

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

Company:	MRGV	Date:	27-05-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	04-04-2023 to 27-05-2023	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
20230404020	04-04-2023	3	MS-Z angle	Power coating pending, we will collect on 31-05-2023
20230504036	04-05-2023	1	Janatha paste	We will collect on [30-05-2023]
20230417021	17-04-2023	1	Door panel	We will collect on [30-05-2023]
20230520008	20-05-2023	1	Coffee powder	We will collect on [30-05-2023]
20230524045	24-05-2023	1 to 5	electrical	We will collect on [30-05-2023]

[No. of gate passes issued this week:

NILL

From No.

To No.

27-05-2023

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		27-05-2023		27-05-2023		

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashatya@modiproperties.com and rukunarn@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 fabricated but 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
27 MAY 2023
SYED GOLAM SARWAR
Asst. Project Manager/BRGV