

Prepared by:	T.D. Murthy				
Report Date	22-01-2022				
Site	Modi Housing PVT LTD				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descsription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
185094	06-01-2022	50sq.mm Armor cable	Estimate with M.D. for approval		
List of requisitions Where PO/WO is prepared and items have not received at site					
185105	31-12-2021	Curing Pipe	Delivered		

T.D. Murthy
22/1/22

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

Company:	MIHPLSOV	Date:	17-01-2022
Site:	Silver Oak Villas part-III	Prepared by:	B Meenakshi
Report From / To:	07-1-2022 to 15.01.2022(fri to sat)	Approved by:	K Purshotham
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 ⁴
185094	06-01-2022	1-27	50 sqmm armor cable	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
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:

Delivery van site visit on: 1

Inward report (MRN/other) & stock report emailed in pdf format to purchase?

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	-	-	-	-	
OPC stock	Nill	OPC last weeks stock	Nill	Nill	Nill	
Details		Project Manager	PPC/PSC stock	00	PPC/PSC last weeks stock	Nill
Sign			Admin Officer/Manager		Admin Audit	
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, ashaiya@modiproperties.com and rajkumari@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 MIDs 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		22-01-2022			
Site		Silver Oak Villas - III			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
183839	07-01-2022	Executive bag	Delivered		
183846	08-01-2022	Drill bit	Delivered		
183852	12-01-2022	SS Name Plate	PO to be issue		
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		
183788	14-12-2021	Lubricant 01 no	Collect from SSLLP		
183809	27-12-2021	PVC Material	Delivered		
183811	28-12-2021	CPVC Material	Collect from SSLLP		
183813	28-12-2021	Electrical Conducting material	Delivered		
183817	28-12-2021	Ultra Sprinkle tile	Delivered		
183826	31-12-2021	PVC Material	Delivered		
183827	31-12-2021	Concealed Flush Tank	Collect from SSLLP		
183828	31-12-2021	CPVC Material	Delivered		
183829	31-12-2021	Eco drain material	Contact supplier		
183833	03-01-2022	PVC Material	Delivered		
183834	03-01-2022	PVC Material	Collect from SSLLP		
183837	05-01-2022	Coffee powder	Contact supplier		
183838	07-01-2022	FRP Pipes	Next week delivery		
183840	07-01-2022	Measurement tapes	Collect from SSLLP		
183841	07-01-2022	Green Hose pipe	Delivered		
183849	10-01-2022	Electrical wires	Delivered		
183850	10-01-2022	Electrical wires	Delivered		
183853	12-01-2022	Pad locks	Delivered		
183854	12-01-2022	Mopping Stick	Delivered		
183855	12-01-2022	Stationery items	Delivered		

T.D. Murthy
22/1/22

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

Company:	Silver Oak Villas part-III	Date:	17-01-2022
Site:	Silver Oak Villas part-III	Prepared by:	B. Meenakshi
Report From / To	07-1-2022 to 15.01.2022(fri to sat)	Approved by:	K Purshotham
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*
183839	07-01-2022	1	Excutive bag	✓
183846	08-01-2022	1	Drill bit	✓
183852	12-01-22	1	SS Name plate	

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 ^s
183740	19-11-21	1 to 4	Malayan brown HL tiles	No stock at supplier
183788	14-12-21	4	Lubricant -1 No	Stock is available and will be delivered by Tuesday
183809	27-12-2021	05	Pending PVC material	Stock is available and will be delivered by Tuesday
183811	28-12-2021	08	CPVC material recived partly	Stock is available and will be delivered by Tuesday
183813	28-12-2021	1-11	Electrical conducting material- internal recived partly	Stock is available and will be delivered by Tuesday
183817	28-12-2021	04	Bathroom tiles ultra sprinkle(DK, LT, HL) & Maharaja off white	Stock is available and will be delivered by Tuesday
183826	31-12-2021	1-12	PVC material recived partly	Stock is available and will be delivered by Wednesday
183827	31-12-2021	01	Conceled flush tank	Stock is available and will be delivered by Wednesday
183828	31-12-2021	1-14	CPVC material recived partly	Stock is available and will be delivered by Wednesday
183829	31-12-2021	1 to 8	Eco drain materail pending	Stock is available and will be delivered by Wednesday
183833	03-01-2022	1 to 35	PVC materail pending	Stock is available and will be delivered by Wednesday
183834	03-01-2022	1 to 35	PVC materail pending	Stock is available and will be delivered by Wednesday
183837	05-01-22	1	Cofee powder	Supplier delivery by Tuesday
183838	07-01-22	1	FRP pipes	Stock is available and will be delivered by Tuesday
183840	07-01-22	1	Measurement tapes	Stock is available and will be delivered by Tuesday
183841	07-01-22	1	Green hose pipe pending	Stock is available and will be delivered by Tuesday
183849	10-01-22	1 to 14	Electrical wires recived partly	Stock is available and will be delivered by Wednesday
183850	10-01-22	1 to 14	Electrical wires	Stock is available and will be delivered by Wednesday
183853	12-01-22	1	Pad locks	Stock is available and will be delivered by Wednesday
183854	12-01-22	1 to 2	Mopping stick pending	Stock is available and will be delivered by Wednesday

183855	12-01-22	1 to 13	Stationery items	Stock is available and will be delivered by Wednesday			
No. of gate passes issued this week:			Nil / 5	From No.	Nil	To No.	Nil
Delivery van site visit on: 1			07.01.22, 10.1.22, 12.01.22,				
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	-	-	-	-		
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	164	PPC/PSC last weeks stock	Nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				Muraksh			
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 ajkumar@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!