

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

Company:	MRGV	Date:	22-10-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	15-10-2022 to 21-10-2022	Approved by:	Sarwar
Report Date	22-10-2022		

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
95219	13-10-2022	1-8	GI Material	Supplier arranging material
95222	12-10-2022	1-3	Z angle templets	Material is ready, will get within 2-3 working days
95223	15-10-2022	2	MS Couplers	Delay with supplier
95224	15-10-2022	1	GI U Clamp	Supplier arranging material
95225	19-10-2022	1	MS Couplers	Delay with supplier
95226	20-10-2022	1	MS L angle	Supplier arranging material
95229	20-10-2022	1-2	Reduced Elbow, PVC Reducer	Supplier arranging material

[No. of gate passes issued this week:	NIL	From No.		To No.	
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Delivery van site visit on: 15th 17th 19th 20th

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

Items not ordered but received:

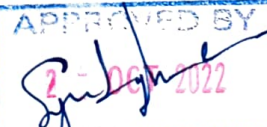
Other corrections & remarks:

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				<i>Pushpalatha</i>			
Date	22-10-2022			22-10-2022			

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


 APPROVED BY
 22-10-2022
 SYED GOLAM SARWAR
 Asst. Project Manager/BRGV