

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

Company:	MRGV	Date:	20-08-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	13-08-2022 to 19-08-2022	Approved by:	Sarwar
Report Date	20-08-2022		

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#
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
95165	04-07-2022	1	MS Z angle templets 900mmx900mm	Partly received from sslp, no stok at sslp for balance material
95177	28-07-2022	1	Door Salwood	Supplier arranging material
95180	01-08-2022	1,2	Delivery challan book, invoice booklet	Spoken with prasad promotions, will get booklets by next week.
95181	02-08-2022	1	Guard Alert siren	Supplier arranging material
95182	04-08-2022	1-7	Safety material	Partly received from SSSLP
95186	12-08-2022	1	Hollow Bricks	Partly received from supplier
95187	12-08-2022	1	Hollow bricks	Partly received from supplier
95188	12-08-2022	1	Floor Tiles	Material is ready at SSSLP, will get within 2-3 working days

[No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	13 th 16 th 19 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	20-08-2022		20-08-2022			

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

20 AUG 2022
SARWAR
Asst. Project Manager/BRGV