

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

Company:	MRGV	Date:	25-06-2022			
Site:	BRGV	Prepared by:	Pushpalatha			
Report From / To	18-06-2022 to 24-06-2022	Approved by:	Sarwar			
Report Date	25-05-2022					
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 (Coffe machine and Double door fridge)	PO not issue for SI. No: 5,6		
95131	14-05-2022	9,15,20	CPVC External	PO not issue for SI. No: 9, 15, 20		
95140	28-05-2022	1	Vinyl Flooring Tiles	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	Spoken with supplier, he is asking payment in advance.		
95087	16-03-2022	1	RO Plant	Supplier arranging for material,		
95122	04-5-2022	1	Chairs (Beige Colour), SS Stands	Partly delivered. Balance material will get within two working days.		
95132	19-05-2022	1	Hallow bricks	No Stock available with supplier, please change the supplier		
95136	25-05-2022	1	Floor mat	Spoken with supplier, he is asking payment in advance.		
95137	25-05-2022	2	front round table	Supplier arranging for material.		
95138	28-05-2022	1	Hallow bricks	No Stock available with supplier, please change the supplier		
95151	06-06-2022	1	Carpet tiles Grey(Welspun - AC-CTY-00005)	Supplier arranging for material.		
95153	07-06-2022	1-3	Tanbrown granite	Mail sent to Purshotham sir to arrange material		
95158	16-06-2022	1	Electrical copper black wire	Ready at SSLLP, will get within three working days.		
95159	21-06-2022	1	Greenhose pipe	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:			21 st 22 nd 23 rd 24 th			
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		25-06-2022		25-06-2022		

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

