

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

Company:	MRGV	Date:	12-02-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	05-02-2022 to 11-02-2022	Approved by:	Sarwar
Report Date	12-02-2022		

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#
95039	21-1-2022	1	Laptop Bags	PO not issue
95060	08-02-2022	1-4	MS Pipes	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
95006	27-12-2021	1	Labour helmets	Partly received from the SSLLP.
95024	12-01-2022	1,2	Lights	Partly received from the supplier
95032	17-01-2022	1,2	UPVC Windows	Spoken with supplier, will get material by next week.
95033	17-01-2022	1,2	UPVC Sliding doors	Spoken with supplier, will get material by next week.
95036	18-01-2021	4	Safety shoes(Female)	Partly received from SSLLP.
95041	24-01-2022	1	Welspun carpet Tiles	Delay with supplier
95052	29-01-2022	5	Shower head	Partly received from the sslp. Balance material will get within three working days.
95057	05-02-2022	5,9,12,	PVC External	Partly received from SSLLP.
95059	08-02-2022	1	Vitrified Tiles	Po does not made as requisition
95061	09-02-2022	1-17	Electrical Conducting	Material is ready at SSLLP, will get within three working days
95062	09-02-2022	1-11	Electrical Conducting internal	Material is ready at SSLLP, will get within three working days

No. of gate passes issued this week: NIL From No. To No.

Delivery van site visit on: 08th 10th

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>Maulay</i>	<i>Pushpalatha</i>	
Date	05-02-2022	05-02-2022	

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