Prepared by:		T.D. Murthy			
Report Date		23-12-2021			
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?
185053	28-10-2021	Chain	Local purchase		
185060	10-11-2021	Memory card	Delivered		
185083	06-12-2021	Eco drain pipe material	Delivered		
List of requisitions Where PO/WO is prepared and items have not received at site					
185079	03-12-2021	10sq.mm armoured cable - 2core 4sq.mm service	Delivered		
185082	06-12-2021	Isolator	Delivered		

T.D. Murthy
23/12/21

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

Company	MHPLSOV	Date	18-12-2021
Site	Silver Oak Villas part-III	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#
185053	28-10-2021	01	Chain	PO to be issued – UP.
185060	10-11-21	1	Memory card	PO to be issued D
185083	06-12-2021	07	Edo drain pipe material	PO to be issued D

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$
185079	03-12-2021	02	10 sq mm armoured cable, 2 core 4 sq mm service wire.	Material is available at supplier and will be delivered by Tuesday D
185082	06-12-2021	03	Isolater	Material delivery by Monday D

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
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				
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	384	PPC/PSC last weeks stock	28

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!

Prepared by:		T.D. Murthy			
Report Date		18-12-2021			
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?
183746	22-11-2021	Blowers	Online purchase		
183755	24-11-2021	Eco drain pipe	Delivered		
List of requisitions Where PO/WO is prepared and items have not received at site					
183725	05-11-2021	CPVC Ball valve	Delivered		
183740	19-11-2021	Malaysian brown tiles	Collect from SSLLP		
183758	26-11-2021	Roff stone chemical	Collect from SSLLP		
183761	29-11-2021	Araldite	Collect from SSLLP		
183767	07-12-2021	1/18 Yellow wire	Delivered		
183772	07-12-2021	Electrical Conducting material	Delivered		
183780	14-12-2021	Urban wood natural and Urbanwood light tiles	Collect from SSLLP		
183781	14-12-2021	2 Modular metel boxes	Collect from SSLLP		
183783	14-12-2021	Luppam	Collect from SSLLP		
183788	14-12-2021	6 Modular metal boxes	Collect from SSLLP		
183789	14-12-2021	UPVC Materials	Delivered		

T.D. Murthy
23/12/21

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

Company:	Silver Oak Villas part-III	Date:	18-12-2021
Site:	Silver Oak Villas part-III	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#
183746	22-11-21	1	Blowers	PO to be issued
183755	24-11-2021	02	Edo drain pipe material	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$
183725	05-11-12	01	CPVC ball valve	Material available at supplier deliver by Tuesday
183740	19-11-21	1 to 4	Malashyan brown HL tiles	No stock at supplier
183758	26-11-2021	01	Roff stone chemical (powder)-10 nos pending	Material available at supplier deliver by monday
183761	29-11-2021	01	Araldite-8 nos pending	Material available at supplier deliver by monday
183767	07-12-2021	01	1/18 yellow wire	No stock at supplier
183772	07-12-2021	03	Electrical internal material- 1.2mm PVC pipe, cement solvent, 6-way metal box	Material available at supplier deliver by Tuesday
183780	14-12-2021	02	Urban wood natural and urbanwood light	Urbanwood natural is not available at suppiler and urbanwood light will be deliverd by Tuesday
183781	14-12-2021	03	2-model metal box	Material available at supplier deliver by Monday
183783	14-12-2021	01	Luppum	No stock at supplier
183788	14-12-2021	05	6-model metal box	Material available at supplier deliver by monday
183789	14-12-2021	1-14	CPVC material	Material available at supplier deliver by Tuesday
183790	16-12-2021	1-12	Electerical wires	No stock at supplier
183791	16-12-2021	1-12	Electerical wires	No stock at supplier
183792	16-12-2021	1-12	Electerical wires	No stock at supplier

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
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				
Items not ordered but received:					
Other corrections & remarks:					

Details of steel & cement stock

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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	-		-	-		
OPC stock	Nill	OPC last weeks stock	Nill	Nill	Nill	Nill	
Details				PPC/PSC stock	Nill	PPC/PSC last weeks stock	Nill
Sign		Project Manager		Admin Officer/Manager		Admin Audit	
Date		18-12-2021		Pranavi. Ch 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 rajkumaru@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!