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

Company:	MCMET	Date:	26.06.2021
Site:	Manilala Modi Memorial Hospital	Prepared by:	Sridevi
Report From / To	19.06.2021 to 25.06.2021	Approved by:	Madhu
Report Date	26.06.2021		

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#
162106	01	03.06.2021	White tile Grout	PO Not issue.
162108	01	03.06.2021	Syntex tank (500 ltrs)	PO Not 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$
162102	27.04.2021	01	Templets	Ready at SSLLP,Sending vehicle on Tuesday to get material.
162116	04.06.2021	01	Vetrified tiles 2'x2'	Partly received from GMR,On requirement will get material.
162122	04.06.2021	01	Panel doors	Ready at SSLLP,Sending vehicle on Tuesday to get material.
162124	04.06.2021	01	Cement	Spoken with supplier,we will get on Monday.
162128	05.06.2021	01	Blue sheets	Partly received from SSLLP,On requirement will get material.

No. of gate passes issued this week:	Nil / 5	From No.		To No.	
Delivery van site visit on:	22nd 23rd 24th				
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

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	Mally	Sri	
Date	26.06.2021	26.06.2021	

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