

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

Company:	MRGV	Date:	16-09-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	30-06-23 to 13-09-2023	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#
20230914048	14-09-2023	1	I-Pad	MD sir confirmation pending
20230914047	14-09-2023	1	Electric bike	MD sir confirmation pending
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
20230630050	30-06-2023	1	Breath analyser	Online purchase,
20230720016	20-07-2023	3	General item	Online purchase
20230823021	23-08-2023	1	tiles	,We will collect on 19-09-23
20230908019	08-09-2023	1	Bricks	Supplier arranging material,We will collect on 19-09-
20230913001	13-09-2023	3 to 11	consumables	We will collect on 19-09-23
20230912023	12-09-2023	1	plumbing	Supplier arranging material,We will collect on 19-09-
20230913063	13-09-2023	1,2	Hardware	Supplier arranging material,we will collect on 19-09-23

[No. of gate passes issued this week:	NILL	From No.		To No.	
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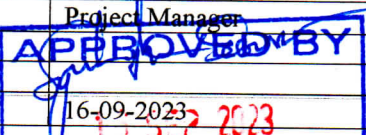
Delivery van site visit on: 16-09-2023

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	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> APPROVED BY  SYED GOLAM SARWAR Asst. Project Manager/BRGV </div>		
Sign			
Date			

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