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

Company:	GVRC		Date:	09.04.2022
Site:	Innopolis		Prepared by:	Sridevi
Report From / To	02.04.2022 to 08.04.2022		Approved by:	T.Madhu
Report Date	09.04.2022			

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#
164734	16.03.2022	1	Scrubbing Wheels	Po not issue
164742	19.03.2022	1 to 7	Manual call paint,hooter,ss screws,drill bit	Po not issue
164791	31.03.2022	1 to 2	4 Core aluminium armor cable	Po not issue
164808	06.04.2022	1	RMC	Po not issue
164811	07.04.2022	1	MS Pipe C Class	Po not issue
164812	07.04.2022	1	Rubber mat	Po not issue
164820	07.04.2022	1	Welded mesh	Po not issue
164821	07.04.2022	1	Castrol diesel pipe	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
164541	11.02.2022	1	B class pipes	Spoken with supplier,dispatch on Monday
164644	22.02.2022	1 to 2	Greenlam Sturdo classique versatile,Greenlam sturdo	Supplier is arranging for material.
164666	31.03.2022	1	STP Water proofing	Work in progress
164668	31.03.2022	1	Epoxy coat water proofing	Work in progress
164669	31.03.2022	1	Water proofing of Sumps	Work in progress
164695	09.03.2022	1	White colour reflector	No stock
164706	10.03.2022	1	PVC Pipe	Supplier not reachable.
164736	16.03.2022	1	AC Electric voltage power detector LED light non contact tester	Spoken with supplier,Supplier is arranging for material
164744	19.03.2022	1	SS Railing	Work in progress
164788	30.03.2022	1 to 3	Steel sign boards	Supplier is arranging for material,dispatch on Tuesday
164793	31.03.2022	1	ETP Water proofing	Work in progress
164795	04.04.2022	1	Roff stone chemical	No stock at ssllp
164800	06.04.2022	1	MS Pipe	Spoken with supplier,supplier is arranging for material.
164815	07.04.2022	1 to 2	Flame proof lights,holder lamp	Supplier is asking for payment.

No. of gate passes issued this week:	03	From No.	6031	To No.	6033
Delivery van site visit on:	2nd 3rd 4th 7th				
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	2600
2.	10mm	.617	7.404	0	0	0
3.	12mm	.89	10.68	0	0	10000
4.	16mm	1.58	18.96	158.22	3000	6200
5.	20mm	2.47	29.64	236.16	7000	8123
6.	25mm	3.86	46.32	64.766	3000	5000
7.	32mm	6.32	75.84	6	455.04	455.04
8.	Binding wire					17000
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	320	PPC/PSC last weeks stock 450
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		Mayury		Bei		
Date		9/4/22		9/4/22		

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!