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

Company:	MRGV	Date:	17-09-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	10-09-2022 to 16-09-2022	Approved by:	Sarwar
Report Date	17-09-2022		

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	Security Guard alert siren	Delay with supplier
95188	12-08-2022	1	Floor Tiles	Material is ready at GMR, will get material on Monday
95197	03-09-2022	1,3,5	Electrical conducting	Partly received from the ssllp.
95200	06-09-2022	1-8	Electrical conducting	Material is ready at SSLLP, will get within 2 working days.
95202	12-09-2022	1	Chairs (Beige colour)	Supplier arranging material.

[No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	10th 13th 14th 15th 16th				
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	17-09-2022	17-09-2022	

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

APPROVED BY
17 SEP 2022
SYED GOLAM SARWAR
Asst. Project Manager/BRGV