

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

Company:	GVRC	Date:	04.06.2022	
Site:	Innopolis	Prepared by:	Sridevi/Nagamani	
Report From / To	27.05.2022 to 03.06.2022	Approved by:	T.Madhu	
Report Date	04.06.2022			
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#
164835	12.04.2022	1 to 23	Safety material	Po not made for some material.
164858	16.04.2022	1	LETTAN Mirror	Po not issue
164880	20.04.2022	1	Toughened Glass	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
164956	16.05.2022	1 to 2	Toughened glass door	Po not issue
164969	19.05.2022	1 to 2	GI.U Clamps,Nuts and wastchers	Po not issue
164978	25.05.2022	1 to 2	3Core Flexible copper cable,Top in plung	Po not issue
164984	02.06.2022	1 to 2	Main door frames	Po not issue
164986	26.05.2022	1	MS plate with 2 holes	Po not issue
164987	27.05.2022	1	Galvalume sheet	Po not issue
164988	27.05.2022	1	Loto lock	Po not issue
164993	30.05.2022	1	JBL CSLM20	Po not issue
164995	30.05.2022	1	Plexi glass	Po not issue
164997	01.05.2022	1	Square rod (6m length)	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
164815	07.04.2022	1 to 2	Flame proof lights,holder lamp	Supplier is not responding calls
164829	09.04.2022	1	Cera board	Supplier is ready to dispatch but some corrections at site.
164851	14.04.2022	1	Bathroom door	Supplier not reachable.
164891	23.04.2022	1	Aerocon panels	Spoken with supplier, but supplier is asking about payment
164894	23.04.2022	1	FRD Doors	Dispatch on four weeks.
164897	25.04.2022	1 to 5	ETP/STP Material	Part of material received, supplier is arranging other materials.
164916	05.05.2022	1	Toughened glass with patch	Supplier is ready to dispatch but False ceiling work is not yet completed
164918	05.05.2022	1	Toughened glass with patch	Supplier is ready to dispatch but False ceiling work is not yet completed .
164920	06.05.2022	1	PU Foam	Supplier is ready to dispatch but he is asking about payment.
164923	05.05.2022	1 to 3	Luminious inverter 800VA,65AH Exide SMF,6U Hub rack	Local purchase by raghu
164928	05.05.2022	1 to 10	CC TV ,bullet camera	Supplier is not reachable.
164929	06.05.2022	1	ACP Cladding	Work order
164943	11.05.2022	1	ACC Walls pop work	Work order

164965	19.05.2022	1 to 2	B Class pipes, Flat pati	Spoken with supplier, supplier is arranging other materials.			
164974	23.05.2022	1	Wheel barrow	Spoken with supplier, supplier is asking payment.			
164977	24.05.2022	1	wardrobe	Supplier is arranging material			
164982	25.05.2022	1	Flush door	Supplier is arranging material			
164989	27.05.2022	1 to 5	Auto glow radio, acp sheet	Supplier not reachable			
164994	30.05.2022	1	MS street light pole	Supplier is arranging material			
No. of gate passes issued this week:			Nil	From No.		To No.	
Delivery van site visit on:			28 th 30 th 31 st 1 st 3 rd				
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	337.55	1600	1800	
2.	10mm	.617	7.404	0	500	0	
3.	12mm	.89	10.68	224.71	2400	3500	
4.	16mm	1.58	18.96	71.72	1360	1650	
5.	20mm	2.47	29.64	70.85	2100	2500	
6.	25mm	3.86	46.32	168.39	7800	8600	
7.	32mm	6.32	75.84	100.87	7650	8800	
8.	Binding wire				1350	1425	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	120	PPC/PSC last weeks stock	350
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		Maulay		Siddhi			
Date		4/6/22		4/6/22			

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 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!