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

Company:	GVRC	Date:	19.03.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	12.03.2022 to 18.03.2022	Approved by:	Ramesh Reddy
Report Date	19.03.2022		

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	S.no	Item Description	Reason for not preparing PO/WO#
164173	22.11.2021	1	FRP Manholes	PO Not issue
164436	18.01.2022	1 to 2	1hp pump with suitable pipe,Diesel hand pump	Po not issue(Rates enquiry)
164568	16.02.2022	1 to 6	Hand dryer machine,Bin,tissue paper	Po not issue
164632	24.02.2022	1	Horizontal Centrifugal motor guard	Po not issue
164640	26.02.2022	1	Office table,Revolving,low storage	Po not issue
164649	03.03.2022	1,2	CC Cameras,Memory card	Po not issue
164650	03.03.2022	1	Solar panel	Po not issue
164655	03.03.2022	1	Asian Exterior primer	Po not issue
164664	05.03.2022	1 to 2	Digital water meter,normal water meter	Po not issue
164666	05.03.2022	1	STP Water proofing	Po not issue
164668	05.03.2022	1	Epoxy Coat water proofing	Po not issue
164669	05.03.2022	1	Water proofing for sumps	Po not issue
164670	05.03.2022	1	Full thread waste coupling	Po not issue
164674	07.03.2022	1 to 4	Coffee powder,Lemon powder	Po not issue
164686	08.03.2022	1 to 7	Bends,dummy,flanges,nuts and bolts,L angle	Po not issue
164688	08.03.2022	1 to 2	L-Angle	Po not issue
164693	09.03.2022	1	3.5 Core straight cable jointing kit	Po not issue
164694	09.03.2022	1	Laptop	Po not issue
164695	09.03.2022	1	White colour Reflector	Po not issue
164706	10.03.2022	1	PVC Pipe 6 Kg	Po not issue
164711	11.03.2022	1	Texture	Po not issue
164712	12.03.2022	1	HDPE Line sheet	Po not issue
164713	12.03.2022	1	Blinds	Po not issue
164719	12.03.2022	1	Duracell Batteries	Po not issue
164725	15.03.2022	1	Box Strapping Machine	Po not issue
164729	15.03.2022	1	Machine Wire brush	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$
163704	07.08.2021	1	ACP Cladding	Work order
164011	18.10.2021	1 to 15	Busduct material	Work in progress
164260	08.12.2021	01	Goods Lifts	Spoken with supplier,Supplier is arranging for material.
164366	30.12.2021	1	GI Pipe wrapping material	Supplier is arranging for material.
164448	20.01.2022	01 to 02	Steel gery granite	Supplier is arranging for material.

164457	22.01.2022	1	SS Railing	Work in Progress
164541	11.02.2022	1	B class pipes	Spoken with supplier,dispatch on Monday
164557	16.02.2022	1 to 4	SS Bain marrie and bottle cooler,etc	Supplier is arranging for material.
164570	17.02.2022	1	Chequered plates	No stock available at supplier.
164580	18.02.2022	1	MS Sandwich panel white	Supplier is asking for payment.
164585	18.02.2022	1	Wash basin	Supplier is asking for advance payment.
164593	19.02.2022	1	SS Railing	Work in progress
164596	19.02.2022	1 to 3	Steel sign boards	Supplier is arranging for material
164611	23.02.2022	1	MS Rectangular Plates	Supplier is arranging for material
164639	26.02.2022	1	SS Railing	Work in progress
164644	22.02.2022	1 to 2	Greenlam Sturdo classique versatile,Greenlam sturdo	Supplier is arranging for material.
164655	03.03.2022	1 TO 2	Indigo ACE waterline	Supplier is arranging for material
164677	07.03.2022	1 to 2	Copper flexible cable 2 core,aluminium lugs	No stock available at supplier.
164686	08.03.2022	1 to7	C Channels,L-Angle	Partly received by supplier.
164688	08.03.2022	1 to 2	L-Angles	Spoken with supplier,supplier is arranging for material.
164701	09.03.2022	1 to 5	ISMB Channels,L Angles,MS Sheet,Central Ridge	No stock
164715	12.03.2022	1	Day Break	Vehicle is under repairing,material delay
164716	12.03.2022	1 to 20	Cpvc material	Vehicle is under repairing,material delay

No. of gate passes issued this week:	01	From No.	6024	To No.	6024
Delivery van site visit on:	12th,14th.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
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	632.91	3000	4856.3	
2.	10mm	.617	7.404	67.53	500	2000	
3.	12mm	.89	10.68	18.72	200	400	
4.	16mm	1.58	18.96	0	0	0	
5.	20mm	2.47	29.64	168.69	5000	6120	
6.	25mm	3.86	46.32	0	0	0	
7.	32mm	6.32	75.84	6	455.04	455.04	
8.	Binding wire				16420	18000	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	350	PPC/PSC last weeks stock	420

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Sridevi	
Date	19-03-2022	19/3/22	

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 ompleting 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!