

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

Company:	MCMET	Date:	14.06.2021
Site:	Manilal Modi Memorial Hospital	Prepared by:	Pushpalatha
Report From / To	05.06.2021 to 11.06.2021	Approved by:	Madhu.T
Report Date	14.06.2021		

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"
NIL				

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 ^s
162102	27.04.2021	01	Templets	Ready at SSSLP, Sending vehicle on Tomorrow to get material.
162131	05.06.2021	01,02,03	20'Length MS L angle, 10'Length square rods, MS Plate with hole	Spoken with supplier, we will get on Wednesday.

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
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Delivery van site visit on: 5th 6th 7th 8th

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	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
1.	8mm	.395	4.74			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		<i>Madhu.T</i>		<i>Sridevi</i>		
Date		14.06.2021		14.06.2021		

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