Prepared by:		T.D. Murthy			
Report Date		04-12-2021			
Site		Silver Oak Villas LLP			
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?
156564	18-09-2021	Al. windows	Under estimate		
156589	10-11-2021	Memory Card	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
156582	29-10-2021	Washbasin	Collect from SSLLP		
156583	08-11-2021	CP Material	Delivered		
156584	08-11-2021	Sanitary Material	Collect from SSLLP		
156586	08-11-2021	Telescopic Pole	Contact Supplier		
156587	08-11-2021	MI CC Cameras	Contact Supplier		
156590	19-11-2021	Gate light fixture with bulbs	Collect from SSLLP		
156600	20-11-2021	CP Material	Delivered		
156601	20-11-2021	Sanitary Material	Delivered		

T.D. Murthy
4/12/21.

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

Company:	Silver Oak Villas LLP	Date:	27-11-2021
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	19.11.2021 to 27.11.2021(sat to fri)	Approved by:	K Purshotham
Report Date	27-11-2021		

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 wedensday
156583	08-11-2021	1 to 14	Short body taps, angle cock,etc.,	D	Stock is available and will be delivered by wedensday
156584	08-11-2021	1 to 4	Flush tank,washbasin,etc.,	SSup	Stock is available and will be delivered by wedensday
156586	08-11-2021	1	Telescopic pole set	C.Sup.	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	SSup	Stock is available and will be delivered by Monday
156600	20-11-2021	1 to 15	Cp material	D	Stock is available and will be delivered by wedensday
156601	20-11-2021	1 to 5	Sanitary material	D	Stock is available and will be delivered by wedensday

No. of gate passes issued this week:	6/6	From No.	5992	To No.	5997
Delivery van site visit on:1	22.11.21,24.11.21,26.11.21				
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	-		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	27-11-2021	27-11-2021	

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!