

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

Company:	MRGV	Date:	12-09-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	03-09-2022 to 09-09-2022	Approved by:	Sarwar
Report Date	12-09-2022		

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#
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Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
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95188	12-08-2022	1	Floor Tiles	Material is ready at GMR, will get within 2-3 working days
95191	25-08-2022	1-10	Consumable material	Partly received from SSSLP
95197	03-09-2022	1,3,5	Electrical conducting	Partly received from the sslp.
95198	06-09-2022	1-08	Channel brackets, GI Material	Supplier arranging material.
95200	06-09-2022	1-8	Electrical conducting	Material is ready at SSSLP, will get within 2 working days.
95201	06-09-2022	1	PVC Door mats	Material is ready at SSSLP, will get within 2 working days.

[No. of gate passes issued this week:

NIL From No.

To No.

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	12-09-2022	12-09-2022	

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

APPROVED BY

S. D. GOLAM SARWAR
 Asst. Project Manager/BRGV