

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

Company:	MRPLLP	Date:	25-06-2022
Site:	Nilgiri Heights	Prepared by:	M. Anil
Report From / To	18-06-2022 to 24-06-2022	Approved by:	G. Vijay Raj
Report Date	25-06-2022		

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
182015	20-06-2022	1 to 5	WPC Door Frames	PO to be issue
182016	20-06-2022	1 to 5	MS Z angles	PO to be issue
182005	09-06-2022	01 to 03	Al Fixed Windowa	PO to be issue
181987	31-05-2022	01	Flat Files	PO to be issue

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
181941	06-05-2022	01 to 03	MI Video Cameras	Thursday Delivery
181970	24-05-2022	01	Safety Net MS Frame	We will collect from SLLP
181979	25-05-2022	01 to 05	Roller Blinds	Thursday Delivery
181982	28-05-2022	01	MS Drums - 04 No's	Local Purchase
181992	03-06-2022	01 to 02	Street Light Poles	Thursday Delivery
182019	23-06-2022	01 to 02	Pillar Cock	Stock not available at SLLP

No. of gate passes issued this week:	Nil	From No.		To No.	
Delivery van site visit on:	18-06-22, 21-06-22, 22-06-22, 24-06-22				Yes
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
Items not ordered but received:	NIL				

Other corrections & remarks:

Details of steel & cement stock : Cement bags : 450 bags are present.

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in tons	Previous weeks stock in tons
1.	8mm	.395	4.74	720.00	3412.00	8437.00
2.	10mm	.617	7.404	130.00	962.00	1110.00
3.	12mm	.89	10.68	104.00	1105.00	1730.00
4.	16mm	1.58	18.96	48.00	910.00	3867.00
5.	20mm	2.47	29.64	60.00	1778.00	6817.00
6.	25mm	3.86	46.32	73.00	3381.00	4784.00
7.	32mm	6.32	75.84	0.00	0.00	0.00
8.	Binding wire	-		450.00	0.00	850.00
OPC stock	450	OPC last weeks stock	502	PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	27-06-2022					

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