

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

Company:	MRGV	Date:	09-07-2022				
Site:	BRGV	Prepared by:	Pushpalatha				
Report From / To	02-06-2022 to 08-07-2022	Approved by:	Sarwar				
Report Date	04-07-2022						
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	6	Coffee Machine	PO not issue for SI. No: 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			
95165	04-07-2022	1-3	Z Angle templets	PO not Issue			
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier			
95085	16-03-2022	2	TT Table	Spoken with supplier, he will deliver thre material on 07-07-2022			
95087	16-03-2022	1	RO Plant	Supplier arranging for material			
95132	19-05-2022	1	Hallow bricks	Spoken with supllier, he ill deliver the material by 15-07-2022			
95136	25-05-2022	1	Floor mat	Material is ready at SLLP,tomorrow sending vehicle to get the material			
95137	25-05-2022	2	Front round table	Material is ready with Supplier, will get within two working days.			
95138	28-05-2022	1	Hallow bricks	Spoken with supplier, he ill deliver the material by 15-07-2022			
95153	07-06-2022	1-3	Tanbrown granite	Tomorrow we are sending vehicle to get the material			
95166	06-07-2022	1	Coffee powder	Material is ready with Supplier, will get within two working days.			
95167	06-07-2022	1,2,3	Chairs, umbrellas, rain coats	Material is ready with Supplier, will get within two working days.			
95169	07-07-2022	1-5	PVC Material	Material is ready with Supplier, will get within two working days.			
[No. of gate passes issued this week:			NIL	From No.		To No.	
Delivery van site visit on:			04 th 07 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		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	09-07-2022			09-07-2022		

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

APPROVED BY
10-07-2022
SYED GOVIND SARKAR