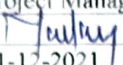


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	MRGV	Date:	11-12-2021			
Site:	BRGV	Prepared by:	J.Soundarya			
Report From / To	04-12-2021 to 10-12-2021	Approved by:	T.Madhu			
Report Date	11-12-2021					
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#		
94923	20-10-2021	1,2,6	AI Windows	PO to be issue		
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:						
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier		
94978	07-12-2021	1	Shabad Stone	Spoken with supplier, he is going to supply material on Tuesday		
94975	1-12-2021	1,2	FRP Pipes, Couplers	Spoken with supplier, We will get material within two working days.		
94963	22-11-2021	1	Wifi Rotar	Online purchase		
94951	12-11-2021	3	Tan brown granite	Partly received from SLLP		
94950	12-11-2021	1	Laptop bags	Online purchase		
94967	25-11-2021	1,2	Roff NSA, RBR Bonding Agent	Partly Received from Supplier		
94946	05-11-2021	1 to 6	Gardening material	Material is Ready with supplier. We will get within two days		
94942	03-11-2021	1	Pendrive	Online purchase		
94940	02-11-2021	1	Shabad Stone	Material is Ready at SLLP, we will get material within two working days		
94928	20-10-2021	1	Door Beeding Nails	Spoken with supplier and material is ready. Sending purchase vehicle on Tuesday to get the material.		
94919	20-10-2021	2 to 6	AI Windows	Partly received from SLLP		
94916	20-10-2021	1	False ceiling	Spoken with supplier, he is going to supply material by next week.		
94907	12-10-2021	5,18,20,21,22, 23	PVC Pipes, plain tee, Fastners and nuts	Partly received from Supplier		
94904	11-10-2021	1	Flat files	Partly received from Supplier		
94902	09-10-2021	1,3,4	Templates	Material is Ready at SLLP, we will get material within two working days		
No. of gate passes issued this week:						
Delivery van site visit on:		4 th 6 th 7 th 8 th 9 th 10 th				
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	100	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	11-12-2021			11-12-2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 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!