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

Company:	MRGV	Date:	08-08-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	30-07-2022 to 07-08-2022	Approved by:	Sarwar
Report Date	08-08-2022		

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#**
95179	01-08-2022	2,05	Metal box, MS Nails	SI no 2,5 Po not issue for part material

Req No.	**Req Date**	**Serial no of item in Req.**	**Item Description**	**Details of discussion with supplier**
95083	16-03-2022	20	Party speakers`	Spoken with prabhakar sir, will receive material 2 working days.
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 from ssllp, no stok at ssllp for balance material
95171	15-07-2022	1-3	CI Electrode, chemical earthing, co polymer earthpit cover	Spoken with supplier and material is ready. Will get within 2-3 working days.
95172	15-07-2022	1,8	Push and Go crawling toy, my first library books	Spoken with prabhakar sir, will get material by Wednesday.
95176	27-07-2022	1-2	Blue sheets, buckets	Material is ready at SSLLP, will get within 2 working days.
95177	28-07-2022	1	Door Salwood	Spoken with supplier, will receive material within 2-3 working days.
95179	01-08-2022	2,5	Metal box, MS Nails	Partly received from ssllp
95180	01-08-2022	1,2	Delivery challan book, invoice booklet	Email sent to promotions to prapare.
95181	02-08-2022	1	Guard Alert siren	Spoken with supplier, will get within 2-3 working days
95182	04-08-2022	1-7	Safety material	Material is ready at SSLLP, will get get will get within 2-3 working days.

[No. of gate passes issued this week:	NIL	From No.		To No.
Delivery van site visit on:	30th 02nd 03rd 06th			
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		08-08-2022		08-08-2022			

APPROVED BY
08 AUG 2022
SYED GOLAM SARWAR
Asst. Project Manager/BRGV

Notes: 1. * Send a copy of the missing requisitions to Purchase $. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!