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 febrication
95242	09-11-2022	5	CPVC -FABT	Monday delivery
95245	12-11-2022	1,2,3	MS grill	Under febrication
95251	19-11-2022	3	Pad locks	Monday delivery
95261	29-11-2022	1,2,3	MS grill	Under febrication
95266	30-11-2022	1 ,3,4	tiles	Monday delivery
95275	09-12-2022	2 TO 5	Panel door and hardware	Under febrication
95276	09-12-2022	2,3	Panel door and hardware	Under febrication
95277	09-12-2022	1 to 7	Panel door and hardware	Under febrication
95278	09-12-2022	1 to 7	Panel door and hardware	Under febrication
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 febrication
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	Syed ghu		
Date	31-12-2022	31-12-2022	

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 ompleting 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 with 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
Asst. Project Manager/BRGV