Prepared by:		T.D. Murthy			
Report Date		10-02-2022			
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?
183876	25-01-2022	HDPE pipe			
List of requisitions Where PO/WO is prepared and items have not received at site					
183813	28-12-2021	Electrical Conducting material	Delivered		
183820	28-12-2021	SS Screws - 05pkts	Delivered		
183825	29-12-2021	Lappum	Collect from SSLLP		
183827	31-12-2021	Concealed Flush Tank	Collect from SSLLP		
183833	03-01-2022	PVC Material	Collect from SSLLP		
183834	03-01-2022	PVC Material	Collect from SSLLP		
183838	07-01-2022	FRP Pipes	Next week delivery		
183860	19-01-2022	Door beading	Delivered		
183862	24-01-2022	Switches	Delivered		
183863	24-01-2022	Switches	Delivered		
183864	24-01-2022	Copper plates	Delivered		
183871	24-01-2022	Switches	Delivered		
183872	24-01-2022	Switches	Delivered		
183879	24-01-2022	Junction Boxes	Delivered		
183880	24-01-2022	Electrical Conducting material	Collect from SSLLP		
183881	24-01-2022	Electrical Conducting material	Collect from SSLLP		
183882	24-01-2022	Electrical Conducting material	Delivered		
183894	24-01-2022	Concealed Flush Tank	Collect from SSLLP		
183903	24-01-2022	Yellow wire - 1/18	Collect from SSLLP		
183905	24-01-2022	Electrical wires	Delivered		
183906	24-01-2022	Door beading	Collect from SSLLP		
183907	24-01-2022	Door beading	Delivered		
183911	24-01-2022	Door panels and hardware	Delivered		
183912	24-01-2022	Door panels and hardware	Delivered		
183913	01-02-2022	Door panels and hardware	Collect from SSLLP		

T.D. Murthy
10/2/22

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

Company:	Silver Oak Villas part-III	Date:	05-02-2022
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	28-1-2022 to 05.02.2022(fri to sat)	Approved by:	K Purshotham
Report Date	05-02-2022		

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#
183876	183876	01	HDPE PIPE	

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$
183813	28-12-2021	01	6-way metal box-50 pending	No stock at supplier ssup D
183820	28-12-2021	01	`SS screws- 05 packets pending	No stock at supplier D
183825	29-12-2021	01	Lappum	No stock at supplier ssup
183827	31-12-2021	01	Conceled flush tank-06 pending	Material available at supplier and will be delivered by Monday ssup
183833	03-01-2022	03	PVC-single socket 10ft-30 nos pending & PVC rigid pipe- 40 nos pending & PVC -P trap-20 nos pending	Material available at supplier and will be delivered by Monday ssup
183834	03-01-2022	1-26	PVC- single socket pipe-10nos pending ssup	Material available at supplier and will be deliverd by Tuesday
183838	07-01-2022	01	FRP pipes	No stock at supplier Next week
183860	19-01-2022	03	Door beedings D	Material available at supplier and will be delivered by Wednesday
183862	24-01-2022	1-19	Switches D	Material available at supplier and will be deliverd by Tuesday
183863	24-01-2022	1-19	Switches D	Material available at supplier and will be deliverd by Tuesday
183864	21-01-2022	01	Copper plate D	Material available at supplier and will be delivered by Monday
183871	24-01-2022	1-19	Switches D	Material available at supplier and will be deliverd by Tuesday
183872	01-02-2022	1-19	Switches D	Material available at supplier and will be deliverd by Tuesday
183879	25-01-2022	01	Junction box- 75 nos pending D	No stock at supplier
183880	01-02-2022	1-11	Electerical conducting internal ssup	Material available at supplier and will be delivered by Monday
183881	01-02-2022	1-11	Electerical conducting internal ssup	Material available at supplier and will be delivered by Monday
183882	01-02-2022	1-11	Electerical conducting internal D	Material available at supplier and will be delivered by Monday
183894	29-01-2022	01	Concealed flush tanks ssup	No stock at supplier
183903	01-02-2022	01	Yellow wire(1/18) ssup	No stock at supplier
183905	01-02-2022	1-12	Electerical wires D	No stock at supplier
183906	01-02-2022	03	Door beadings ssup	Material available at supplier and will be deliverd by Tuesday
183907	01-02-2022	03	Door beadings D	Material available at supplier and will be deliverd by Tuesday
183911	01-02-2022	08	Door pannels and hardware D	Material available at supplier and will be delivered by Wednesday
183912	01-02-2022	08	Door pannels and hardware D	Material available at supplier and will be delivered by Wednesday

183913	01-02-2022	08	Door pannels and hardware Slm	Material available at supplier 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:	31-01-2022, 02-02-2022, 04-02-2022, 05-02-2022				
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	164	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi. Ch.	
Date	05-02-2022	05-02-2022	

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