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

Company:	MHPLSOV		Date:	25-12-2021	
Site:	Silver Oak Villas part-III		Prepared by:	Ch.Pranavi	
Report From / To	17.12.2021 to 25.12.2021(fri to sat)		Approved by:	K Purshotham	
Report Date	25-12-2021				

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#
185096	22-12-2021	01	25 sq.mm armor cable	PO to be issused

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 Monday
185088	20-12-2021	01	Niriam plants	Material will be delivered by Tuesday

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on: 1	20-12-2021, 21-12-2021, 23-12-2021,24-12-2021.				
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	307	PPC/PSC last weeks stock	384

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi. Ch	
Date	25-12-2021	25-12-2021	

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!

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

Company:	Silver Oak Villas part-III	Date:	25-12-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	17.12.2021 to 25.12.2021(fri to sat)	Approved by:	K Purshotham
Report Date	25-12-2021		

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

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$
183740	19-11-21	1 to 4	Malayan brown HL tiles	No stock at supplier
183780	14-12-2021	02	Urban wood natural and urban wood light	Urban wood natural is not available at supplier and urban wood light will be delivered by Tuesday
183781	14-12-2021	03	2-model metal box-50 nos pending	Material available at supplier deliver by Monday
183788	14-12-2021	05	6-model metal box	Material available at supplier deliver by Monday
183791	16-12-2021	1-12	Electrical wires	No stock at supplier.
183793	17-12-2021	02	PVC pipe 1.2 mm thick-50 nos pending and PVC cement solvent- 5 nos pending	Material available at supplier deliver by Monday
183795	20-12-2021	01	Metal dust bins	Material is available at supplier and will be delivered by Tuesday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	20-12-2021, 21-12-2021, 23-12-2021,24-12-2021.				
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	-	-	
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	25-12-2021	25-12-2021	

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