

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

Company:	GVRC	Date:	14.05.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	01.05.2022 to 13.05.2022	Approved by:	T.Madhu
Report Date	14.05.2022		

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#
164736	16.03.2022	1	AC Electric voltage power detector LED light non - contact tester	Wrong Po issue.
164812	07.04.2022	1	Rubber mat	Po not issue (Enquiry in market)
164811	07.04.2022	1	MS Pipe C Class	Po not issue
164820	07.04.2022	1	Welded mesh	Po not issue
164824	09.04.2022	1	GI Cable Trays	Po not issue (Another material issue)
164835	12.04.2022	1 to 23	Safety material	Po not made for some material.
164836	12.04.2022	1 to 4	Aluminium cladding	Po not issue
164858	16.04.2022	1	LETTAN Mirror	Po not issue
164862	16.04.2022	1 to 2	GI Flat patti, Insulator for GI Flat Patti	Po not issue
164871	19.04.2022	1	B Class pipes	Po not issue
164873	20.04.2022	1 to 2	level float	Po not issue (Another material issue)
164880	20.04.2022	1	Toughened Glass	Po not issue
164882	21.04.2022	1	Canon Camera	Po not issue
164884	22.04.2022	1	Multi function meter	Po not issue
164888	23.04.2022	1	lithium Ion battery	Po not issue
164889	23.04.2022	1	Biometric charger	Po not issue
164893	23.04.2022	1 to 3	Hinges	Po not issue
164898	24.04.2022	1	Black bitumen tape	Po not issue
164903	26.04.2022	3 and 4	Drill bits	Po not issue
164912	30.04.2022	1	CI Cover	Po not issue
164914	02.05.2022	1 to 5	Tissue dispenser,electric hand dryer,dust bin	Po not issue
164915	04.05.2022	1 to 2	Lightening arrestor conventional,Aviation light	Po not issue
164917	04.05.2022	1	RMC	Po not issue
164923	05.05.2022	1 to 2	Luminious inverter 800VA,65AH Exide SMF,6 U Hub rack	Po not issue
164941	10.05.2022	1	Personal computer	Po not issue
164942	11.05.2022	1	BT Patch compound	Po not issue
164944	11.05.2022	1	Suface lights	Po not issue
164946	11.05.2022	1	RMC	Po not issue
164947	12.05.2022	1	Starter 3 Phase	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
164788	30.03.2022	1 to 3	Steel sign boards	Supplier is arranging for material.
164815	07.04.2022	1 to 2	Flame proof lights,holder lamp	Supplier is asking for payment.
164828	09.04.2022	1 to 3	SR505 gum,glass cloth,Black tapes	Supplier is asking for payment.

164829	09.04.2022	1	Cera board	Supplier arranging for material.			
164834	11.04.2022	1 to 3	Vaccume desassar HSVD 50m	Local purchase by raghu			
164851	14.04.2022	1	Bathroom door	Supplier is asking for payment.			
164866	16.04.2022	1 to 2	Vision Clip and Hole plugs	Supplier is asking for payment.			
164879	20.04.2022	1	Panel doors	Spoken with supplier, supplier is arranging for material.			
164891	23.04.2022	1	Aerocon panels	Spoken with supplier, dispatch on next week.			
164893	23.04.2022	1	MS Patti	No stock			
164894	23.04.2022	1	FRD Doors	Dispatch on two weeks.			
164897	25.04.2022	1 to 5	ETP/STP Material	Supplier arranging material			
164905	27.04.2022	1	Cutting blades	Spoken with supplier, asking for payment.			
164908	28.04.2022	1	Welding rods	Spoken with supplier, asking for payment.			
164909	28.04.2022	1 to 9	Tissue paper, hand dryer, tissue roll stand,	Partly received from material, supplier is arranging for material.			
164913	30.04.2022	1	Asian Ace	No stock			
164916	05.05.2022	1	Toughened glass with patch	Supplier is ready to dispatch, but some corrections at site.			
164918	05.05.2022	1	Toughened glass with patch	Supplier is ready to dispatch, but some corrections at site.			
164922	05.05.2022	1 to 2	Aira solenoid valve, Level float	Spoken with supplier, asking for payment.			
164928	05.05.2022	1 to 10	CC TV, bullet camera	No stock			
164920	06.05.2022	1	ACP Cladding	Supplier arranging material			
No. of gate passes issued this week:			Nil	From No.		To No.	
Delivery van site visit on:			5 th 6 th 7 th 10 th 11 th 13 th				
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	464.13	2200	2200	
2.	10mm	.617	7.404	0	0	0	
3.	12mm	.89	10.68	0	0	0	
4.	16mm	1.58	18.96	131.85	2500	2500	
5.	20mm	2.47	29.64	209.17	6200	6200	
6.	25mm	3.86	46.32	46.56	2157	2157	
7.	32mm	6.32	75.84	6	455.04	455.04	
8.	Binding wire				14560	14560	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	470	PPC/PSC last weeks stock	550
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		Mayur		Sandeep			
Date		14/5/22		14/5/22			

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