

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

Company:	MRGV	Date:	12-08-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	23-06-23 to 09-08-2023	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, powder coat under process
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	Bill under progress
20230728003	28-07-2023	1 to 3	Windows-UPVC	Under fabrication
20230728004	28-07-2023	1 to 3	Windows-UPVC	Under fabrication
20230728005	28-07-2023	1 to 3	Windows-UPVC	Under fabrication
20230720016	20-07-2023	3	General item	Online purchase
20230807026	07-08-2023	1	Furinture& fixtures	Under fabrication
20230807037	07-08-2023	1,2,3,4	General item	We will collect on 14-08-2023
20230805008	05-08-2023	1	hardware	No stock at SSLLP, We will collect on 14-08-2023
20230809040	09-08-2023	1 to 15	plumbing	We will collect on 14-08-2023
20230809055	09-08-2023	1 to 9	hardware	Supplier arranging material, We will collect on 14-08-
20230809045	09-08-2023	1 to 13	plumbing	We will collect on 14-08-2023
[No. of gate passes issued this week:		NILL	From No.	To No.

11-08-2023

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
		Project Manager		Admin Officer/Manager		Admin Audit
OPC stock						
Details						
Sign						
Date				11-08-2023		

APPROVED BY
11-08-2023

Syed Golam Sarwar
SYED GOLAM SARWAR
Asst. Project Manager/BRGV

Notes: 1. * Send a copy of requisitioning Requisitions to purchase. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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