Prepared by:		T.D. Murthy			
Report Date		19-01-2022			
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?
185094	06-01-2022	50sq.mm Armor cable	PO to be issue		
185104	31-12-2022	Catridge Refilling	P.O. issued no. 84565.		
List of requisitions Where PO/WO is prepared and items have not received at site					
185096	22-12-2021	25sq.mm Armor Cable	Delivered		
185105	31-12-2021	Curing Pipe	Collect from SSLLP		

T.D. Murthy
19/1/22

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

Company:	MHPLSOV	Date:	08-01-2022
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	31-12-2021 to 08.01.2022(fri to sat)	Approved by:	K Purshotham
Report Date	08-01-2022		

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#
185094	06-01-2022	1-27	50 sqmm armor cable	PO to be issued
185104	31-12-2021	01	Cartridge refilling	PO to be issued 84565

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$
185096	22-12-2021	01	25 sq.mm armor cable D	Material available at supplier and will be delivered by Wednesday
185105	31-12-2021	01	Curing pipes- 60 meter pending	Material available at supplier and 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	03-01-2022, 05-01-2022, 06-01-2022, 07-01-2022				
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	00	PPC/PSC last weeks stock	58

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi.Ch	
Date	08-01-2022	08-01-2022	

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		19-01-2022			
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		
List of requisitions Where PO/WO is prepared and items have not received at site					
183740	19-11-2021	Malaysian brown tiles	Collect from SSLLP		
183780	14-12-2021	Urban wood natural and Urbanwood light tiles	Collect from SSLLP		
183788	14-12-2021	6 Modular metal boxes	Delivered		
183798	23-12-2021	Mortise lock	Delivered		
183799	23-12-2021	Recron and White Cement	Delivered		
183806	24-12-2021	CPVC Tee, Paste, screws and Fishers	Delivered		
183808	27-12-2021	CPVC Material	Delivered		
183809	27-12-2021	CPVC Material	Delivered		
183811	28-12-2021	CPVC Material	Delivered		
183812	28-12-2021	Electrical Conducting material	Delivered		
183813	28-12-2021	Electrical Conducting material	Delivered		
183817	28-12-2021	Ultra Sprinkle tile	Delivered		
183819	28-12-2021	Screws	Delivered		
183820	28-12-2021	Screws	Collect from SSLLP		
183826	31-12-2021	PVC Material	Delivered		
183827	31-12-2021	Concealed Flush Tank	Collect from SSLLP		
183828	31-12-2021	CPVC Material	Contact Supplier		
183832	01-01-2022	7/20 Al. Service wire	Delivered		
183836	05-01-2022	Hold Fast	Delivered		

T.D. Murthy
19/1/22.

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

Company:	Silver Oak Villas part-III		
Site:	Silver Oak Villas part-III	Date:	08-01-2022
Report From / To	31-12-2021 to 08.01.2022(fri to sat)	Prepared by:	Ch.Pranavi
		Approved by:	K Purshotham
Report Date	08-01-2022		

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#
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.
183788	14-12-2021	05	6-model metal box and lubricant- 01 nos pending D	Stock is available and will be delivered by Tuesday
183798	23-12-2021	01	SS mortis lock - 4 nos pending D	Material available at supplier deliver by Monday
183799	23-12-2021	02	Reckron and white cement D	Stock is available and will be delivered by Tuesday
183806	24-12-2021	04	CPVC Tee, CPVC paste , screws, fishers D	Stock is available and will be delivered by Monday
183808	27-12-2021	1-9	CPVC material D	Stock is available and will be delivered by Monday
183809	27-12-2021	05	PVC material D	Stock is available and will be delivered by Monday
183811	28-12-2021	08	CPVC material D	Stock is available and will be delivered by Monday
183812	28-12-2021	1-11	Electrical conducting material- internal D	Stock is available and will be delivered by Tuesday
183813	28-12-2021	1-11	Electrical conducting material- internal D	Stock is available and will be delivered by Tuesday
183817	28-12-2021	04	Bathroom tiles ultra sprinkle(DK, LT, HL) & Maharaja off white D	Stock is available and will be delivered by Wednesday
183819	28-12-2021	01	SS screws D	Stock is available and will be delivered by Tuesday
183820	28-12-2021	01	SS screws sslup	Stock is available and will be delivered by Tuesday
183826	31-12-2021	1-12	PVC material D	Stock is available and will be delivered by Monday
183827	31-12-2021	01	Conceled flush tank SSLY	Stock is available and will be delivered by Tuesday
183828	31-12-2021	1-14	CPVC material co-PM sup	Stock is available and will be delivered by Monday
183832	01-01-2022	01	7/20A l. service wire D	Stock is available and will be delivered by Wednesday
183836	05-01-2022	01	Holdfasts D	Stock is available 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		03-01-2022, 05-01-2022, 06-01-2022, 07-01-2022		

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	08-01-2022	08-01-2022	

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