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

Company:	Silver Oak Villas part-III	Date:	20-11-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	13.11.2021 to 19.11.2021(sat to fri)	Approved by:	K Purshotham
Report Date	20.11.2021		

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#
			Nil	

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$
183694	11-10-2021	3	Malaysian brown HL	Stock is available and will be delivered by wednesday
183702	19-10-2021	01	Metal dust bin	Stock is available and will be delivered by Monday
183705	22-10-2021	30	PVC plain elbow	Material available at supplier deliver by monday
183710	26-10-2021	15,28	PVC rigid pipe and floor trap	Material available at supplier deliver by monday
183713	29-10-2021	8 & 10	S.S Screws	Material available at supplier deliver by Tuesday
183714	29-10-2021	3	Fishers	Material available at supplier deliver by monday
183725	05-11-2021	1,2,4,6	CPVC material	Material available at supplier deliver by monday
183727	05-11-2021	15,23,24,30,31	PVC material	Material available at supplier deliver by monday
183734	10-11-2021	1,2	CPVC reducer, Concealed stop cock	Material available at supplier deliver by monday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	15.11.2021,17.11.2021,19.11.2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes

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			
Date	19-11-2021	19-11-2021	

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

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

Company:	Silver Oak Villas LLP	Date:	20-11-2021
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	13.11.2021 to 19.11.2021(sat to fri)	Approved by:	K Purshotham
Report Date	20.11.2021		

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#
156589	10.11.21	1	Memory cards	PO to be issue.
156564	18-09-2021	1-5	Al. Windows	PO to be issued

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$
156582	29-10-2021	2	Wash basins	Stock is available and will be delivered by Monday
156583	08-11-2021	1 to 14	Short body taps, angle cock,etc.,	Stock is available and will be delivered by Monday
156584	08-11-2021	1 to 4	Flush tank,washbasin,etc.,	Stock is available and will be delivered by Monday
156586	08-11-2021	1	Telescopic pole set	Advance cheque to be arrange to supplier

No. of gate passes issued this week:	5/5	From No.	5988	To No.	5991
Delivery van site visit on:1	15.11.2021,17.11.2021,19.11.2021				
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	-	-	
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			
Date	19-11-2021	19-11-2021	

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!

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

Company:	MHPLSOV	Date:	20-11-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	13.11.2021 to 19.11.2021(sat to fri)	Approved by:	K Purshotham
Report Date	20.11.2021		

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#
185060	10-11-21	1	Memory card	PO to be issued

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$
185053	28-10-21	3	Pad locks	Material available at SSLLP to be delivered by monday
185055	08-11-2021	1	CC cameras	Advance payment to be issue
185056	08-11-2021	1	MS light pole with side arm	Advance payment to be issue

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	15.11.2021,17.11.2021,19.11.2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
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	225	1067	
2.	10mm	.617	7.404	150	1110	
3.	12mm	.89	10.68	56	598	
4.	16mm	1.58	18.96	60	1138	
5.	20mm	2.47	29.64	15	445	
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	0	PPC/PSC last weeks stock	40

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	19-11-2021	19-11-2021	

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!