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

Company:	MHPLSOV		
Site:	Silver Oak Villas part-III	Date:	26-02-2022
Report From / To	18-02-2022 to26.02.2022(fri to sat)	Prepared by:	Ch Pranavi
		Approved by:	K Purshotham
Report Date	26-02-2022		

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#

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$

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	19-02-2022, 21-02-2022, 23-02-2022, 25-02-2022				
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	647	3,068	
2.	10mm	.617	7.404	1179	8,730	
3.	12mm	.89	10.68	184	1964	
4.	16mm	1.58	18.96	173	3284	
5.	20mm	2.47	29.64	110	3265	
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	171	PPC/PSC last weeks stock	316

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi. Ch	
Date	26-02-2022	26-02-2022	

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!

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Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#

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Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$
183876	25-01-2022	01	HDPE pipe	Material avaliable at supplier and will be delivered by Monday
183894	29-01-2022	01	Concealed flush tanks	Stock not available at supplier
183895	29-01-2022	01	Curing pipes	Material avaliable at supplier and will be delivered by Monday
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	Stock not available at supplier
183913	01-02-2022	08	Door pannels and hardware	Stock not available at supplier
183925	24-12-2022	01	Utlra sprinkle HL	Stock not available at supplier
183926	10-02-2022	01	Crema marfil	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	Stock not available at supplier
183933	14-02-2022	04	Eco drain material	Material available at supplier and will be delivered by Wednesday
183944	16-02-2022	1-19	Switches	Material avaliable at supplier and will be delivered by Tuesday
183946	16-02-2022	02	CPVC union 1 1/4"-10 nos pending &hacksaw blade single and double pending	Material avaliable at supplier and will be delivered by Tuesday
183949	19-02-2022	08	Bathroom tiles	Stock not available at supplier
183950	19-02-2022	03	V.tiles	Material avaliable at supplier and will be delivered by Tuesday
183951	19-02-2022	03	V.tiles	Material avaliable at supplier and will be delivered by Tuesday
183952	19-02-2022	08	Bathroom tiles	Stock not available at supplier

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
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Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
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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		26-02-2022		26-02-2022			

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