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

Company:	Silver Oak Villas part-III	Date:	09-10-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch. Pranavi
Report From / To	01-10-2021 to 09-10-2021(fri to sat)	Approved by:	K Purshotham
Report Date	09-10-2021		

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#
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$
183672	16-09-2021	1-2	Regal beige and crema marfil tiles	No stock At SSLLP
183673	20-09-2021	02	Electrical wires (yellow and black color)	Present stock not available at supplier
183676	28-09-2021	1-8	Electrical conducting materials for slabs	Stock is available and will be delivered by Monday
183679	24-09-2021	1 to 8	Electrical conducting - internal material	Stock is available and will be delivered by Monday
183681	04-10-2021	1-8	Electrical conducting - internal materia	Stock is available and will be delivered by Tuesday
183682	04-10-2021	1-8	Electrical conducting - internal materia	Stock is available and will be delivered by Tuesday
183683	04-10-2021	1	Blue sheets 3 Nos pending	Stock is available and will be delivered by Tuesday
183686	06-10-2021	1 to 8	Electrical conducting materials for slab	Stock is available and will be delivered by Monday
183688	06-10-2021	1-2	Torch Lights	Stock is available and will be delivered by Monday
183689	06-10-2021	1-5	Carpentry main door frames	Stock is available and will be delivered by Tuesday
183690	06-10-2021	1-5	Carpentry main door frames	Stock is available and will be delivered by Tuesday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	04-10-2021, 6-10-2021, 8-10-2021, 09-10-2021				
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	-		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	09-10-2021	09-10-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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:	MHPLSOV	Date:	09-10-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	01-10-2021 to 09-10-2021(fri to sat)	Approved by:	K Purshotham
Report Date	09-10-2021		

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	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	04-10-2021, 6-10-2021, 8-10-2021, 09-10-2021				
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	-		Nill	Nill	Nill

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	80	PPC/PSC last weeks stock	111

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi. Ch.	
Date	09-10-2021	09-10-2021	

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

Company:	Silver Oak Villas LLP	Date:	09-10-2021
Site:	Silver Oak Villas	Prepared by:	Ch. Pranavi
Report From / To	01-10-2021 to 09-10-2021(fri to sat)	Approved by:	K Purshotham
Report Date	09-10-2021		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

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156564	18-09-2021	1-5	Al. Windows	

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$
156566	18-09-2021	01	Metal dust bins	Material available and will be delivered by Monday
156571	04-10-2021	1	Led blubs	Material available and will be delivered by Today evening

No. of gate passes issued this week:	4/5	From No.	5975	To No.	5978
Delivery van site visit on:1	04-10-2021, 6-10-2021, 8-10-2021, 09-10-2021				
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
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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	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi.ch.	
Date	09-10-2021	09-10-2021	

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