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

Company:	MHPLSOV	Date:	12-03-2022
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	04-03-2022 to12.03.2022(fri to sat)	Approved by:	K Purshotham
Report Date	12-03-2022		

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#
185153	07-03-2022	1	Hexagonal pole with arms	

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	07-03-22,09-03-22,11-03-22				
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	1800		
2.	10mm	.617	7.404	1179	8,730		
3.	12mm	.89	10.68	184	858		
4.	16mm	1.58	18.96	173	950		
5.	20mm	2.47	29.64	110	1250		
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	520	PPC/PSC last weeks stock	50

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Meenakshi	
Date	12-03-2022	12-03-2022	

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:	Silver Oak Villas part-III	Date:	12-03-2022
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	04-03-2022 to12.03.2022(fri to sat)	Approved by:	K Purshotham
Report Date	12-03-2022		

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#
183979	03-03-22	1-4	Bathroom tiles	
183980	03-03-22	7	ISL Carara	
183981	03-03-22	7	ISL Carara	
183982	03-03-22	1-4	Bathroom tiles	
183986	04-03-22	1	Automatic changeover 3phase	
183987	05-03-22	1-8	UPVC windows	
183988	05-03-22	1-8	UPVC windows	
183989	07-03-22	1-5	Powder coated grills	
183991	07-03-22	1-5	Powder coated grills	
183993	07-03-22	1-4	MS gates	
184002	10-03-22	1-24	Electrical switches	
184008	10-03-22	1-5	Powder coated grills	
184009	10-03-22	1-5	Powder coated grills	

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$
183780	11-12-2021	1	Urban wood natural 56 box pending	Material not available
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 not available
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
183923	07-02-2022	1-7	UPVC windows	Supplier delivery by monday
183925	24-12-2022	01	Utlra sprinkle HL	Stock not available at supplier
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
183952	19-02-2022	08	Bathroom tiles	Stock not available at supplier
183953	22-02-2022	1-4	Bathroom tiles ultra sprinkler	Stock not available
183954	24-02-2022	1-7	Country almond tiles	Material availble delivery by monday
183956	25-02-2022	1-7	Regal beige tiles	Stock not available
183957	25-02-2022	1-4	Bathroom tiles	Stock not available
183958	25-02-2022	1-4	Bathroom tiles	Stock not available
183955	25-02-2022	1-3	Pvc clamps pending	Material avaliable at supplier and will be delivered by Tuesday
183962	25-02-2022	1-36	Water tanks pending	Material available delivery by monday
183963	25-02-2022	1-36	CPVC union and reducer TEE	Material avaliable at supplier and will be delivered by Tuesday
183964	25-02-2022	1-36	CPVC material	Material avaliable at supplier and will be delivered by Tuesday
183968	01-03-2022	01-4	Bathroom tiles	Stock not available
183969	01-03-2022	1-4	Bathroom tiles	Stock not available

183972	01-03-2022	1-11	Bathroom tiles	Stock not available
183973	01-03-2022	1-4	Bathroom tiles	Stock not available
183975	03-03-2022	1-3	Electrical bends&junction box	Stock available delivery by Tuesday
183976	03-03-2022	1-4	Bathroom tiles	Stock not available
183977	03-03-2022	1-5	ISL Carara tiles	Stock available at supplier delivery by monday
183985	04-03-2022	1-11	Electrical conducting internal	Stock available delivery by Tuesday
183994	07-03-2022	1-8	UPVC windows	Supplier delivery by monday
183997	10-03-2022	1-24	Electrical switches	Stock available delivery by monday
183998	10-03-2022	1-9	Electrical slab materail	Stock available delivery by monday
184000	10-03-2022	1	PVC pipes pending	Stock available delivery by Tuesday
184001	10-03-2022	1	Electrical switches	Stock available delivery by Tuesday

No. of gate passes issued this week:	1 / 5	From No. 6592	To No.	6592
Delivery van site visit on:1	25-02-22,28-02-2022,03-03-22,04-03-22			
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	[signature]	Menakshi	
Date			

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

Company:	Silver Oak welfare association	Date:	12-03-2022
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	04-03-2022 to12.03.2022(fri to sat)	Approved by:	K Purshotham
Report Date	12-03-2022		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

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191013	02-12-2021	01 to 03	Cue sticks, chalks, stick tips	PO to be issued

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No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	07-03-22,09-03-22,11-03-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No		

Items not ordered but received:

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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		Meenakshi	
Date	12-03-2022	12-03-2022	

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