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

Company:	Silver Oak Villas LLP	Date:	22-01-2022
Site:	Silver Oak Villas	Prepared by:	Ch.Pranavi
Report From / To	14-1-2022 to 22.01.2022(fri to sat)	Approved by:	K Purshotham
Report Date	22-01-2022		

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#
156606	14-12-2021	02	Toys & story books	PO to be issued
156616	07-01-2022	1	Capacitor bank 3 phase	
156620	18-01-2022	01	Acralic paint sprayer (white color)	

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$
156583	08-11-2021	01	Extension nipple	Material available at supplier and will be delivered by Monday
156603	26-11-2021	01	MI CC cameras	Supplier didn't receive the payment cheque
156607	17-12-2021	02	CP- stock cock 1/2"- 20 nos pending & PVC waste pipe- 12 nos pending	Material available at supplier and will be delivered by Monday
156618	12-01-2021	01	SS name plate	Material available at supplier and will be delivered by Wednesday
156619	12-01-2022	1	Acralic sheet	Material available at supplier and will be deliverd by Tuesday

No. of gate passes issued this week:	01/ 6	From No.	6574	To No.	6574
Delivery van site visit on:1	17-01-2022, 19-01-2022, 20-01-2022				
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	-		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	22-01-2022	22-01-2022	

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!