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

Company:	GVRC	Date:	21.05.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	14.05.2022 to 20.05.2022	Approved by:	Md.Salman
Report Date	21.05.2022		

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)
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
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
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
164915	04.05.2022	1 to 2	Lightening arrestor conventional,Aviation light	Po not issue
164941	10.05.2022	1	Personal computer	Po not issue
164944	11.05.2022	1	Suface lights	Po not issue
164947	12.05.2022	1	Starter 3 Phase	Po not issue
164953	16.05.2022	1	False ceiling	Po not issue
164955	16.05.2022	1	False ceiling	Po not issue
164956	16.05.2022	1 to 2	Toughened glass door	Po not issue
164963	17.05.2022	1	SD Cards	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
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.
164894	23.04.2022	1	FRD Doors	Dispatch on two weeks.

164897	25.04.2022	1 to 5	ETP/STP Material	Spoken with supplier,Dispatch on Four days
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.
164920	06.05.2022	1	ACP Cladding	Supplier arranging material
164928	05.05.2022	1 to 10	CC TV ,bullet camera	No stock
164929	06.05.2022	1	ACP Cladding	Supplier is arranging for material.
164943	11.05.2022	1	ACP Walls pop work	Work order
164951	14.05.2022	1 to 4	Anchor bolts,nuts	Supplier is arranging for material.
164952	16.05.2022	1	False ceiling	Work order
164954	16.05.2022	1	False ceiling	Work order

No. of gate passes issued this week:	Nil	From No.		To No.
Delivery van site visit on:	14th 15th 18th 19th			
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	383.31	4090	0	
4.	16mm	1.58	18.96	95.99	1820	2500	
5.	20mm	2.47	29.64	97.87	2900	6200	
6.	25mm	3.86	46.32	195.03	9030	2157	
7.	32mm	6.32	75.84	136.19	9080	455.04	
8.	Binding wire					14560	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	410	PPC/PSC last weeks stock	470
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		for Md Salman.		Sridevi			
Date		21/05/22		21/05/22			

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!