

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

Company:	MRGV	Date:	11-06-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	04-06-2022 to 11-06-2022	Approved by:	Sarwar
Report Date	11-05-2022		

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
95151	06-06-2022	1	Carpet tiles Grey(Welspun - AC-CTY-00005)	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,
95112	14-04-2022	1	Modular Kitchen	Supplier arranging for material.
95116	20-04-2022	1,3	Z Angle Templets	Partly received from SLLP
95122	04-5-2022	1	Chairs (Beige Colour), SS Stands	Not ready with supplier, asking more 1 week to deliver material
95131	14-05-2022	1,2	CPVC External	Partly received from sslp
95135	25-05-2022	1,2	Split AC	Supplier arranging for material,
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.
95141	30-05-2022	1	JBL-CSLM20	No Stock at SLLP
95149	03-06-2022	1	Pendrive	Ready with supplier, will get within two working days.
95150	03-06-2022	3	6 way metal box	Partly received from the supplier.
95151	07-06-2022	1-3	Tanbrown granite	Mail sent to Purshotham sir to arrange material
95154	08-06-2022	1	Plywood	Supplier arranging for material.

No. of gate passes issued this week:

NIL

From No.

To No.

Delivery van site visit on:

06th 09th 11th

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		11-06-2022		11-06-2022		

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