

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

Company:	MRGV	Date:	21-05-2022			
Site:	BRGV	Prepared by:	Pushpalatha			
Report From / To	13-05-2022 to 20-05-2022	Approved by:	Sarwar			
Report Date	21-05-2022					
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#		
95063	11-02-2022	1	Callisto- AC CTY00034 Tiles	PO not issue		
95083	16-03-2022	1-3,5-18,20	Gym room material	PO not issue for SI.no1-3,5-18,20, for part material received PO		
95084	16-03-2022	1,2	Yoga mat, Digital weighing machine	PO not issue for SI. No: 1,2. For part material received PO.		
95089	16-03-2022	1,3	Lawn mover, Hedge cutter	PO not issue for SI. No:1,3, For part material received PO.		
95090	16-03-2022	1-2	Split AC, Casette AC	PO not issue for SI. No:		
95122	04-05-2022	2-6	Cafeteria Material	PO not issue for SI. No: 2-6, For part material received PO.		
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier		
95085	16-03-2022	1-8	Recreation room material	Supplier arranging for material.		
95087	16-03-2022	1	Ro Plant	Supplier arranging for material,		
95093	16-03-2022	1	Mirror with frame	Material is ready with supplier, will get within three working days		
95095	16-03-2022	1	Floor mat	Supplier arranging for material,		
95112	14-04-2022	1	Modular Kitchen	Supplier arranging for material.		
95120	23-04-2022	1	Armoured cable	Spoken with supplier, material is not not available with supplier, informed to purchase team.		
95122	04-5-2022	1	Chairs (Beige Colour)	Spoken with supplier, will get material within three working days.		
95124	06-05-2022	1,4	Panel Doors	Material is ready at SSLLP, will get within three working days.		
No. of gate passes issued this week: NIL From No. To No.						
Delivery van site visit on: 13 th 15 th 18 th 21 st						
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		OPC last weeks stock	100	PPC/PSC stock	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager	Admin Audit
Sign				<i>[Signature]</i>	
Date		21-05-2022		21-05-2022	

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashalya@modiproperties.com and raikumar@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 PURCHASER.

