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

Company:	MHPLSOV	Date:	31-12-2021
Site:	Silver Oak Villas part-III	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#
185095	22-12-2021	04	PVC saddle	PO to be issused
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$

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	27-12-2021, 29-12-2021, 30-12-2021				
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	58	PPC/PSC last weeks stock	307

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi.Ch.	
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, 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!

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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
183796	23-12-2021	1-13	Electrical wires	PO to be issued
183797	27-12-2021	1-5	Door panel	PO to be issued
183798	23-12-2021	05	Doors and hardware	PO to be issued
183802	24-12-2021	01	Tiles (ISL Girgio Serena)	PO to be issued
183810	27-12-2021	04	WPC panel doors and hardware	PO to be issued
183816	28-12-2021	03	V.Tiles	PO to be issued
183817	28-12-2021	04	Ultra sprinkle tiles	PO to be issued
183818	28-12-2021	04	Ultra sprinkle tiles	PO to be issued
183819	28-12-2021	05	Door frames	PO to be issued
183820	28-12-2021	05	Door frames	PO to be issued
183821	28-12-2021	02	Z angle frames	PO to be issued
183822	28-12-2021	02	Z angle frames	PO to be issued
183823	28-12-2021	04	Railing and Gate	PO to be issued
183824	28-12-2021	04	Railing and Gate	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.
183788	14-12-2021	05	6-model metal box	Material available at supplier deliver by Monday
183795	20-12-2021	01	Metal dust bin with lid	Stock is available and will be delivered by Wednesday
183977	23-12-2021	02	Reckron and white cement	Stock is available and will be delivered by Tuesday
183803	24-12-2021	01	Maharaja Beige	Stock is available and will be delivered by Tuesday
183805	24-12-2021	02	Single socket pipe and PVC clamps	Stock is available and will be delivered by Monday
183806	24-12-2021	04	CPVC Tee, CPVC paste , screws, fishers	Stock is available and will be delivered by Monday
183808	27-12-2021	1-9	CPVC material	Stock is available and will be delivered by Monday
183809	27-12-2021	05	PVC material	Stock is available and will be delivered by Monday
183811	28-12-2021	08	CPVC material	Stock is available and will be delivered by Monday
183812	28-12-2021	1-11	Electrical conducting material- internal	Stock is available and will be delivered by Tuesday
183813	28-12-2021	1-11	Electrical conducting material- internal	Stock is available and will be delivered by Tuesday

183815	28-12-2021	01	Wireless mouse	Stock is available and will be delivered by Wednesday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	27-12-2021, 29-12-2021, 30-12-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
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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	31-12-2021	31-12-2021	

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