

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

Company:	Silver Oak Villas LLP	Date:	04-12-2021
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	27.11.2021 to 04.12.2021(fri to sat)	Approved by:	K Purshotham
Report Date	04-12-2021		

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 ^s
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 wednesday
156586	08-11-2021	1	Telescopic pole set	Advance cheque to be arrange to supplier
156587	08-11-2021	1	MI CC cameras	Stock is available and will be delivered by tuesday
156590	19-11-2021	1	Gate light Fixture with Bukbs	Stock is available and will be delivered by Monday
156603	26-11-2021	01	MI CC cameras	Stock is available and will be delivered by Monday

No. of gate passes issued this week:	3/5	From No.	5998	To No.	6000
--------------------------------------	-----	----------	------	--------	------

Delivery van site visit on: 1 28.11.21, 02.12.21, 03.12.21

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	-		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				Pranavi. Ch.		
Date			04-12-2021	04-12-2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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