

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

Company:	MRGV	Date:	03-06-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	04-04-2023 to 02-06-2023	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 07-06-2023
20230504036	04-05-2023	1	Janatha paste	No stock at SSLPWe will collect on[05-06-2023]
20230524055	24-05-2023	3	Safety shoe	No stock at SSLPWe will collect on[05-06-2023]
20230524057	24-05-2023	1	FRP TADAKA	Supplier arranging material, we will collect on 07-06-2023
20230529009	29-05-2023	4,7	electrical	No stock at SSLPWe will collect on[05-06-2023]
20230529010	29-05-2023	7	electrical	Supplier arranging material, we will collect on 07-06-2023
20230530024	30-05-2023	1	Hardware	No stock at SSLPWe will collect on[05-06-2023]
20230531022	31-05-2023	1	Flush door	Supplier arranging material
20230601033	01-06-2023	1,2,4,5,6,7	electrical	will collect on[05-06-2023]
20230602035	02-06-2023	1	Tools	will collect on[05-06-2023]
20230602034	02-06-2023	1	hardware	will collect on[05-06-2023]

[No. of gate passes issued this week:	NILL	From No.		To No.	
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02-06-2023

Delivery van site visit on:

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
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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		03-06-2023		03-06-2023		

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

APPROVED BY
SYED GOLAM SARWAR
 Asst. Project Manager (BRGV)