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

Company: Silver		Oak Villas part-III		Date:		06-11-2021						
Site: Silver			Oak Villas part-III		Prepared by:		B.Meenakshi					
Report From / To 29-10-		2021 to06-11-2021(fri to		Appro	Approved by:		K Purshotham					
		sat)										
Report Date		06-11-2										
List of requis	sitions nu	mbers mi	ssing in the repo	rt':		0	itions					
List of requis	itions wh	ere PO/V	VO not prepared	3 working	g days a	intion	THOIL	Peacon for no	t preparing PO/WO#			
Req No.	Rec	Date	Serial no of item in Req	Iten	n Descr	приоп						
183652	01-0	9-2021	01	Epso	n M20	printer.						
183708		0-2021	01	Earthin	g plate	with pipe						
183718		0-2021	01	Cı	rema m	arfil						
	_											
List of requis	sitions wh	ere PO/	WO is prepared a	nd items h	ave not	been recei	ived at	site beyond the	e lead time:			
Req No.	Red	Date	Serial no of item in Req.	Iten	n Descr	ription	3	Details of disc	ussion with supplier			
102702	19-10-2021					Stock is available and will be delivered by						
183702	19-10	0-2021	Monday									
183705	22-1	0-2021	1 to 32	PVC pl	umbing	material	1		at supplier deliver by			
100100							monday					
183706	22-1	0-2021	2021 1 to 9		Eco drain pipe material		Material available at supplier and will be					
							delivered by Tuesday					
183709	26-1	0-2021	1 to 2	PVC be	PVC bends pending		Material available at supplier deliver by					
							monday					
183710	26-10-2021		1 to 32	PVc pi	PVc pipes pending		Material available at supplier deliver by monday					
	_			00	99		Material available at supplier and will be					
183712	29-1	0-2021	01	SS scre	delivered by Tuesday		ıy					
183713	29-1	0-2021	1 to 4	Door fi			Mate	rial will be deli	ivered by Wednesday			
183714	29-1	0-2021	03	Pin typ bolts	e ancho	or nut		erial available at supplier and will be vered by Tuesday				
183716	29-1	0-2021	01	Gunny	bags			ock at SSLLP				
183717		0-2021	04	Door fi			Material will be delivered by Wednesday					
183720		1-2021	04	Red ox		Mater		rial available	at supplier and will be			
103720	"							ered by Tuesda				
183722	02-11-2021		01	Holdfa	Holdfasts		Material available at supplier and will be					
						delivered by Tuesday						
No. of gate p	passes iss	ued this	week:	Nil / :		from No.	N		lo. Nill			
Delivery var	n site visi	t on:1				2-11-2021,		2021				
Inward repor	rt (MRN/	other) &	stock report ema	iled in pdf	format	to purchas	se?		Yes / No			
Items not ord												
Other correc												
Details of ste	eel & cen	nent stocl	ζ			,						
Sl. No	Tor siz	e	Wt per mtr kgs	Wt. for 1: rod – kgs		Stock at s		Stock at site in Kgs	Previous stock in Kg			
1.	8mm		.395	.ou kgo	4.74	-						
2.	10mm		.617		7.404	-		•				
	12mm		.89		10.68 -		-					
3.			1.58		18.96	8.96 -		-				
	16mm		1.00		20.64			_				
3.	16mm 20mm		2.47		29.64	-						
3. 4.					46.32	-		-				
3. 4. 5.	20mm		2.47									
3. 4. 5. 6.	20mm 25mm 32mm	g wire	2.47 3.86		46.32	-		-	Nill			
3. 4. 5. 6. 7.	20mm 25mm	g wire	2.47 3.86	Nill	46.32	-		-	Nill PPC/PSC last Nill			

Details		
Sign Project Manager	Admin Officer/Manager	Admin Audit
Date	Meenalishi	
Notes: 1. * Send a copy of the min	06-11-2021	

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: MH				Date:		06-11-2021			
		er Oak Villas part-III		repared by:		B.Meenakshi			
		10-2021 to06-11-2021(fri to		Approved by:	K	K Purshotham			
Report Da		11-2021							
List of req	uisitions number	rs missing in the rej	oort*:						
List of req	uisitions where	PO/WO not prepare	ed 3 working d	ays after requis	sition:	-			/11/0#
Req No. Req Date		e Serial no of	Item D	Description	Reason for not preparing PO/WO#			/WO	
185051 21-10-21		1	Binding w	Binding wire					
List of rea	uisitions where I	PO/WO is prepared	and items have	e not been rece	ived at site	beyond the	lead	time:	
Req No		e Serial no of	Item D	escription	Details of discussion with supplier [§]				
		item in Req.			- Lile site not ready				
185014 08-07-21		1	Curb stone		Holding	lolding for a while site not ready Gunny bags are not available at ssllp and p			In and nad
185053	28-10-20	21 02	Gunny bag locks	gs and pad	Gunny b	inny bags are not available at sslip and page will be delivered by Tuesday.			ip and pad
				E M	Nill	Nill To No.			Nill
No. of gate passes issued this week:			Nil / 5	From No.					, , , , ,
Delivery v	an site visit on:1		01-11-202	1, 02-11-2021,	03-11-202	1		es / No	
		& stock report em	ailed in pdf for	mat to purchas	e?				
	rdered but recei								
	ctions & remark								
Details of s	teel & cement st	ock							1. i. V
Sl. No	Tor size	Wt per mtr	Wt. for 12 m			1		revious sto	ck in Kgs
		kgs	rod – kgs	– no of ro					
1.	8mm	.395	4.			480			
2.	10mm	.617	7.40			1970			
3.	12mm	.89	10.0			920			
4.	16mm	1.58	18.9			2500			
5.	20mm	2.47	29.6			1840			
6.	25mm	3.86	46.3		-				
7.	32mm	6.32	75.8		-				
8.	Binding wire	-		Nill	Nill		_	ill	
PC stock	Nill	OPC last	Nill	PPC/PSC	465			PSC last	0
		weeks stock		stock				s stock	
etails		Project Manager		Admin Of	Admin Officer/Manager		Adm	in Audit	
gn		1		Meenaluhi					
ute		06-14-2021	06-11-202	06-11-2021					

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