Prepared by:		T.D. Murthy			
Report Date		04-12-2021			
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?
185060	10-11-2021	Memory card	Online purchase		
185061	22-11-2021	Hume pipes	PO issued no. 82857		
185063	23-11-2021	CC Camera Dome	Local purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
185053	28-10-2021	Pad locks	Collect from SSLLP		
185055	08-11-2021	CC Cameras	Contact supplier		
185065	24-11-2021	Binding wire	Delivered		
185056	08-11-2021	MS Light pole with side arm	Delivered		

T.D. Murthy
4/12/21.

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

Company:	MHPLSOV	Date:	27-11-2021
Site:	Silver Oak Villas part-III	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#
185060	10-11-21	1	Memory card	PO to be issued
185061	22-11-2021	1	Hume pipes	82857
185063	23-11-2021	1	CC camera DOme	

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	Stock not available
185055	08-11-2021	1	CC cameras	Advance payment to be issue
185065	24-11-2021	1	Binding Wire D	Material availble at supplier delivery by monday
185056	08-11-2021	1	MS light pole with side arm D	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	22.11.21,24.11.21,26.11.21				
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	45	213.3	
2.	10mm	.617	7.404	nill	nill	
3.	12mm	.89	10.68	36	384	
4.	16mm	1.58	18.96	25	474	
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		Murali	
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, ashaya@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 DC's / 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		04-12-2021			
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?
183738	18-11-2021	Biometric Charger with battery	Delivered		
183739	19-11-2021	Tile Grout	PO to be issue		
183746	22-11-2021	Blowers	Online purchase		
183749	23-11-2021	PVC Material	PO issued no. 83037		
List of requisitions Where PO/WO is prepared and items have not received at site					
183702	19-10-2021	Metal Dust Bin	Contact supplier		
183705	22-10-2021	PVC Single socket pipe	Collect from SSLLP		
183725	05-11-2021	CPVC Material	Delivered		
183727	05-11-2021	PVC Material	Delivered		
183734	10-11-2021	CPVC Reducer & Concealed stop cock	Collect from SSLLP		
183737	18-11-2021	Sink waste coupling and Screw	Delivered		
183739	19-11-2021	Vitrified tiles	Delivered		
183740	19-11-2021	Ultra Sprinkler bathroom tiles	Delivered		
183742	22-11-2021	Crema Marfil tiles	Delivered		
183744	22-11-2021	Phinyl	Delivered		
183748	23-11-2021	CPVC FTA & Water tanks	Delivered		

T.D. Murthy
4/12/21

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

Company:	Silver Oak Villas part-III	Date:	27-11-2021
Site:	Silver Oak Villas part-III	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#
183738	18-11-21	1	Bio metric charger with battery	
183739	19-11-21	2 and 3	Tile grout	
183746	22-11-21	1	Blowers	
183749	23-11-21	1 to 49	Pvc material	83037

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	02	PVC single socket pipe 20 nos pending	Delivery by Monday
183725	05-11-2021	1,2,4,6	CPVC material20mm pipe 50 nos pending	Material available at supplier deliver by monday
183727	05-11-2021	15,23,24,30,31	PVC material pending	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
183737	18-11-21	1 to 6	Sink waste coupling and screws pending	Material available at supplier deliver by monday
183738	19-11-21	1 to 3	Virtified tiles	Material available at supplier deliver by wedenesday
183740	19-11-21	1 to 4	Ultra sprinkle bathroom tiles	Material available at supplier deliver by wedenesday
183742	22-11-21	1	Crema marfil tiles	Material available at supplier deliver by wedenesday
183744	22-11-21	5	Phynoil 5 nos pending	Material available at supplier deliver by monday
183748	23-11-21	17	CPVC FTA 22 nos pending,water tanks 20 nos pending	Material available at supplier deliver by monday
183751	24-11-21	1 to 2	Tandoor stone	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:I	22.11.21,24.11.21,26.11.21				
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		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!