

Prepared by:	T.D. Murthy				
Report Date	20-10-2021				
Site	Silver Oak Villas LLP				
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?
156564	18-09-2021	Al. windows	Under estimate		
156575	12-10-2021	Plants protecting PVC mesh	PO to be issue		
List of requisitions Where PO/WO is prepared and items have not received at site					
156572	07-10-2021	Ball cock	Collect from SSLLP		
156576	12-10-2021	Sanitary material	Delivered		
156577	12-10-2021	CP material	Delivered		

T.D. Murthy
20/10/21.

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

Company:	Silver Oak Villas LLP	Date:	16-10-2021
Site:	Silver Oak Villas	Prepared by:	Ch. Pranavi
Report From / To	08-10-2021 to 16-10-2021(fri to sat)	Approved by:	K Purshotham
Report Date	16-10-2021		
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
156564	18-09-2021	1-5	Al. Windows
156575	12-10-2021	01	Plants protecting PVC mesh
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
156572	07-10-2021	01	Ball cock -brass
156576	12-10-2021	04	Sanitary material
156577	12-10-2021	1-17	C.P material
Details of discussion with supplier ^s			
Material available at site and will be received by Tuesday			
Material available at site and will be received by Monday			
Material available at site and will be received by Monday			
No. of gate passes issued this week:	1/5	From No.	5979
		To No.	5979
Delivery van site visit on: 1	11-10-2021, 12-10-2021, 13-10-2021		
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
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	-	
Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil
PPC/PSC stock	Nil	PPC/PSC last weeks stock	Nil
Details	Project Manager		
Sign	Admin Officer/Manager		
Date	16-10-2021		

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 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!