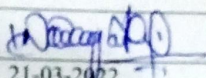
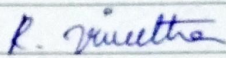


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GV Discovery center pvt.ltd	Date:	21.03.2022				
Site:	Genopolis	Prepared by:	Vineetha reddy				
Report From / To	13-03-2022 to 19-03-2022 (Sunday to Saturday)	Approved by:	Narsing Rao				
Report Date	19-03-2022						
List of requisitions numbers missing in the report*: 02 (req no 13492 And req no) 13499							
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*			
13472	09-02-2022	5	Tool kit	Po not issued.			
13474	09-02-2022	8	MS Hook	Po not issued.			
13481	18-02-2022	1	Pen drive	Po not issued.			
13483	19-02-2022	1& 4	Flex tapes and water level pipe	Po not issued.			
13480	18-02-2022	1,2,8,10,11,12, 15&16	CPVC Material	Po not issued.			
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.			
13452	21-01-2022	04	Glass door	supplier need 2 more days foe delivery.			
13455	17-01-2022	1- 4	Safety shoes	Ready with supplier.			
13441	28-01-2022	01	L patti	Site misplaced.			
13482	19-02-2022	2-3	Coffee power	Ready with supplier.			
13493	28-02-2022	01	Nylon cricket net	Ready with supplier.			
13469	07-02-2022	1&2	Ms rolling shuters and gear box	As per project manager request.			
13497	11-03-2022	1&2	ISMB & L Patti	Delivery on monday			
13498	12-03-2022	01	Gova ropes	Ready with supplier.			
13500	12-03-2022	01	Sprit level tapes	Ready with supplier.			
196002	14-03-2022	01	Safety nets & anchor bolts	Ready with supplier.			
196003	16-03-2022	01	Rmc	As per project manager request.			
No. of gate passes issued this week:		0	From No.	- To No. -			
Delivery van site visit on:		Delivery van not visit site.					
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	253	1200	1200	
2.	10mm	.617	7.404	80	592	1406	
3.	12mm	.89	10.68	100	1068	1409	
4.	16mm	1.58	18.96	650	12340	12340	
5.	20mm	2.47	29.64	94	2786.16	2786	
6.	25mm	3.86	46.32	0	0	0	
7.	32mm	6.32	75.84	20	1516	3109	
8.	Binding wire				38	40	
OPC stock		OPC last weeks stock		PPC/PSC stock	0	PPC/PS C last weeks stock	0
Details	Project manager			Admin Officer/Manager		Admin Audit	

Sign			
Date	21-03-2022	21-03-2022	21-03-2022

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