

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

Company:	GVRC	Date:	26.03.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	19.03.2022 to 25.03.2022	Approved by:	T.Madhu
Report Date	26.03.2022		<i>Madhu</i>

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)
164632	24.02.2022	1	Horizontal Centrifugal motor guard	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
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
164674	07.03.2022	1 to 4	Coffee powder,Lemon powder	Po not issue
164695	09.03.2022	1	White colour Reflector	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
164732	16.03.2022	1 to 2	CIF Power and shine bathroom cleaner	Po not issue
164734	16.03.2022	1	Scrubbing Wheels	Po not issue
164736	16.03.2022	1	AC Electric voltage power detector	Po not issue
164740	18.03.2022	1	FRP Square covers	Po not issue
164755	22.03.2022	1	Flush pipe with rubber washer	Po not issue
164756	22.03.2022	1	Pressure switch	Po not issue
164757	22.03.2022	1	Red paint	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 ^s
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.
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.
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			
164611	23.02.2022	1	MS Rectangular Plates	Supplier is arranging for material			
164640	26.02.2022	1	Office table,Revolving,low storage	Partly received from supplier.			
164644	22.02.2022	1 to 2	Greenlam Sturdo classique versatile,Greenlam sturdo	Supplier is arranging for material.			
164677	07.03.2022	1 to 2	Copper flexible cable 2 core,aluminium lugs	No stock available at supplier.			
164701	09.03.2022	1 to 5	ISMB Channels,L Angles,MS Sheet,Central Ridge	No stock			
164706	10.03.2022	1	PVC Pipe	Supplier not reachable.			
164723	14.03.2022	1 to 2	Tecoma Yellow and Gulmohar red	Supplier is arranging for material.			
164735	16.03.2022	1	Non sink Grout	No stock available at supplier.			
164738	16.03.2022	1	Blinds	Supplier is arranging for material.			
164742	19.03.2022	1 to 7	2 Core copper flexible cable>manual call point ,hooter,MS conduit pipe,base saddles,ss screws,drill bit	Supplier asking for Payment			
164743	19.03.2022	1	Plain dummy	Supplier is arranging for material.			
164744	19.03.2022	1	SS Railing	Work in progress			
164758	23.03.2022	1	Texture	Spoken with supplier,dispatch on Monday			
No. of gate passes issued this week:			03	From No. 6025 To No. 6027			
Delivery van site visit on:			15 th ,16 th ,21 st ,22 nd .				
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	3000	
2.	10mm	.617	7.404	67.53	500	500	
3.	12mm	.89	10.68	18.72	0	200	
4.	16mm	1.58	18.96	485.23	9200	0	
5.	20mm	2.47	29.64	169.70	5030	5000	
6.	25mm	3.86	46.32	182.03	8432	0	
7.	32mm	6.32	75.84	6	455.04	455.04	
8.	Binding wire				13540	16420	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	700	PPC/PSC last weeks stock	350
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		<i>[Signature]</i>		<i>[Signature]</i>			
Date		26/3/22		26/3/22			

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