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

Company:	Silver Oak Villas LLP	Date:	18-12-2021
Site:	Silver Oak Villas	Prepared by:	Ch.Pranavi
Report From / To	10.12.2021 to 18.12.2021(fri to sat)	Approved by:	K Purshotham
Report Date	18-12-2021		

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#
156564	18-09-2021	1-5	Al. Windows	PO to be issued
156589	10-11-2021	01	Memory card	PO to be issued
156606	14-12-2021	02	Toys & story books	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$
156583	08-11-2021	01	Extension nipple	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 wedensday
156586	08-11-2021	1	Telescopic pole set	Advance cheque to be arrange to supplier
156590	19-11-2021	1	Gate light Fixture with Bukbs	Stock is available and will be delivered by Monday
156600	20-11-2021	03	Stop cock, waste pipe, health faucet	Stock is available and will be delivered by Tuesday
156603	26-11-2021	01	MI camera	Stock is available and will be delivered by wedensday
156604	09-12-2021	1- 17	C.P material	Stock is available and will be delivered by Monday
156605	07-12-2021	04	Sanitary material	Stock is available and will be delivered by Monday

No. of gate passes issued this week:	5/5	From No.	6555	To No.	6559

Delivery van site visit on:1 — 11-12-2021,13-12-2021, 15-12-2021, 17-12-2021

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		Pranavi. Ch	
Date	18-12-2021	18-12-2021	

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