

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

Company:	MRGV	Date:	27-12-2021	
Site:	BRGV	Prepared by:	J.Soundarya	
Report From / To	18-12-2021 to 24-12-2021	Approved by:	T.Madhu	
Report Date	27-12-2021			
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#
95005	24-12-2021	1,2,3,20	Switches	PO to be issue
95004	24-12-2021	1 to 9	Electrical wires	PO to be issue
95000	21-12-2021	1 to 3	Bombay brooms, coconut brooms, Spoonges	PO to be issue
94987	15-12-2021	1	Foldable opening MS gate	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
95003	23-12-2021	4	Vetrified tiles	Material is ready at SSLLP, we will get material within two working days.
95002	22-12-2021	1	Alltek lumpum	Material is Ready at SSLLP, we will get material by Tuesday.
95001	21-12-2021	1, 2	MS Nails, Bombay Nails	Material is ready at SSLLP, we will get material within two working days.
94999	21-12-2021	1 to 4	Aroldite, Recron	Partly received from SSLLP
94996	18-12-2021	1, 2	PVC Wenge Ceiling, U Patti	Material is ready with supplier, we will get material by Tuesday.
94993	17-12-2021	1,2	White papers, Binder clips	Partly received from SSLLP.
94991	15-12-2021	1	Flood lights	Material is ready with Supplier we will get material by Tuesday.
94990	15-12-021	1	Biometric device charger	Online purchase
94989	15-12-2021	1	Wall cutting wheels	Spoken with supplier, We will get material within two working days.
94988	15-12-2021	1	Tan brown Granite	Material is Ready at SSLLP, we will get material by Tuesday.
94986	14-12-2021	1,2	Vadelia , Altronethra	Material is ready with supplier, we will get material on Monday.
94982	09-12-2021	1 to 6	Nuvan liguid, Blitex powder, DAP, Urea	Partly received from Supplier
94980	09-12-2021	1 to 10	Panel Doors	Material is ready with supplier, we will get material by Tuesday.
94975	1-12-2021	1,2	FRP Pipes, Couplers	Spoken with supplier, We will get material within two working days.
94951	12-11-2021	3	Tan brown granite	Partly received from SSLLP
94950	12-11-2021	1	Laptop bags	Online purchase
94946	05-11-2021	1 to 6	Gardening material	Material is Ready with supplier. We will get material within two working days
94942	03-11-2021	1	Pendrive	Online purchase
94940	02-11-2021	1	Shabad Stone	Material is Ready at SSLLP, we will get material by Tuesday.
94923	20-10-2021	2,3,6	AI Windows	Material is ready with supplier, we will get

				material within two working days.		
94919	20-10-2021	3,4,5,6	AI Windows	Partly received from SSLLP.		
94902	09-10-2021	1,3,4	Templates	Partly received fro SSLLP.		
No. of gate passes issued this week:				From No.	To No.	
Delivery van site visit on:				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			
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	100	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		<i>Harsh</i>				
Date		27-12-2021		27-12-2021		

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