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

Company:	Silver Oak Villas part-III	Date:	19-02-2022
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	11-02-2022 to19.02.2022(fri to sat)	Approved by:	K Purshotham
Report Date	19-02-2022		

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	
183895	29-01-2022	01	Curing pipes	
183906	01-02-2022	01	Headless nails	
183907	01-02-2022	01	Headless nails	

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	Material avaliable at supplier and will be delivered by Tuesday
183827	31-12-2021	01	Conceled flush tank-06 pending	Material avaliable at supplier and will be delivered by Tuesday
183838	07-01-2022	01	FRP pipes	No stock at supplier
183880	01-02-2022	01	6way metal box- 35 pending	Material avaliable at supplier and will be delivered by Monday
183881	01-02-2022	02	PVC pipe 1.2mm - 20 pending	Material avaliable at supplier and will be delivered by Monday
183882	01-02-2022	02	6 way metal box- 20 pending	Material avaliable at supplier and will be delivered by Monday
183894	29-01-2022	01	Concealed flush tanks	Material avaliable at supplier and will be delivered by Tuesday
183909	01-02-2022	01	Regal Beige	Material avaliable at supplier and will be delivered by Monday
183911	01-02-2022	01	Pannel door 32" x 82"- 6 pending	Material available at supplier and will be delivered by Wednesday
183913	01-02-2022	08	Door pannels and hardware	Material available at supplier and will be delivered by Wednesday
183920	05-02-2022	08	GI Bucket	Material avaliable at supplier and will be delivered by Tuesday
183926	10-02-2022	01	Crema marfil	Material avaliable at supplier and will be delivered by Monday
183927	10-02-2022	02	V.tiles	Material avaliable at supplier and will be delivered by Monday
183930	14-02-2022	01	Water tanks	Material avaliable at supplier and will be delivered by Tuesday
183931	14-02-2022	01	Conceled flush tanks	Material avaliable at supplier and will be delivered by Monday
183933	14-02-2022	04	Eco drain material	Material available at supplier and will be delivered by Wednesday
183934	14-02-2022	04	Eco drain material	Material available at supplier and will be delivered by Wednesday
183935	14-02-2022	1-11	PVC material	Material avaliable at supplier and will be delivered by Tuesday
183936	14-02-2022	1-16	Stationary items	Material avaliable at supplier and will be delivered by Tuesday
183942	16-02-2022	01	Crema marfil	Material avaliable at supplier and will be delivered by Monday

183944	16-02-2022	1-19	Switches	Material avaliable at supplier and will be delivered by Tuesday
183946	16-02-2022	1-32	CPVC material	Material avaliable at supplier 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	12-02-2022, 14-02-2022, 16-02-2022, 18-02-2022
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	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi. Ch.	
Date	19-02-2022	19-02-2022	

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!

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

Company:	MHPLSOV	Date:	19-02-2022
Site:	Silver Oak Villas part-III	Prepared by:	Ch Pranavi
Report From / To	11-02-2022 to19.02.2022(fri to sat)	Approved by:	K Purshotham
Report Date	19-02-2022		

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	

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$
185135	08-02-2022	01	Saftey nets-5 pending	Present no stock at supplier

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	12-02-2022, 14-02-2022, 16-02-2022, 18-02-2022				
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	316	PPC/PSC last weeks stock	00

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi. Ch.	
Date	19-02-2022	19-02-2022	

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