

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

Company:	MRCGV	Date:	11-03-2023
Site:	BRCGV	Prepared by:	Jeevana
Report From To	4-11-2023 to 09-03-2023	Approved by:	Sarwar
Report Date	11-03-2023		

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*
95386	08-03-2023	1,2,3	Door frame	PO under process
95387	08-03-2023	1,2,3	Door frame	PO under process

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 grills	No stock at SSLP[under fabrication]
95261	29-11-2023	2	MS-Grills	No stock at SSLP[under fabrication]
95367	09-02-2023	1	MS-Railing	Powder coating under progress
95385	07-03-2023	1	PVC OHT cover	We will collect on Monday[13-03-2023]
95388	08-03-2023	1,2,3	MS-Z angle-templates	No stock at SSLP[under fabrication]
95390	09-03-2023	1	Peripherals-ink bottle	We will collect on Monday[13-03-2023]

[No. of gate passes issued this week:	NILL	From No.	To No.
		11-03-2023	

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		11-03-2023		11-03-2023		

Notes: 1. \* Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, asharya@modiproperties.com and rajkumar@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, % \$ 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, % 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"

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**APPROVED BY**

**11 MAR 2023**

**SYED GOLAM SARWAR**  
Asst. Project Manager MRCGV

