

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

Company:	GV Discovery center pvt.ltd	Date:	28.05.2022
Site:	Genopolis	Prepared by:	K.Sneha
Report From / To	21-05-2022 to 27.05.2022 (Saturday to Friday)	Approved by:	Subba Reddy/ Narsing Rao
Report Date	28.05.2022		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
196023	06-04-2022	01	Camera	Online purchase.
196039	16-04-2022	01	telephones	Online purchase.
196046	20-04-2022	01	lift	Quotes to be receive.
196050	26-04-2022	01	Fire doors	Rates to be finalized.

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
196079	23-05-2022	1	Coffee powder	Supplier arranging for material.
196080	23-05-2022	01	Insulation tape	Ready with supplier.
196082	24-05-2022	01	Submersible pump	Ready with supplier
196083	24-05-2022	01	Spirit level	Supplier arranging for material.
196085	24-05-2022	01	Stained concrete grigio	Ready with supplier
196088	25-05-2022	1-2	Hold fast	Ready with supplier

No. of gate passes issued this week:

02

From No.

19239

To No.

19240

Delivery van site visit on:

23rd & 27th May

Inward report (MRN/other) & stock report emailed in pdf format to purchase?

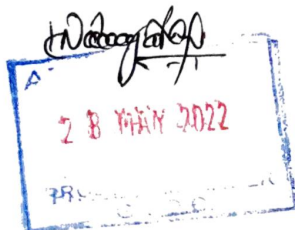
Yes

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	211	1000 Kgs	0 Kgs
2.	10mm	.617	7.404	900	6664 Kgs	4300 Kgs
3.	12mm	.89	10.68	320	3418 Kgs	2000 Kgs
4.	16mm	1.58	18.96	100	196 Kgs	6844 Kgs
5.	20mm	2.47	29.64	24	711 Kgs	985 Kgs
6.	25mm	3.86	46.32	85	3937 Kgs	5020 Kgs
7.	32mm	6.32	75.84	0	0 Kgs	0 Kgs
8.	Binding wire				20	30
OPC stock		OPC last weeks stock		PPC/PSC stock	461	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		S.V Subba reddy/ Narsing rao		K.Sneha		
Date		28-05-2022		28-05-2022		

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 & 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!



Sneha