

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

Company:	MRGV	Date:	03-09-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	27-08-2022 to 02-09-2022	Approved by:	Sarwar
Report Date	03-09-2022		

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
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
95191	25-08-2022	1-10	Consumable material	Partly received from SLLP
95193	25-08-2022	1-10	Stationary	Partly received from SLLP
95194	25-08-2022	1	Tanbrown granite	Material is ready at SLLP, ill get 2-3 working days

	NIL	From No.	To No.
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[No. of gate passes issued this week:

Delivery van site visit on: 27th 29th 01st 02nd

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No

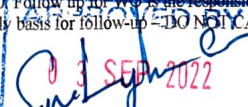
Items not ordered but received:

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		03-09-2022		03-09-2022		

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


 03 SEP 2022
 SARWAR
 Project Manager/BRGV