

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

Company:	MRGV	Date:	30-10-2021	
Site:	BRGV	Prepared by:	J.Soundarya	
Report From / To	23-10-2021 to 29-10-2021	Approved by:	T.Madhu	
Report Date	30-10-2021			
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#
94923	20-10-2021	2,3,6	AI Windows	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
94936	27-10-2021	1	Single Socket PVC Pipe	Material is Ready at SSLLP, We will get material on Monday.
94935	26-10-2021	1 to 6	Binder clips,Pens, JK Copies	Material is Ready at SSLLP, we will get material within two working days
94929	22-10-2021	1, 2	Bathroom Tiles	Partly received from SSLLP
94928	20-10-2021	1	Door Beeding Nails	Spoken with supplier, he is going to supply material on Tuesday
94927	20-10-2021	1 to 3	Screws, L Patties	Spoken with supplier, we will get material within two working days
94926	20-10-2021	1	Alltek Luppum bags	Material is Ready at SSLLP, We will get material on Monday.
94924	20-10-2021	1	MS Railing	Material is Ready at SSLLP, we will get material within two working days
94922	20-10-2021	1 to 4	Door Beeding	Material is Ready at SSLLP, We will get material on Monday.
94921	20-10-2021	1	Doors and hardware	Partly received from SSLLP
94919	20-10-2021	2 to 6	AI Windows	Partly received from SSLLP
94918	20-10-2021	1 to 4	POP Screws	Material is Ready at SSLLP, We will get material on Monday.
94917	20-10-2021	1	Alltek Luppum bags	Material is Ready at SSLLP, We will get material on Monday.
94920	20-10-2021	2,3,4,6	Doors and hardware	Material is Ready at SSLLP, we will get material within two working days
94916	20-10-2021	1	False ceiling	Spoken with supplier, he is going to supply material on Tuesday

94914	20-10-2021	1 to 10	Electrical wires	Material is Ready at SSLLP, We will get material on Monday.		
94909	12-10-2021	1 to 8	GI Clamp, Brackets	Spoken with supplier, he is going to supply material on Tuesday		
94907	12-10-2021	5,18,20,21,22, 23	PVC Pipes, plain tee, Fasteners and nuts	Partly received from Supplier		
94905	12-10-2021	1	Gum tapes	Material is Ready at SSLLP, We will get material on Monday.		
94904	11-10-2021	1	Flat files	Spoken with supplier, he is going to supply material on Tuesday		
94902	09-10-2021	1,3,4	Templates	Material is Ready at SSLLP, 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:			From No.	To No.		
Delivery van site visit on:			23 rd 26 th 28 th 29 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		<i>Hally</i>		<i>Pushpatahs</i>		
Date		30-10-2021		30-10-2021		

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