

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

Company:	MRGV	Date:	05-03-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	26-02-2022 to 04-03-2022	Approved by:	Sarwar
Report Date	05-03-2022		

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
95063	11-02-2022	1	Callisto- AC CTY00034 Tiles	PO not issue
95068	25-02-2022	1	Wifi router	PO not issue
95069	25-02-2022	1,2	Emery paper	PO not issue

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

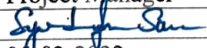
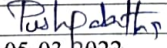
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
95032	17-01-2022	1,2	UPVC Windows	Delay With Supplier
95033	17-01-2022	1,2	UPVC Sliding doors	Delay With Supplier
95061	09-02-2022	1-17	Electrical Conducting	Partly received from SLLP
95066	22-02-2022	1	Drilling Machine	Spoken with supplier, will get it within three working days.

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	26 th 1 st 4 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						
Date	05-03-2022			05-03-2022		

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

