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

Company:	MRGV	Date:	26-08-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	23-06-23 to 25-08-2023	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#**

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	No stock at SSLLP
20230630050	30-06-2023	1	Breath analyser	Online purchase,
20230704001	04-07-2023	1	sports	supplier arranging material
20230721015	21-07-2023	3	Electrical-round covers	Bill under progress
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
20230821051	21-08-2023	1	Tools-cutting blade	Supplier arranging material, We will collect on 28-08-2023
20230820001	20-08-2023	1	General item-agro net	supplier arranging material, We will collect on 28-08-2023
20230819059	19-08-2023	1 to 13	tiles	,We will collect on 28-08-23
20230818025	18-08-2023	4,5,7,8	Consumables	No stock at SSLLP
20230819058	19-08-2023	1,2,3	Electrical-MCB	Supplier arranging material, We will collect on 28-
20230820002	20-08-2023	1	Electrical-LED bulb	Supplier arranging material, We will collect on 28-
20230823023	23-08-2023	6,11	Electrical	Supplier arranging material, We will collect on 28-
20230824014	24-08-2023	1	stationary	Supplier arranging material, We will collect on 28-
20230823025	23-08-2023	6,7	Electrical	Supplier arranging material, We will collect on 28-
20230823021	23-08-2023	1	tiles	Supplier arranging material, We will collect on 28
20230825004	25-08-2023	1	Plumbing-CPVC-FTA	Supplier arranging material, We will collect on 28-

[No. of gate passes issued this week:	NILL	From No.		To No.	
Delivery van site visit on:	26-08-2023				
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	26-08-2023	26-08-2023	

Notes 1 * Send a copy of the missing requisitions to Purchase $ 2 Send this report to purchase@modiproperties.com ashar[illegible]@modiproperties.com and rajkumarr@modiproperties.com on every Saturday 3 Admin offices shall not leave the site without completing this report 4 Ensure that manual number are written on the Requisitions clearly showing the items not received on a daily basis 5 Mention PO & WO Nos [illegible] 6 [illegible] 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 [illegible] AGM approval/input 8 $ Suggested remarks Ready with supplier Supplier not contacted Supplier not reachable Material in transit WO under fabrication [illegible] 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

APPROVED BY
26 AUG 2023
SYED GOLAM SARWAR
Asst. Project Manager/BRGV