

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

Company:	MRGV	Date:	12-06-2023
Site:	BRGV	Prepared by:	Jeevana
Report From To	04-04-2023 to 12-06-2023	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 Descrip tion	Details of discussion with supplier
20230404020	04-04-2023	3	MS-Z angle	Power coating pending.
20230524057	24-05-2023	1	FRP TADAKA	Supplier arranging material, we will collect on 13-06-2023
20230529009	29-05-2023	4,7	electrical	No stock at SSSLP We will collect on [13-06-2023]
20230530024	30-05-2023	1	Hardware	No stock at SSSLP We will collect on [13-06-2023]
20230531022	31-05-2023	1	Flush door	Supplier arranging material
20230603034	03-06-2023	1	Coffee powder	Supplier arranging material
20230608015	08-06-2023	1	Luppum patti	We will collect on 13-06-2023
20230609029	09-06-2023	1	consumables	We will collect on 14-06-2023
20230607022	07-06-2023	1,2	Panel doors	No stock at SSSLP

[No. of gate passes issued this week:

NILL

From No.

To No.

12-06-2023

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		12-06-2023		12-06-2023		

Notes: 1. * Send a copy of the missing requisitions to Purchase 3. 2. Send this report to purchase@moduproperties.com, ashraf@moduproperties.com and talukumar@moduproperties.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 P.T & M.T. no. on DC's / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For negotiations/quotations, Local purchase, For MDs approval/input, # % Suggested remarks - Ready with supplier, Supplier not reachable, 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 AT ALL FOR THIS)

APPROVED BY
SYED GOLAM SARWAR
Asst. Project Manager/Brig