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

Company:	GVRC	Date:	02.04.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	26.03.2022 to 01.04.2022	Approved by:	T.Madhu
Report Date	02.04.2022		

~~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)
~~164632~~	~~24.02.2022~~	~~1~~	~~Horizontal Centrifugal motor~~ guard	~~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~~
164695	09.03.2022	1	White colour Reflector	Po not issue
164725	15.03.2022	1	Box Strapping Machine	Po not issue (Local purchase)
164729	15.03.2022	1	Machine Wire brush	Po not issue (Local purchase)
164732	16.03.2022	1 to 2	CIF Power and shine bathroom cleaner	Po not issue (Local purchase)
~~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
164777	28.03.2022	1	Wires	Po not issue
164780	28.03.2022	1	24V,20A Battery Charger	Po not issue
~~164788~~	~~30.03.2022~~	~~1 to 3~~	~~Steel sign boards~~	~~Po not issue~~
164791	31.03.2022	1 to 2	4 Core aluminium armor cable	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
~~164457~~	~~22.01.2022~~	~~1~~	~~SS Railing~~	~~Work in Progress~~
164541	11.02.2022	1	B class pipes	Spoken with supplier,dispatch on Monday
164585	18.02.2022	1	Wash basin	Supplier is asking for advance payment.
164593	19.02.2022	1	SS Railing	Work in progress
164644	22.02.2022	1 to 2	Greenlam Sturdo classique versatile,Greenlam sturdo	Supplier is arranging for material.
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.
164742	19.03.2022	1 to 7	2 Core copper flexible cable,manual call point ,hooter,MS conduit	Supplier asking for Payment

			pipe,base saddles,ss screws,drill bit	
164743	19.03.2022	1	Plain dummy	Supplier is arranging for material.
164744	19.03.2022	1	SS Railing	Work in progress
164755	22.03.2022	1	Flush pipe with rubber washer	Supplier is arranging for material.
164759	23.03.2022	1	Hacksaw blades	No stock in ssllp
164771	26.03.2022	1	Cutting wheels	No stock
164783	28.03.2022	1	Welding rods	No stock

No. of gate passes issued this week:	NIL	From No.		To No.
Delivery van site visit on:	26th 27th 28th 1st			
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	548.52	2600	3000
2.	10mm	.617	7.404	0	0	500
3.	12mm	.89	10.68	936.32	10000	0
4.	16mm	1.58	18.96	327.00	6200	9200
5.	20mm	2.47	29.64	274.055	8123	5030
6.	25mm	3.86	46.32	107.94	5000	8432
7.	32mm	6.32	75.84	6	455.04	455.04
8.	Binding wire				11564	13540

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	450	PPC/PSC last weeks stock	700

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Mayu	[illegible]	
Date	4/4/22	4/4/22	

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!