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

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|---|---|---|---|
| Company: | GVRC | Date: | 11.06.2022 |
| Site: | Innopolis | Prepared by: | Sridevi/Nagamani |
| Report From / To | 04.06.2022 to 10.06.2022 | Approved by: | T.Madhu |
| Report Date | 11.06.2022 | | |

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. |
| 164880 | 20.04.2022 | 1 | Toughened Glass | Po not issue |
| 164915 | 04.05.2022 | 1 to 2 | Lightening arrestor conventional | Po not issue |
| 164941 | 10.05.2022 | 1 | Personal computer | Po not issue |
| 164959 | 16.05.2022 | 1 | Surface mounted lights | 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 | Top in plug | Po not issue |
| 164987 | 27.05.2022 | 1 | Galvalume sheet | Po not issue |
| 164988 | 27.05.2022 | 1 | Loto lock | Po not issue |
| 206003 | 04.06.2022 | 1 | Laptop | Po not issue |
| 206004 | 03.06.2022 | 1 to 24 | Mep tools | Po not issue |
| 206005 | 03.06.2022 | 1 to 22 | Cuttting pliers,nose pliers, screw drivers ,hammer,driiling machine etc, | Po not issue |
| 206006 | 03.06.2022 | 1 to 18 | Tool box ,lock,pipe wrench,monkey spaner,flat cheisel,hand gloves etc, | Po not issue |
| 206007 | 06.06.2022 | 1 | Server pc | 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 |
| | | | | |
| 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 answering the mobile |
| 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 | Work in progress |
| 164918 | 05.05.2022 | 1 | Toughened glass with patch | Work in progress |
| 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 |
| 164956 | 16.05.2022 | 1 to 2 | Toughened glass door | Work in progress |

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|---|---|---|---|---|
| 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 asking purchase order |
| 164995 | 30.05.2022 | 1 | Plexi glass | Supplier is arranging for material |
| 164994 | 30.05.2022 | 1 | MS street light pole | Supplier is arranging material |
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|---|---|---|---|---|---|
| No. of gate passes issued this week: | 04 | From No. | 6047 | To No. | 6050 |
| Delivery van site visit on: | 4th 6th 7th 8th 9th 10th | | | | |
| 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 | 1600 |
| 2. | 10mm | .617 | 7.404 | 0 | 0 | 500 |
| 3. | 12mm | .89 | 10.68 | 224.71 | 1500 | 2400 |
| 4. | 16mm | 1.58 | 18.96 | 71.72 | 1360 | 1360 |
| 5. | 20mm | 2.47 | 29.64 | 70.85 | 2100 | 2100 |
| 6. | 25mm | 3.86 | 46.32 | 168.39 | 6500 | 7800 |
| 7. | 32mm | 6.32 | 75.84 | 100.87 | 7650 | 7650 |
| 8. | Binding wire | | | | 1350 | 1350 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| OPC stock | Nil | OPC last weeks stock | Nil | PPC/PSC stock | 600 | PPC/PSC last weeks stock | 150 |

| Details | Project Manager | Admin Officer/Manager | Admin Audit |
|---|---|---|---|
| Sign | Mayur | | |
| Date | 11/6/22 | 11/6/22 | |

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 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!