Prepared by:		T.D. Murthy			
Report Date		15-11-2021			
Site		Modi Housing PVT LTD			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
185051	21-10-2021	Binding wire	PO issued no. 82023.		
List of requisitions Where PO/WO is prepared and items have not received at site					
185014	08-07-2021	Curb stone	Cancelled		
185053	28-10-2021	Gunny bags and Pad locks	Gunny bags received, Pad locks to be receive.		

T.D. Murthy
15/11/21.

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

Company:	MHPLSOV	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 sat)	Approved by:	K Purshotham
Report Date	06-11-2021		

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#
185051	21-10-21	1	Binding wire	

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
185053	28-10-2021	02	Gunny bags and pad locks	Gunny bags are not available at ssllp and pad locks 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	01-11-2021, 02-11-2021, 03-11-2021				
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	101	480	
2.	10mm	.617	7.404	266	1970	
3.	12mm	.89	10.68	86	920	
4.	16mm	1.58	18.96	132	2500	
5.	20mm	2.47	29.64	62	1840	
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	465	PPC/PSC last weeks stock	0

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Meenakshi	
Date	06-11-2021	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!

Prepared by:		T.D. Murthy			
Report Date		15-11-2021			
Site		Silver Oak Villas - III			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
183652	01-09-2021	Epson M20 printer	Online purchase		
183708	22-10-2021	Earthing Plate with Pipe	PO issued no. 82496		
183718	30-10-2021	Crema Marfil	Delivered		
List of requisitions Where PO/WO is prepared and items have not received at site					
183702	19-10-2021	Metal Dust bin	Collect from supplier		
183705	22-10-2021	Plumbing PVC material	Delivered		
183706	22-10-2021	Eco Drain Pipe material	Delivered		
183709	26-10-2021	PVC Bends	Delivered		
183710	26-10-2021	PVC Pipes	Collect from supplier		
183712	29-10-2021	SS Screws	Delivered		
183713	29-10-2021	Door Frames	Collect from supplier		
183714	29-10-2021	Pin type acnchor nut bolt	Collect from supplier		
183716	29-10-2021	Gunny Bags	Collect from supplier		
183717	29-10-2021	Door Frames	Collect from supplier		

T.D. Murthy
15/11/21.

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 sat)	Approved by:	K Purshotham
Report Date	06-11-2021		

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.	
183708	22-10-2021	01	Earthing plate with pipe	
183718	30-10-2021	01	Crema marfil	

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$
183702	19-10-2021	01	Metal dust bin	Stock is available and will be delivered by Monday
183705	22-10-2021	1 to 32	PVC plumbing material	Material available at supplier deliver by monday
183706	22-10-2021	1 to 9	Eco drain pipe material	Material available at supplier and will be delivered by Tuesday
183709	26-10-2021	1 to 2	PVC bends pending	Material available at supplier deliver by monday
183710	26-10-2021	1 to 32	PVc pipes pending	Material available at supplier deliver by monday
183712	29-10-2021	01	SS screws	Material available at supplier and will be delivered by Tuesday
183713	29-10-2021	1 to 4	Door frames	Material will be delivered by Wednesday
183714	29-10-2021	03	Pin type anchor nut bolts	Material available at supplier and will be delivered by Tuesday
183716	29-10-2021	01	Gunny bags	No stock at SSLLP
183717	29-10-2021	04	Door frames	Material will be delivered by Wednesday
183720	01-11-2021	04	Red oxide	Material available at supplier and will be delivered by Tuesday
183722	02-11-2021	01	Holdfasts	Material available at supplier 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	01-11-2021, 02-11-2021, 03-11-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	

Items not ordered but received:

Other corrections & remarks:

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2.	10mm	.617	7.404	-	-	
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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		Meenakshi	
Date	06-11-2021	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!