

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

Company:	MRGV	Date:	23-10-2021
Site:	BRGV	Prepared by:	J.Soundarya
Report From / To	16-10-2021 to 22-10-2021	Approved by:	T.Madhu
Report Date	23-10-2021		

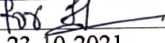
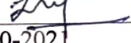
List of requisitions numbers missing in the report*:

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#
94928	20-10-2021	1	Door Beeding Nails	PO to be issue
94927	20-10-2021	1 to 3	Screws, L Pattis	PO to be issue
94924	20-10-2021	1	MS Balcony	PO to be issue
94923	20-10-2021	2,3,6	AI Windows	PO to be issue
94922	20-10-2021	1 to 4	Door Beeding	PO to be issue
94921	20-10-2021	1,4,6	Doors and hardware	PO to be issue
94920	20-10-2021	2,3	Doors and hardware	PO to be issue
94919	20-10-2021	2 to 6	AI Windows	PO to be issue
94918	20-10-2021	1 to 4	POP Screws	PO to be issue
94916	20-10-2021	1	False ceiling	PO to be issue
94915	20-10-2021	1 to 22	Switches	PO to be issue
94914	20-10-2021	1 to 11	Electrical wires	PO to be issue
94905	12-10-2021	1	Gum Tapes	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 ^s
94926	20-10-2021	1	Alltek Luppum bags	Material is Ready at SSSLP, We will get material on Monday.
94925	20.10.2021	1	CP Square jali	Material is Ready at SSSLP, we will get material within two working days
94917	20-10-2021	1	Alltek Luppum bags	Material is Ready at SSSLP, We will get material on Monday.
94910	14-10-2021	1 to 7	Electrical conductors	Material is Ready at SSSLP, we will get material within two working days
94909	12-10-2021	1 to 8	GI Clamp, Brackets	Spoken with supplier, he is going to supply material on Tuesday
94908	12-10-2021	3,4	Plain Elbow, Plain Tee	Material is Ready at SSSLP, We will get material on Monday.
94907	12-10-2021	5,18,20,21,22,23	PVC Pipes,plain tee, Fastners and nuts	Partly received from Supplier
94906	12-10-2021	1	Blue Sheets	Material is Ready at SSSLP, We will get material on Monday.
94904	11-10-2021	1	Flat files	Spoken with supplier, he is going to supply material on Tuesday
94903	11-10-2021	4	Wiper	Partly received from SSSLP
94902	09-10-2021	1,3,4	Templates	Material is Ready at SSSLP, we will get material within two working days

94901	09-10-2021	1 to 4	MS L Angle, SS Screw	Material is ready with supplier, Monday we are getting SS Screw, L Angle			
94888	21.09.2021	1	MS Stools	Material is Ready at SSLLP, Monday we are receiving MS Stools.			
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:			01	From No.	1685	To No.	1685
Delivery van site visit on:			18 th 19 th 20 th 21 st 22 nd				
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	23-10-2021			23-10-2021			

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