

Prepared by:		T.D. Murthy			
Report Date		30-11-2021			
Site		Silver Oak Villas - III			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site					
183694	11-10-2021	Malaysian Brown HL	Collect from SSLLP		
183702	19-10-2021	Metal Dust Bin	Contact supplier		
183705	22-10-2021	PVC Plain Elbow	Collect from SSLLP		
183710	26-10-2021	PVC Rigid pipe and Floor trap	Delivered		
183713	29-10-2021	SS Screws	Delivered		
183714	29-10-2021	Fishers	Delivered		
183725	05-11-2021	CPVC Material	Delivered		
183727	05-11-2021	PVC Material	Collect from SSLLP		
183734	10-11-2021	CPVC Reducer & Concealed stop cock	Collect from SSLLP		

T.D. Murthy
30/11/21

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 ^s		
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.	Nil	To No.		
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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
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, ashaiva@modiproperties.com and rajkumar@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

Prepared by:		T.D. Murthy			
Report Date		30-11-2021			
Site		Modi Housing PVT LTD			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
185060	10-11-2021	Memory card	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
185053	28-10-2021	Pad locks	Collect from SLLP		
185055	08-11-2021	CC Cameras	Contact supplier		
185056	08-11-2021	MS Light pole with side arm	Contact supplier		

T. D. Murthy
30/11/21.

Remarks 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 ^s		
185053	28-10-21	3	Pad locks	Material available at SSSLP 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: 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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	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, asharya@modiproperties.com and nijkumarn@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!