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

Company:	GVRC	Date:	25.06.2022
Site:	Innopolis	Prepared by:	Sridevi/Nagamani
Report From / To	18.06.2022 to 24.06.2022	Approved by:	T.Madhu
Report Date	25.06.2022		

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#**
164836	12.04.2022	1 to 4	Aluminium cladding,850 rook wool,screw,jalimesh	Po not issue
164941	10.05.2022	1	Personal computer	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
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
206027	15.06.2022	1 to 4	75mm L-angle,50mm L-angles etc	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
206034	18.06.2022	1 to 2	Flush doors	Po not issue
206036	17.06.2022	1	MS rolling shutter	Po not issue
206040	17.06.2022	1	Cutting blades	Po not issue
206044	21.06.2022	1	SS Railing	Po not issue
206045	22.06.2022	1 to 6	General items	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 by next week

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.
164987	27.05.2022	1	Galvalume sheet	Supplier is ready to dispatch but he asking about payment.
164993	30.05.2022	1	JBL CSLM20	Online purchase by Prabhakar
206014	13.06.2022	1	Steel grey granite	We will send the driver to collect on Monday.
206021	14.06.2022	1 to 2	Fire extinguisher cylinder wet type,Fire extinguisher cylinder dry type,	Supplier is not responding
206025	15.06.2022	1 to 2	Arm grout inject PU1,floarm tool clean	Supplier is arranging material
206026	15.06.2022	1	Steel grey granite	We will send driver to collect material by tomorrow.
206037	17.06.2022	1	Adhesive chemical	Supplier is arranging material

No. of gate passes issued this week:	NIL	From No.		To No.
Delivery van site visit on:	18^{th} to 24^{th}			
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	2560	3000
2.	10mm	.617	7.404	0	0	0
3.	12mm	.89	10.68	224.71	0	2000
4.	16mm	1.58	18.96	71.72	2500	2500
5.	20mm	2.47	29.64	70.85	3000	3000
6.	25mm	3.86	46.32	168.39	2000	2000
7.	32mm	6.32	75.84	100.87	3000	3000
8.	Binding wire				1300	1300

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	440	PPC/PSC last weeks stock	540

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T.Madhu	P.Sridevi	
Date	25.06.2022	25.06.2022	

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!