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

Company:	MRGV	Date:	28-05-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	21-05-2022 to 27-05-2022	Approved by:	Sarwar
Report Date	28-05-2022		

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#**
95084	16-03-2022	2	Digital weighing machine	PO not issue for SI. No: 2. For part material received PO.
95122	04-05-2022	5,6	Cafeteria Material	PO not issue for SI. No: 5,6, For part material received PO.
95131	14-05-2022	1,3,7-12,15-17,19,20,22,23	CPVC External	Po not Issue
95134	24.05.2022	2	Solid Bricks (6'x8'x16")	Po not Issue

Req No.	**Req Date**	**Serial no of item in Req.**	**Item Description**	**Details of discussion with supplier**
95083	16-03-2022	1-3,5-18,20	Gym room material	Material is in Transit
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
95112	14-04-2022	1	Modular Kitchen	Supplier arranging for material.
95116	20-04-2022	1,3	Z Angle Templets	Partly received from SSLLP
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.
95132	19-05-2022	1	Hollow Bricks	Spoken with supplier, After one week he will suplly the material.
95136	25-05-2022	1	Floor mat	Supplier arranging for material.

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	13th 15th 18th 21st				

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			

APPROVED BY
28 MAY 2022
SYED GOLAM SARWAR
Asst. Project Manager/BRGV

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							
Date		28-05-2022		28-05-2022			

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 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!