

Prepared by:		T.D. Murthy			
Report Date		09-10-2021			
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		
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		
185049	24-09-2021	GI bend and coupling	Monday delivery		

T. D. Murthy
 9/10/21.

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

Company:	MHPLSOV	Date:	01-10-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	24-09-2021 to 02-10-2021 (fri to sat)	Approved by:	K Purshotham
Report Date	01-10-2021		
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
185049	24-09-2021	02	GI bends and coupling
			Holding for a while site not ready
			Material available and will be delivered by Monday
No. of gate passes issued this week:		Nil / 5	From No.
Delivery van site visit on: 1		27-09-2021, 28-09-2021, 30-09-2021, 01-10-2021	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	-	-
OPC stock	Nil	OPC last weeks stock	Nil
			PPC/PSC stock
			111
			PPC/PSC last weeks stock
			111
Details	Project Manager		Admin Officer/Manager
Sign			Admin Audit
Date	01-10-2021		01-10-2021

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	09-10-2021				
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		
List of requisitions Where PO/WO is prepared and items have not received at site					
183664	14-09-2021	Hold Fast	Delivered		
183673	20-09-2021	Electrical wires	Delivered		
183675	20-09-2021	SS Screws	Delivered		
183676	28-09-2021	Electrical Conducting materials	Stock available at SSLLP, please pick it up		
183679	24-09-2021	Electrical Conducting materials	Stock available at SSLLP, please pick it up		

T.D. Murthy
9/10/21

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

Company	Silver Oak Villas part-III	Date:	01-10-2021			
Site	Silver Oak Villas part-III	Prepared by:	Ch. Pranavi			
Report From / To	24-09-2021 to 02-10-2021 (fri to sat)	Approved by:	K Purshotham			
Report Date	01-10-2021					
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 ⁸		
183652	01-09-2021	01	Epson M20 printer.			
183660	08-09-2021	1-3	Plates			
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 ⁴		
183664	14-09-2021	01	Hold fasts	Material available and will be delivered by Monday		
183673	20-09-2021	02	Electrical wires (yellow and black color)	Present stock not available at supplier		
183675	20-09-2021	01	SS screws	Material is available and will be delivered by Monday		
183676	28-09-2021	1-8	Electrical conducting materials for slabs	Present stock not available at supplier		
183679	24-09-2021	1 to 8	Electrical conducting - internal material	Present stock not available at supplier		
No. of gate passes issued this week:		Nil / 5	From No.	Nil	To No.	Nil
Delivery van site visit on 1		27-09-2021, 28-09-2021, 30-09-2021, 01-10-2021				
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
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	01-10-2021			01-10-2021		

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