

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

Company:	MRGV	Date:	13-05-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	01-04-2023 to 13-05-2023	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"
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
20230401053	01-04-2023	1	Floor tiles	We will collect on[15-05-2023]
20230404020	04-04-2023	3	MS-Z angle	No stock at SLLP
20230503030	03-05-2023	1 to 9	electrical	No stock at SLLP
20230504036	04-05-2023	1	Janatha paste	No stock at SLLP
20230510011	10-05-2023	1	Janatha paste	We will collect on[15-05-2023]
20230511010	11-05-2023	1	Cutting blade	We will collect on[15-05-2023]
20230506032	06-05-2023	1,2,3	tools	We will collect on[15-05-2023]
20230511013	11-05-2023	4	Plastic colour	We will collect on[15-05-2023]

[No. of gate passes issued this week:

NILL

From No.

To No.

13-05-2023

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		13-05-2023		13-05-2023		

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumarn@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
13 MAY 2023

SYED GOLAM SARWAR
Asst. Project Manager/BRG