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

Company:	MRGV	Date:	21-01-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	4-11-2022 to 21-01-2023	Approved by:	Sarwar
Report Date	21-01-2023		

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**
95330	**20-01-2023**	**1**	**Hubrack**	Next week delivery
Req No.	**Req Date**	**Serial no of item in Req.**	**Item Descrip tion**	**Details of discussion with supplier**
95237	4-11-2022	1,2,3	MS grill	Under febrication
95245	12-11-2022	1,2,3	MS grill	Under febrication
95261	29-11-2022	1,2,3	MS grill	Under febrication
95275	09-12-2022	2 TO 5	Panel door and hardware	Under febrication
95276	09-12-2022	2,3,4	Panel door and hardware	Under febrication
95277	09-12-2022	3,4	Panel door and hardware	Under febrication
95278	09-12-2022	2,3,4	Panel door and hardware	Under febrication
95281	12-12-2022	1 to 3	MS Z angle	Next week delivery
95285	15-12-2022	1	TILES	Next week delivery
95288	19-12-2022	1	Sports-bench press for weight rod	Next week delivery
95291	22-12-2022	1,2,3	MS grill	Under febrication
95300	29-12-2022	1 to 5	Floor tiles	Next week delivery
95301	29-12-2022	9,10	Wall tiles	Next week delivery
95305	02-01-2023	1	Cosumables-coffee powder	Next week delivery
95329	19-01-2023	1,2	MS-Z angle	Next week delivery
				To No.

Delivery van site visit on:	21-01-2023
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.						

OPC stock Details	Binding wire	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	

	Project manager	Admin Officer/Manager	Admin Audit
Sign			
Date	21-01-2023	21-01-2023	

Notes: 1 * Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarm@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 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

21 JAN 2023

SYED GOLAM SARWAR
Asst. Project Manager/BRGV