

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

Company:	Silver Oak Villas LLP	Date:	31-12-2021				
Site:	Silver Oak Villas	Prepared by:	Ch Pranavi				
Report From / To	24.12.2021 to 01.01.2022(fri to sat)	Approved by:	K Purshotham				
Report Date	31-12-2021						
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"			
156606	14-12-2021	02	Toys & story books	PO to be issued			
156614	28-12-2021	01	LED bulbs pin type	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 ⁵			
156583	08-11-2021	01	Extension nipple	Stock is available and will be delivered by Monday			
156604	09-12-2021	03	CP-wall mixture, washbasin rag bolts, tefflon tape	Stock is available and will be delivered by Monday			
156605	07-12-2021	02	Sanitary- pedestal- 3 nos pending, EWC rag bolts- 3 nos pending	Stock is available and will be delivered by Monday			
156607	17-12-2021	1-15	C.P material	Stock is available and will be delivered by Monday			
156610	18-12-2021	01	Country rose tiles	Stock is available and will be delivered by Wednesday			
156613	28-12-2021	03	SS sink full set	Stock is available and will be delivered by Tuesday			
No. of gate passes issued this week:		3/5	From No.	6565 To No. 6567			
Delivery van site visit on:		27-12-2021, 29-12-2021, 30-12-2021					
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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock	Nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		31-12-2021		31-12-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajikumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing 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

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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 PURCH/ASST.