Prepared by:		T.D. Murthy			
Report Date		17-02-2022			
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	PO to be issue		
183895	29-01-2022	Curing pipe	PO to be issue		
183906	01-02-2022	Headless nails	PO to be issue		
183907	01-02-2022	Headless nails	PO to be issue		
183923	07-02-2022	UPVC Windows	Estimate with M.D's approval		
List of requisitions Where PO/WO is prepared and items have not received at site					
183820	28-12-2021	SS Screws - 05pkts	Delivered		
183827	31-12-2021	Concealed Flush Tank	Collect from SSLLP		
183833	03-01-2022	PVC Material - Single socket pipe - 30 nos	Delivered		
183834	03-01-2022	PVC Material - Single socket pipe - 10 nos	Delivered		
183838	07-01-2022	FRP Pipes	Next week delivery		
183880	24-01-2022	Electrical Conducting material	Delivered		
183881	24-01-2022	Electrical Conducting material	Collect from SSLLP		
183882	24-01-2022	8 & 6 way metal box	Delivered		
183894	24-01-2022	Concealed Flush Tank	Collect from SSLLP		
183903	24-01-2022	Yellow wire - 1/18	Delivered		
183909	01-02-2022	Regal Beige	Next week delivery		
183911	24-01-2022	Door panels and hardware	Delivered		
183913	01-02-2022	Door panels and hardware	Collect from SSLLP		
183916	02-02-2022	SS Name Plate	Contact supplier		
183920	05-02-2022	GI Bucket	Delivered		
183922	07-02-2022	Recron	Delivered		

T.D. Murthy
17/2/22

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

Company	Silver Oak Villas part-III	Date	12-02-2022
Site	Silver Oak Villas part-III	Prepared by	Ch Pranavi
Report From / To	04-02-2022 to12 02 2022(fri to sat)	Approved by	K Purshotham
Report Date	12-02-2022		

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		
183895	29-01-2022	01	HDPE PIPE	
183906	01-02-2022	01	Curing pipes	
183907	01-02-2022	01	Headless nails	sscup
183923	07-02-2022	07	Headless nails	
			UPVC Windows	

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$
183820	28-12-2021	01	SS screws- 05 packets pending D	No stock at supplier
183827	31-12-2021	01	Conceled flush tank-06 pending sscup	No stock at supplier
183833	03-01-2022	03	PVC-single socket 10ft-30 nos pending D	Material not available at supplier and will be delivered by Monday
183834	03-01-2022	1-26	PVC- single socket pipe-10nos pending D	Material not available at supplier and will be delivered by Monday
183838	07-01-2022	01	FRP pipes D.W	Material not available at supplier and will be delivered by Monday
183880	01-02-2022	1-11	Electerical conducting internal D	Material not available at supplier and will be delivered by Monday
183881	01-02-2022	1-11	Electerical conducting internal sscup	Present material is not avaliable at supplier and material will be delivered within two days
183882	01-02-2022	02	8 & 6 way metal box D	Material not available at supplier and will be delivered by Monday
183894	29-01-2022	01	Concealed flush tanks sscup	No stock at supplier
183903	01-02-2022	01	Yellow wire(1/18) D	No stock at supplier
183909	01-02-2022	01	Regal Beige D.W	No stock at supplier
183911	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 sscup	Material available at supplier and will be delivered by Wednesday
183916	02-002-2022	05	SS name plate Cont. Sup	Material available at supplier and will be delivered by Wednesday
183920	05-02-2022	08	GI Bucket D	Material avaliable at supplier and will be delivered by Tuesday
183922	07-02-2022	01	Recron- 160 pkts pending D	No stock at supplier

No of gate passes issued this week	Nil / 5	From No	Nill	To No	Nill
Delivery van site visit on	07-02-2022, 9-02-2022, 11-02-2022				
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		12-02-2022		12-02-2022			

Notes 1 * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, asharya@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		17-02-2022			
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?
185128	29-01-2022	Paper bundle	Cancelled and send new requisition if require		
185135	08-02-2022	Safety Net	PO issued collect from SSLLP		
List of requisitions Where PO/WO is prepared and items have not received at site					
185094	06-01-2022	GI Wire	Collect from Supplier		
185134	08-02-2022	Covering block	Delivered		

T.D. Murthy
17/2/22

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

Company:	MHPLSOV		
Site:	Silver Oak Villas part-III	Date	12-02-2022
Report From / To	04-02-2022 to12 02.2022(fri to sat)	Prepared by:	Ch.Pranavi
		Approved by:	K Purshotham
Report Date	12-02-2022		

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#
185128	29-01-2022	01	Paper bundle	~~P.O. to be~~ Cancelled and Send New 85481
185135	08-02-2022	02	Saftey nets	

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$
185094	06-01-2022	01	GI wire	Material available at supplier and will be deliverd by Tuesday
185134	08-02-2022	01	Covering blocks	Material will be delivered by Monday Col. Supp D

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	07-02-2022, 9-02-2022, 11-02-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
sItems 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: 03

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi.Ch.	
Date	12-02-2022	12-02-2022	

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!