

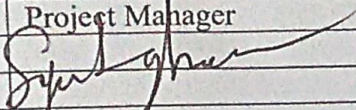
Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	MRGV	Date:	31-12-2022
Site:	BRGV	Prepared by:	Jeevana
Report From / To	4-11-2022 to 31-12-2022	Approved by:	Sarwar
Report Date	31-12-2022		

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#		
95302	29-12-2022	1 to 2	False ceiling	Under MDS Approval		
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		
95242	09-11-2022	5	CPVC -FABT	Monday delivery		
95245	12-11-2022	1,2,3	MS grill	Under fabrication		
95251	19-11-2022	3	Pad locks	Monday delivery		
95261	29-11-2022	1,2,3	MS grill	Under fabrication		
95266	30-11-2022	1,3,4	tiles	Monday delivery		
95275	09-12-2022	2 TO 5	Panel door and hardware	Under fabrication		
95276	09-12-2022	2,3	Panel door and hardware	Under fabrication		
95277	09-12-2022	1 to 7	Panel door and hardware	Under fabrication		
95278	09-12-2022	1 to 7	Panel door and hardware	Under fabrication		
95281	12-12-2022	1 to 3	MS Z angle	Monday delivery		
95283	14-12-2022	1	Smart phone	Under MDS Approval		
95288	19-12-2022	1	Sports-bench press for weight rod	Monday delivery		
95291	22-12-2022	1,2,3	MS grill	Under fabrication		
95292	23-12-2022	1 to 10	CPVC and hardware	Monday delivery		
95293	23-12-2022	1 to 10	Plumbing-PVC SWR	Monday delivery		
95294	23-12-2022	1 to 10	Plumbing-PVC SWR	Monday delivery		
95295	23-12-2022	1 to 10	Hardware and steel-GI clamp	Monday delivery		
95298	28-12-2022	1 to 4	Tile grout	Monday delivery		
95299	28-12-2022	1 to 6	Stationary&consumables	Monday delivery		
95300	29-12-2022	1 to 5	Floor tiles	Monday delivery		
95301	29-12-2022	1 to 10	Wall tiles	Monday delivery		
				To No.		
Delivery van site visit on:			30-12-2022			
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	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
Sl. No	8mm	.395	4.74			
1.	10mm	.617	7.404			

2.	12mm	.89	10.68				
3.	16mm	1.58	18.96				
4.	20mm	2.47	29.64				
5.	25mm	3.86	46.32				
6.	32mm	6.32	75.84				
7.	Binding wire						
8.		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	
OPC stock		Project Manager		Admin Officer/Manager		Admin Audit	
Details							
Sign							
Date				31-12-2022		31-12-2022	

For more information to Purchase 5 2 Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and

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 v/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
31 DEC 2022
SYED GOLAM SARWAR
Assf. Project Manager/BRGV