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

Company:	MRGV	Date:	27-08-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	20-08-2022 to 26-08-2022	Approved by:	Sarwar
Report Date	27-08-2022		

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
95180	01-08-2022	1,2	Delivery challan book, invoice booklet	Spoken with prasad promotions, will get booklets by Monday.
95181	02-08-2022	1	Guard Alert siren	Supplier arranging material
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 GMRP, will get within 2-3 working days
95190	19-08-2022	1-3	Falce Ceiling lights	Supplier arranging material
95191	25-08-2022	1-10	Consumable material	Material is ready at SSLLP, ill get 2-3 working days
95192	25-08-2022	1-2	Consumable material	Material is ready at SSLLP, ill get 2-3 working days
95193	25-08-2022	1-10	Stationary	Material is ready at SSLLP, ill get 2-3 working days
95194	25-08-2022	1	Tanbrown granite	Material is ready at SSLLP, ill get 2-3 working days

[No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	20th 23rd 24th 25th				
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	27-08-2022	27-08-2022	

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

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