

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

Company:	MRGV	Date:	24-09-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	17-09-2022 to 23-09-2022	Approved by:	Sarwar
Report Date	24-09-2022		

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
95197	03-09-2022	2	Electrical conducting	Partly received from the sslp.
95202	12-09-2022	1	Chairs (Beige colour)	Supplier arranging material.
95205	20-09-2022	1	General material	Material is ready at SSLLP, will get 2-3 working days.
95206	20-09-2022	1	Indian WC	Supplier arranging material.
95207	20-09-2022	1,2	PVC Ecodrain chamber, Eco raiser	Supplier arranging material.
95208	20-09-2022	1	Coffee powder	Supplier arranging material.
95210	22-09-2022	1	Measurement tapes	Material is in transit
95211	22-09-2022	1-4	PVC Plumbing material	Material is ready at SSLLP, will get 2-3 working days.
95212	22-09-2022	1-2	CPVC Material	Material is ready at SSLLP, will get 2-3 working days.

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

Delivery van site visit on: 17th 19th 20th 22nd 23rd

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		24-09-2022		24-09-2022		

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 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!

24 SEP 2022
SYED SOLAM SARWAR
Asst. Project Manager/BRGV