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

Company:	MRGV	Date:	04-03-2023
Site:	BRGV	Prepared by:	Jeevana
Report From To	4-11-2023 to 04-03-2023	Approved by:	Sarwar
Report Date	04-03-2023		

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#
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	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 06-03-2023
95301	29-12-2023	9,10	Floor tiles	We will collect on 06-03-2023
95367	09-02-2023	1	MS-Railing	Powder coating under progress

[No. of gate passes issued this week:	NILL	From No.		To No.	
Delivery van site visit on:	4-03-2023				
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.	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	4-03-2023	4-03-2023	

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