

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

Company:	MRGV	Date:	06-11-2021	
Site:	BRGV	Prepared by:	Pushpalatha	
Report From / To	30-10-2021 to 06-11-2021	Approved by:	T.Madhu	
Report Date	06-11-2021			
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#
94945	03.11.2021	01	Tanbrown Granite	PO not issue
94942	03.11.2021	01	Pendrive	PO not issue
94941	02.11.2021	01	Cement	PO not issue
94940	02.11.2021	01	Shabad stone	PO not issue
94923	20.10.2021	2,3,6	AI Windows	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
94939	01.11.2021	02	Solid Bricks (6'x8"x16")	Material is Ready with supplier. We will get within two days
94929	22-10-2021	1, 2	Bathroom Tiles	Partly received from MPL, Balance material will get on Monday.
94928	20-10-2021	1	Door Beeding Nails	Spoken with supplier and material is ready. Sending purchase vehicle on Monday to get the material.
94927	20-10-2021	1 to 3	Screws, L Patties	Spoken with supplier, we will get material within two working days
94924	20-10-2021	1	MS Railing	Material is Ready at SSLLP, we will get material within three days
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.
94916	20-10-2021	1	False ceiling	Spoken with supplier, he is going to supply material by next week.
94914	20-10-2021	1 to 10	Electrical wires	Partly received from SSLLP, balance material will get 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, Fastners and nuts	Partly received from Supplier

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			
No. of gate passes issued this week:				From No.		To No.	
Delivery van site visit on:			2 nd 3 rd 5 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				
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		<i>Malay</i>		<i>Rupak</i>			
Date		06-11-2021		06-11-2021			

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!