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

Company:	MRGV	Date:	21.08.2021
Site:	BRGV	Prepared by:	Sridevi
Report From / To	14.08.2021 to 20.08.2021	Approved by:	Madhu
Report Date	21.08.2021		

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#

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$
94838	06.07.2021	01	Lenovo Laptop	Spoken with suneel sir, we will get laptop by next week
94848	20.07.2021	01	MS L angle brackets, SS Screws	Spoken with supplier, will get material on Monday.
94849	20.07.2021	01	MS L angle	Spoken with supplier, Wednesday we are getting material from supplier
94850	22.07.2021	01	Shabad stone	Sending vehicle on Wednesday to get the material
94858	11.08.2021	01	Plywood Sheet	Today Evening,We are receiving this material.
94862	17.08.2021	01,02,03,04	Buckets,Sponges,Bombay broom, bombay jadu	Ready at SSLLP,We will get material on Monday.
94863	17.08.2021	01	Rain Coats	Spoken with supplier,we will get on Monday.

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	17th 18th 19th				
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	322	1506	
2.	10mm	.617	7.404	68	503	
3.	12mm	.89	10.68	301	3208	
4.	16mm	1.58	18.96	110	2085	
5.	20mm	2.47	29.64	17	503	
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire			175	175	

OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Madhu	Sridevi	
Date	21.08.2021	21.08.2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaya@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 DC's / 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 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!