

Prepared by:	T.D. Murthy				
Report Date	04-03-2022				
Site	Modi Housing PVT LTD				
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?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site					
Nil	Nil	Nil	Nil		

T.D. Murthy
4/3/22

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

Company:	MHPLSOV	Date:	26-02-2022
Site:	Silver Oak Villas part-III	Prepared by:	Ch Pranavi
Report From / To	18-02-2022 to 26 02 2022(fri to sat)	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:			
Delivery van site visit on 1	Nil	From No.	Nil
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	19-02-2022, 21-02-2022, 23-02-2022, 25-02-2022	To No	Nil
Items not ordered but received			Yes
Other corrections & remarks:			
Details of steel & cement stock			
Sl No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - 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
Details		Project Manager	PPC/PSC stock
Sign			PPC/PSC last weeks stock
Date	26-02-2022	Admin Officer/Manager	Admin Audit

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

Prepared by:		T.D. Murthy			
Report Date		04-03-2022			
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?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site					
183876	25-01-2022	HDPE pipe	Delivered		
183894	24-01-2022	Concealed Flush Tank	Delivered		
183895	29-01-2022	Curing pipe	Collect from SSSLP		
183909	01-02-2022	Regal Beige	Collect from SSSLP		
183911	24-01-2022	Panel door - 32" x 82" - 06 nos pending	Collect from SSSLP		
183913	01-02-2022	Door panels and hardware	Collect from SSSLP		
183925	24-12-2021	Ultra Sprinkler HL	Collect from SSSLP		
183926	10-02-2022	Crema Marfil	Collect from SSSLP		
183930	14-02-2022	Water Tanks	Delivered		
183931	14-02-2022	Concealed Flush Tank	Collect from SSSLP		
183933	14-02-2022	Eco Drain material	Delivered		
183944	16-02-2022	Switches	Delivered		
183946	16-02-2022	CPVC Material	Collect from SSSLP		
183949	19-02-2022	Bathroom Tiles	Collect from SSSLP		
183950	19-02-2022	Vitrified Tiles	Collect from SSSLP		
183951	19-02-2022	Vitrified Tiles	Collect from SSSLP		
183952	19-02-2022	Bathroom Tiles	Collect from SSSLP		

T.D. Murthy
u/s/m

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

Company:	Silver Oak Villas part-III	Date:	26-02-2022
Site:	Silver Oak Villas part-III	Prepared by	Ch Pranavi
Report From / To	18-02-2022 to 26-02-2022 (fri to sat)	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
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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
183876	25-01-2022	01	HDPE pipe	Material available 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 available at supplier and will be delivered by Monday
183909	01-02-2022	01	Regal Beige	Material available 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	Ultra sprinkle HL	Material available at supplier and will be delivered by Monday
183926	10-02-2022	01	Crema marfil	Material available at supplier and will be delivered by Tuesday
183930	14-02-2022	01	Water tanks	Material available at supplier and will be delivered by Tuesday
183931	14-02-2022	01	Concealed flush tanks	Material available at supplier and will be delivered by Wednesday
183933	14-02-2022	04	Eco drain material	Material available at supplier and will be delivered by Tuesday
183944	16-02-2022	1-19	Switches	Material available 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 available 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 available at supplier and will be delivered by Tuesday
183951	19-02-2022	03	V tiles	Material available 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.	Nil	To No	Nil
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Delivery van site visit on: 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

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 week's stock	Nil	PPC/PSC stock	Nil	PPC/PSC last week's stock
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	26-02-2022		26-02-2022			

Notes: 1. Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchasing@mediprojection.com, admin@mediprojection.com and hr@mediprojection.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that ground numbers are written on the Requisitions, clearly showing the items not reserved on a daily basis. 5. Mention (N) & MKN no. on (X) - Bills. 6. Report to be signed by Admin manager & Project manager at site and filed in site. 7. Suggested remarks: For technical details from site, for negotiations/quotations. Local purchase: For M/s 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 reserved 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. (X) NOT CALL PURCHASE.

Prepared by:		T.D. Murthy			
Report Date		04-03-2022			
Site		Silver Oak Welfare Association			
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?
191010	23-11-2021	Boom Barrier AMC	Cancelled		
191011	30-11-2021	Roots multi clean Service charges	Cancelled		
191012	30-11-2021	Roots multi clean Service charges	Cancelled		
191013	02-12-2021	Cue sticks, chalks, stick tips	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
191016	23-12-2021	Road blockers	Cancelled		

T.D. Murthy
4/8/22

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

Company:	Silver Oak welfare association	Date	26-02-2022
Site:	Silver Oak Villas	Prepared by	Ch Pranavi
Report From / To	18-02-2022 to 26-02-2022 (fri to sat)	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*
191010 ✓	23-11-2021	01	Boom Barrier AMC	PO to be issued
191011 ✓	30-11-2021	01	Roots multi clean AMC	PO to be issued
191012 ✓	30-11-2021	01	Roots multi clean service charge	PO to be issued
191013	02-12-2021	01 to 03	Cue sticks, chalks, stick tips	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
191016 ✓	23-12-2021	01	Road blockers	Material available at supplier and will be delivered by Tuesday

No. of gate passes issued this week:

Nil	From No.	Nil	To No.	Nil
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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 / No

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	Nil	Nil
Details	Project Manager			Admin Officer/Manager		
Sign				Admin Audit		
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, ashwini@modiproperties.com and rajikumam@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 DC's / 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!