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

Company:	GVRC	Date:	18.06.2022
Site:	Innopolis	Prepared by:	Sridevi/Nagamani
Report From / To	11.06.2022 to 17.06.2022	Approved by:	T.Madhu
Report Date	18.06.2022		

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.
164836	12.04.2022	1 to 4	Aluminium cladding,850 rook wool,screw,jalimesh	Po not issue
164880	20.04.2022	1	Toughened Glass	Po not issue,Under estimation
164941	10.05.2022	1	Personal computer	Po not issue
164978	25.05.2022	1 to 2	Top in plug	Po not issue
164993	30.05.2022	1	JBL CSLM20	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
206020	14.06.2022	1	D-link wire less router	Po not issue
206021	14.06.2022	1 to 2	Fire extinguisher cylinder wet type,Fire extinguisher cylinder dry type,	Po not issue
206022	14.06.2022	1	Steel grey granite	Po not issue
206023	14.06.2022	1 to 2	Table with low storage unit, low storages	Po not issue
206024	14.06.2022	1 to 10	4 core armor cable, service wire, MCB.DB sintex box etc,	Po not issue
206025	15.06.2022	1 to 2	Arm grout inject PU1,floarm tool clean	Po not issue
206026	15.06.2022	1	Steel grey granite	Po not issue
206027	15.06.2022	1 to 4	75mm L-angle,50mm L-angles etc	Po not issue
206028	17.06.2022	1	Rectangular paver block	Po not issue
206030	16.06.2022	1 to 2	WPC door frames	Po not issue
206032	16.06.2022	1	MS powder coated kurbee sheet	Po not issue
206033	16.06.2022	1	Safety jackets	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 there is 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	We had a communication with supplier ,he saying that he will deliver by end of the month.
164915	04.05.2022	1 to 2	Lightening arrestor conventional	Supplier is arranging material , It will Reach at site on Monday.
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
164929	06.05.2022	1	ACP Cladding	Work in progress (pinncle).
164943	11.05.2022	1	ACC Walls pop work	Work order(supplier is asking payment to start the work. And we had a mail to Mr. Prabhakar)
164965	19.05.2022	1 to 2	B Class pipes,Flat pati	Spoken with supplier,supplier is arranging other materials.
164969	19.05.2022	1 to 2	GI.U Clamps,Nuts and wastchers	Spoken with supplier, they will dispatch on Monday.
164974	23.05.2022	1	Wheel barrow	Spoken with supplier,supplier is telling that he didn't received mail from purchase department, we have sent the purchase order through site mail.
164977	24.05.2022	1	wardrobe	Supplier is ready to dispatch on Monday.
164987	27.05.2022	1	Galvalume sheet	Spoken with supplier,supplier is telling that he didn't received mail from purchase department, we have sent the purchase order through site mail.
164994	30.05.2022	1	MS street light pole	Supplier is arranging material
206011	10.06.2022	1	Submersible pump single phase-1.5 HP	Supplier will dispatch on Monday.
206014	13.06.2022	1	Steel grey granite	We will send the driver to collect on Monday.
206018	14.06.2022	1	Red oxide primer	Supplier is arranging material.

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	11th 13th 14th 16th 17th				
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	3000	1600
2.	10mm	.617	7.404	0	0	0
3.	12mm	.89	10.68	224.71	2000	1500
4.	16mm	1.58	18.96	71.72	2500	1360
5.	20mm	2.47	29.64	70.85	3000	2100
6.	25mm	3.86	46.32	168.39	2000	6500
7.	32mm	6.32	75.84	100.87	3000	7650
8.	Binding wire				1300	1350

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	540	PPC/PSC last weeks stock	600
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		P.Sridevi			
Date		18.06.2022		18.06.2022			

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