

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

Company:	MRGV	Date:	04-02-2023	
Site:	BRGV	Prepared by:	Jeevana	
Report From / To	4-11-2022 to 04-02-2023	Approved by:	Sarwar	
Report Date	04-02-2023			
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
95245	12-11-2022	1,2,3	MS grill	Under fabrication
95261	29-11-2022	1,2,3	MS grill	Under fabrication
95275	09-12-2022	2 TO 5	Panel door and hardware	Under fabrication
95277	09-12-2022	3,4	Panel door and hardware	Under fabrication
95278	09-12-2022	3	Panel door and hardware	Under fabrication
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
95300	29-12-2022	1 to 5	Floor tiles	Next week delivery
95301	29-12-2022	9,10	TILES	Next week delivery
95329	19-01-2023	1,2	MS-Z angle	Next week delivery
95330	20-01-2023	1	Hubrack	Next week delivery
95336	25-01-2023	1 to 10	Plumbing- CPVC	Next week delivery
95338	25-01-2023	8	CPVC pipe	Next week delivery
95339	25-01-2023	1	CPVC pipe	Next week delivery
95347	25-01-2023	1 and 8	CPVC pipe	Next week delivery
95351	30-01-2023	2,3	Door frames	Next week delivery
95352	30-01-2023	3	Door frames	Next week delivery
95353	30-01-2023	1 to 3	MS-Z ANGLE	Next week delivery
95354	30-01-2023	4	Blue sheet	Next week delivery
95357	01-02-2023	1,3,5,6,8,	Consumables	Next week delivery
95359	03-02-2023	1 to 7	consumbles	Next week delivery
95360	03-02-2023	1	Coffee powder	Next week delivery
95361	04-02-2023	1 to 3	electrical	Next week delivery
95362	04-02-2023	1	Door frame	Next week delivery
95363	04-02-2023	1	Door panel	Next week delivery
				To No.
			04-02-2023	
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 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		04-02-2023		04-02-2023			

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

APPROVED BY
04 FEB 2023
SYED GOLAM SARWAR
Asst. Project Manager/BRGV

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