

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

Company:	MRGV	Date:	16-07-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	09-07-2022 to 15-07-2022	Approved by:	Sarwar
Report Date	16-07-2022		

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
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
95085	16-03-2022	2	TT Table	Delay with supplier.
95087	16-03-2022	1	RO Plant	Supplier arranging for material
95122	04-05-2022	5,6	200 or 250 double door fridge, Coffee machine	Spoken with supplier, he will deliver the material on Monday
95131	14-05-2022	9,15,20	CPVC External	Material is ready at SSLLP, will get within two working days.
95132	19-05-2022	1	Hallow bricks	Supplier not responding to call.
95138	28-05-2022	1	Hallow bricks	Supplier not responding to call.
95140	28-05-2022	1	Vinyl Flooring Tiles	Material is ready at SSLLP, will get within two working days.
95164	25-06-2022	1	Solid blocks	Partly delivered from the supplier.
95165	04-07-2022	1	MS Z angle templets 900mmx900mm	No stock at SSLLP.
95166	06-07-2022	1	Coffee powder	Supplier asking previous payments to supply this material
95167	06-07-2022	1,2,3	Chairs, umbrellas, rain coats	Material is ready with Supplier, will get within two working days.
95171	12-0-2022	1,2,3	Z Angle templets	Material is ready at SSLLP, will get within two working days.
			NIL	From No. To No.

[No. of gate passes issued this week:

Delivery van site visit on: 09th 12th 13th 15th

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	16-07-2022			16-07-2022		

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

