

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

Company:	MRGV	Date:	06-05-2023			
Site:	BRGV	Prepared by:	Jeevana			
Report From / To	01-04-2023 to 05-05-2023	Approved by:	Sarwar			
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"		
20230403002	3-04-2023	1	Sports-dumb bell rack	Po under process		
20230505013	05-05-2023	2	blue sheet	Under approval		
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier		
20230401050	01-04-2023	1	Panel doors	We will collect on [09-05-2023]		
20230401053	01-04-2023	1,2	Floor tiles	Arranging transportation		
20230401054	01-04-2023	1,23	Floor tiles	Arranging transportation		
20230404020	04-04-2023	3	MS-Z angle	No stock at SSLLP		
20230407025	07-04-2023	1,2,3	Windows-UPVC	We will collect on [09-05-2023]		
20230417021	17-04-2023	1	Doors	We will collect on [09-05-2023]		
20230426020	18-04-2023	1	Windows-mesh	We will collect on [09-05-2023]		
20230503027	03-05-2023	1 to 17	electrical	We will collect on [09-05-2023]		
20230503029	03-05-2023	3,4,5,6,7,	electrical	We will collect on [09-05-2023]		
20230503030	03-05-2023	1 to 9	electrical	We will collect on [09-05-2023]		
20230504004	04-05-2023	1	SS- sink	We will collect on [09-05-2023]		
20230504036	04-05-2023	1	Janatha paste	No stock at SSLLP		
20230504036	05-05-2023	1	Electricl-socket	We will collect on [08-05-2023]		
[No. of gate passes issued this week:		NILL	From No.	To No.		
Delivery van site visit on:		05-05-2023				
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		06-05-2023		06-05-2023		

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and raikumar@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 and PO details in the report to be checked 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

APPROVED BY

06 MAY 2023

SYED GOLAM SARWAR
Asst. Project Manager/MRGV