

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

Company:	GV Discovery center pvt.ltd	Date:	16.04.2022
Site:	Genopolis	Prepared by:	Vineetha reddy
Report From / To	09-04-2022 to 15-04-2022 (Saturday to Friday)	Approved by:	Subba Reddy
Report Date	16.04.2022		

List of requisitions numbers missing in the report*: 02 (req no 196023 & 196033)

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*
196010	25-03-2022	01	Tool kit	Po not issued.
196012	26-03-2022	01	Biometric charger	Po not issued.
196023	06-04-2022	01	Camera	Po not issued.
196028	08-04-2022	01-04	FRP Pipes with extension pin	Po not issued.
196029	09-04-2022	01-10	Eco drain pipes	Po not issued.
196030	09-04-2022	01-24	PVC Pipes	Po not issued.
196033	09-03-2022	01	RMC	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.
196025	07-04-2022	01	Frp manhole covers	Supplier arranging for material.
13441	28-01-2022	01	L patti	Supplier sent to Gvrc and they consumed.
196024	07-04-2022	01	Rmc	As per project manager request.
196034	11-04-2022	01	Oil filter	As per requirement.

No. of gate passes issued this week:	0	From No.	-	To No.	-
Delivery van site visit on:	12 th , 15 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	70	331 Kgs	1200	
2.	10mm	.617	7.404	153	1132 Kgs	2047	
3.	12mm	.89	10.68	140	1496 Kgs	3008	
4.	16mm	1.58	18.96	792	15016 Kgs	15016	
5.	20mm	2.47	29.64	35	1037 Kgs	1037	
6.	25mm	3.86	46.32	0	0 Kgs	0	
7.	32mm	6.32	75.84	0	0 Kgs	4096	
8.	Binding wire					23	
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				<i>R. Vineetha</i>			
ssDate	16-04-2022			16-04-2022		16-04-2022	

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 &

16/4/2022