

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

Company:	MRGV	Date:	07-01-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	4-11-2022 to 31-12-2022	Approved by:	Sarwar
Report Date	07-01-2023		

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#
95315	05-01-2023	1	router	Online purchase
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
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	2,3,4	Panel door and hardware	Under fabrication
95277	09-12-2022	3,4	Panel door and hardware	Under fabrication
95278	09-12-2022	2,3,4	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	Monday delivery
95285	15-12-2022	1	TILES	Monday delivery
95288	19-12-2022	1	Sports-bench press for weight rod	Monday delivery
95291	22-12-2022	1,2,3	MS grill	Under fabrication
95293	23-12-2022	6	Plumbing-PVC SWR	Monday delivery
95294	23-12-2022	1,2	Plumbing-PVC SWR	Monday delivery
95300	29-12-2022	1 to 5	Floor tiles	Monday delivery
95301	29-12-2022	9,10	Wall tiles	Monday delivery
95305	02-01-2023	1	Cosumables-coffee powder	Monday delivery
95307	02-01-2023	1 to 4	Main door beading	Monday delivery
95308	02-01-2023	1 to 4	Main door beading	Monday delivery
95311	02-01-2023	1 to 10	Electrical wires	Monday delivery
95312	02-01-2023	1 to 10	Electrical wires	Monday delivery
95313	04-01-2023	1,2	electricals	Monday delivery
95316	06-01-2023	1 to 4	Oxide & LED tube light	Monday delivery
				To No.
			07-01-2023	

Delivery van site visit on:

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	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
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stock							
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		07-01-2023		07-01-2023			

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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
U 7 JAN 2023
SYED GOLAM SARWAR
Asst. Project Manager/BRGV

