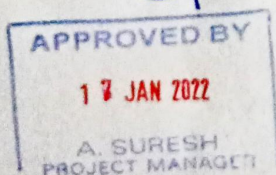


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Villa Orchids-I.L.P	Date:	17-01-2022
Site:	Villa Orchids	Prepared by:	K. Sneha
Report From / To	09-01-22 To 15-01-22	Approved by:	A. SURESH
Report Date	17-01-2022		
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 [#]			
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
63808	18-12-2021	1	SS name plate
			Po No.83928, Sup. Legend Elevation, Under Fabrication. Supplier deliver the material by Wednesday
63809	07-01-2022	1	Wall mixture
			Po No.84341 Sup. Cosmo Durable Pvt Ltd material not available. From Supplier. When the material available we will get it.
Details of discussion with supplier ^s			
No. of gate passes issued this week: Nil From No. - To No. -			
Delivery van site visit on: -			
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
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		
			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		
OPC stock		OPC last weeks stock	PPC/PSC stock
			-
			PPC/PSC last weeks stock
			-
Details	Project Manager		Admin Officer/Manager
Sign	A. Suresh		K. Sneha
Date	17-01-2022		17-01-2022

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



sneha