

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

Company:	MRGV	Date:	23-07-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	16-07-2022 to 22-07-2022	Approved by:	Sarwar
Report Date	23-07-2022		

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#
95083	16-03-2022	20	Party speakers	Po Not issue
95171	15-07-2022	1-4	CI Electrode, chemical earthing, co polymer earth pit cover, GI strip	Po Not issue
95173	19-07-202	1-7	PVC Conducting	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	Delay with supplier.
95132	19-05-2022	1	Hallow bricks	Delay with supplier.
95138	28-05-2022	1	Hallow bricks	Delay with supplier.
95165	04-07-2022	1	MS Z angle templets 900mmx900mm	Partly received fromm sslp, no stok at sslp for balance material
95172	15-07-2022	1-9	Library books, toys (Clubhouse material)	Material is ready at SSLLP, will get within 2 working days.
95174	19-07-2022	1-10	Housekeeping material	Material is ready at SSLLP, will get within 2 working days

[No. of gate passes issued this week:

Delivery van site visit on: 16th 18th 19th

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		23-07-2022		23-07-2022		

Notes: 1. * Send a copy of the requisition to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajikumarn@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

APPROVED BY
11 JUL 2022
SYED GOLAM SARWAR
 Asst. Project Manager, BRGV