021, 13-09-2021, 15-09-2021, 17-09-2021	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
			PPC/PSC stock
			126
			PPC/PSC last weeks stock
			138
Details	Project Manager		Admin Officer/Manager
Sign			Admin Audit
Date	18-09-2021		18-09-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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		27-09-2021			
Site		Silver Oak Villas - III			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
183652	01-09-2021	Epson M20 printer	Online purchase		
183660	08-09-2021	Plates	Delivered		
183664	14-09-2021	Hold Fast	PO to be issue		
183667	15-09-2021	PVC pipes	PO issued no. 80745		
List of requisitions Where PO/WO is prepared and items have not received at site					
183654	02-09-2021	PVC Pipes	This week delivery		
183658	07-09-2021	Rain Coats	This week delivery		
183661	11-09-2021	CPVC pipes	Delivered		
183662	11-09-2021	PVC pipes	This week delivery		
183665	15-09-2021	Electrical conducting materials - Slabs	Delivered		
183666	15-09-2021	Electrical conducting materials - Internal	Delivered		

T.D. Murthy
28/9/21

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

Company:	Silver Oak Villas part-III	Date:	18-09-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch. Pranavi
Report From / To	10-09-2021 to 18-09-2021(fri to sat)	Approved by:	K Purshotham
Report Date	18-09-2021		

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	
183667	15-09-2021	21	PVC pipes	80 x 55

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
183658	07-09-2021	01	Raincoat	
183654	02-09-2021	01	PVC pipes	Stock is available and Monday
183661	11-09-2021	1 to 7	CPVC pipes	
183662	11-09-2021	01	PVC pipes	
183665	15-09-2021	1-9	Electrical conducting materials for slabs	
183666	15-09-2021	1 to 10	Electrical conducting - internal material	

No. of gate passes issued this week: Nil / 5 From No. Nil To No. Nil

Delivery van site visit on: 11-09-2021, 13-09-2021, 15-09-2021, 17-09-2021

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	Nil	PPC/PSC last weeks stock Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	18-09-2021	18-09-2021	

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