

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

|                  |                          |              |             |
|------------------|--------------------------|--------------|-------------|
| Company:         | MRGV                     | Date:        | 04-06-2022  |
| Site:            | BRGV                     | Prepared by: | Pushpalatha |
| Report From / To | 28-05-2022 to 03-06-2022 | Approved by: | Sarwar      |
| Report Date      | 04-05-2022               |              |             |

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#                              |
|---------|------------|---------------------------|----------------------|--------------------------------------------------------------|
| 95122   | 04-05-2022 | 5,6                       | Cafeteria Material   | PO not issue for SI. No: 5,6, For part material received PO. |
| 95140   | 28-05-2022 | 1                         | Vinyl Flooring Tiles | PO not Issue                                                 |
| 95141   | 30-05-2022 | 1                         | JBL-CSLM20           | PO not Issue                                                 |

  

| 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 in Transit                                            |
| 95112   | 14-04-2022 | 1                          | Modular Kitchen                   | Supplier arranging for material.                                  |
| 95116   | 20-04-2022 | 1,3                        | Z Angle Templets                  | Partly received from SSLLP                                        |
| 95122   | 04-5-2022  | 1                          | Chairs (Beige Colour)             | Not ready with supplier, asking more 1 week to deliver material   |
| 95131   | 14-05-2022 | 1,3,7-12,15-17,19,20,22,23 | CPVC External                     | Partly received from sslp                                         |
| 95132   | 19-05-2022 | 1                          | Hollow Bricks                     | Spoken with supplier, After one week he will supply the material. |
| 95134   | 24.05.2022 | 2                          | Solid Bricks (6'x8'x16")          | Ready with supplier, will get within three to four days.          |
| 95136   | 25-05-2022 | 1                          | Floor mat                         | Supplier arranging for material.                                  |
| 95137   | 25-05-2022 | 1,2                        | Victory chairs, front round table | Supplier arranging for material.                                  |
| 95138   | 28-05-2022 | 1                          | Hollow Bricks                     | Spoken with supplier, After one week he will supply the material. |
| 95142   | 31-05-2022 | 1                          | LED Bulbs                         | Supplier arranging for material.                                  |

No. of gate passes issued this week:      NIL      From No.      To No.

Delivery van site visit on:      28<sup>th</sup> 30<sup>th</sup> 31<sup>st</sup> 01<sup>st</sup>

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      |                 |                      |     |                       |  |                          |  |
| Date      | 04-06-2022      |                      |     | 04-06-2022            |  |                          |  |

Notes: 1. \* Send a copy of the missing requisitions to Purchase 5. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajkumar@modiproperties.com](mailto:rajkumar@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!

SYED GLAM SARWAR  
Asst. Project Manager/BRGV

*Syed Glam*  
04-06-22

APPROVED BY  
04 JUN 2022