

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

Company:	MRGV	Date:	25-02-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	4-11-2023 to 25-02-2023	Approved by:	Sarwar
Report Date	25-02-2023		

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#
95367	09-02-2023	1	MS- Railing	Po under progress
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	No stock at SSLP[under fabrication]
95245	12-11-2022	1,2,3	MS grill	No stock at SSLP[under fabrication]
95261	29-11-2023	2	MS-Grills	No stock at SSLP[under fabrication]
95300	29-12-2023	1	Floor tiles	We will collect on 27-02-2023
95301	29-12-2023	9,10	Floor tiles	We will collect on 27-02-2023
95264	08-02-2023	1,2	paints	We will collect on 27-02-2023
95368	09-02-2023	1	MS- Grill	No stock at SSLP[under fabrication]
95373	14-02-2023	1	Electrical	Supplier arranging material
95374	17-02-2023	1 to 4	stationary	We will collect on 27-02-2023
95375	22-01-2023	1	electrical	We will collect on 27-02-2023
95376	22-01-2023	1 to 10	electrical	We will collect on 27-02-2023
95378	24-01-2023	1 to 6	plumbing	We will collect on 27-02-2023

[No. of gate passes issued this week:

NIL

From No.

To No.

25-02-2023

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.	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	25-02-2023			25-02-2023		

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.

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

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