

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

Company:	MRGV	Date:	22-01-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	15-01-2022 to 21-01-2022	Approved by:	Sarwar
Report Date	22-01-2022		

List of requisitions numbers missing in the report*:

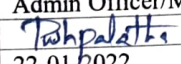
List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
95032	17-01-2022	1,2	UPVC Windows	Po Not issue
95033	17-01-2022	1,2	UPVC sliding doors	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
94942	03-11-2021	1	Pendrive	Online purchase, No stock at SLLP
94990	15-12-2021	1	Biometric device charger	Online purchase
95006	27-12-2021	1	Labour helmets & Jackets	Partly received from SLLP.
95008	30-12-2021	1	Verified tiles	Material is ready at SLLP, We will get material by Wednesday.
95009	30-12-2021	1	Travertine Carolina	Material is ready at SLLP, we will get material within two working days.
95015	08-01-2022	1,2	Tubelights, Syntex box	Material is ready at SLLP, we will get the material by Monday
95018	10-01-2022	1	Shera Cladding boards	Spoken with supplier, he is going to supply the material by Next week
95019	10-01-2020	1	Tanbrown Granite	Material is ready at SOV, Monday we are sending vehicle to get the materail.
95024	12-01-2022	1,2	Lights	Material is ready with supplier. Today sent vehicle to get the material
95025	12-01-2022	1	Light	Material is ready at SLLP, we will get material within two working days.
95030	17-1-2022	1	SS Name Plates	Spoken with supplier, By next week we will get the material from supplier.
95034	17-01-2022	1	Wipro Garnet	Material is ready with supplier. Today sent vehicle to get the material
95035	17-01-2022	1,2	Fans	Material is ready with supplier. By Wednesday, we will get the material
95036	18-01-2022	1-8	Safety Material	Material is ready at SLLP. Will get the material within two working days.

No. of gate passes issued this week:	02	From No.	1687	To No.	1688	
Delivery van site visit on:	15 th 17 th 19 th 20 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

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						
Date	22-01-2022			22-01-2022		

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 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!