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

Company:	MRGV	Date:	02-09-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	23-06-23 to 31-08-2023	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#
20230830042	**30-08-2023**	**1**	**Plumbing-HDPE**	**Under MD sir approval**

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
20230623036	23-06-2023	2,3	MS-Z angle	Powder coat pending
20230630050	30-06-2023	1	Breath analyser	Online purchase,
20230704001	04-07-2023	1	sports	supplier arranging material
20230720016	20-07-2023	3	General item	Online purchase
20230807026	07-08-2023	1	Furinture& fixtures	Under febrication
20230818026	18-08-2023	1	Consumables-detergent	No stock at SSLLP
20230819059	19-08-2023	13	tiles	,We will collect on 4-09-23
20230823021	23-08-2023	1	tiles	,We will collect on 4-09-23
20230831002	31-08-2023	1 to 8	plumbing	We will collect on 4-09-23
20230831011	31-08-2023	1,3,4,5,6	plumbing	Supplier arranging material,We will collect on 4-09-23
20230831012	31-08-2023	2	hardware	Supplier arranging material,We will collect on 4-09-23

[No. of gate passes issued this week:	NILL	From No.		To No.	
Delivery van site visit on:	01-09-2023				

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			
Sign			
Date	02-09-2023	02-09-2023	

APPROVED BY
SYED GOLAM SARWAR
Asst. Project Manager/BRGV

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!