

Prepared by:		T.D. Murthy			
Report Date		30-09-2021			
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?
185047	22-09-2021	Steel	Delivered		
List of requisitions Where PO/WO is prepared and items have not received at site					
185014	08-07-2021	Curb stone	Hold by site Eng. - site not ready		

T.D. Murthy
30/9/21.

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 ⁵		
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.	To No.	
Delivery van site visit on: 1			18-09-2021, 21-09-2021, 23-09-2021	Nil		
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	-		-	-	
OPC stock	Nil	OPC last weeks stock	Nil	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, ashaiva@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	30-09-2021				
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 issued no. 81031		
183674	20-09-2021	MS Z Angle Templates	PO issued no. 81099		
183675	20-09-2021	SS Screws	PO issued no. 81028		
List of requisitions Where PO/WO is prepared and items have not received at site					
183654	02-09-2021	PVC Pipes - Single socket - 20nos	Stock available at SSLP, please pick it up		
183662	11-09-2021	PVC pipes - 10nos	Stock available at SSLP, please pick it up		
183667	15-09-2021	PVC pipes	Stock available at SSLP, please pick it up		
183673	20-09-2021	Electrical wires	Stock available at SSLP, please pick it up		

T.D. Murthy
30/9/21

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:

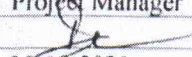
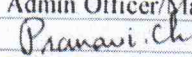
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ⁵
183654	02-09-2021	01	PVC- single socket pipe 20 nos balance	Stock is available and will be delivered by Tuesday.
183662	11-09-2021	01	PVC pipes 10 nos are pending.	Stock is available and will be delivered 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 sslp

No. of gate passes issued this week:	Nil / 5	From No.	Nil	To No.	Nil
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
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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
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	25-09-2021		25-09-2021			

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