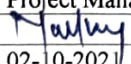


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	MRGV	Date:	02-10-2021			
Site:	BRGV	Prepared by:	Pushpalatha			
Report From / To	25-09-2021 to 01-10-2021	Approved by:	Madhu			
Report Date	02-10-2021					
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 ^s		
94893	01-10-2021	1	Epson printer ink bottle	Material is Ready at SSSLP, We will get material within two working days.		
94892	20-09-2021	1 to 10	Electrical Conducts	Material is Ready at SSSLP, We will get material on Monday.		
94888	21.09.2021	1	MS Stools	Material is Ready at SSSLP, Monday we are receiving MS Sheets.		
94887	21.09.2021	1,2	Coffee ,tea powder	By Next week we are getting material from supplier.		
94883	06-09-2021	1 to 3	MS Square pipe, L Angle,ISMB Section	Spoken with supplier, he is going to supply material on Tuesday		
94874	26-08-2021	1	3mm MS L Angle	Spoken with supplier, he is going to supply material on Tuesday		
No. of gate passes issued this week:		From No.	To No.			
Delivery van site visit on: 29 th 30 th						
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	112	530	1506
2.	10mm	.617	7.404	31	230	503
3.	12mm	.89	10.68	65	700	3208
4.	16mm	1.58	18.96	27	510	2085
5.	20mm	2.47	29.64	8	250	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						
Date	02-10-2021			02-10-2021		

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