

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

Company:	MRGV	Date:	26-11-2022
Site:	BRGV	Prepared by:	Jeevana
Report From / To	1-11-2022 to 26-11-2022	Approved by:	Sarwar
Report Date	26-11-2022		

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*
95256	24-11-2022	1	Cement	PO Under progress

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
95237	4-11-2022	1,2,3	MS grill	Under fabrication
95239	05-11-2022	1,3	Doors and hardware	Only partly material pending
95240	07-11-2022	1 to 9	tiles	Partly received
95240	7-11-2022	7	Maharaja beige tiles	Monday delivery
95242	09-11-2022	5	CPVC - FABT	Next week delivery
95245	12-11-2022	1,2,3	MS grill	Under fabrication
95251	19-11-2022	3	Pad locks	Monday delivery
95259	23-11-2022	1	Wall putty gypsum	Monday delivery
95253	23-11-2022	3&7	Plain bend 100mm&single Y 75mm	Monday delivery
95258	24-11-2022	1	Material 4mm service wire	Monday delivery
95257	24-11-2022	1	LED flood light	Monday delivery

[No. of gate passes issued this week:	NIL	From No.		To No.	
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Delivery van site visit on: 25-11-2022

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/PSK stock	PPC/PSK last weeks stock
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	26-11-2022	26-11-2022	

Notes: 1. * Send a copy of the missing requisitions to Purchase 5, 2. Send this report to purchase@modiproperties.com, asharya@modiproperties.com and rajakumar@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
26 NOV 2022
