

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

Company:	GVRC	Date:	09.07.2022	
Site:	Innopolis	Prepared by:	Sridevi/Nagamani	
Report From / To	02.07.2022 to 08.07.2022	Approved by:	T.Madhu	
Report Date	09.07.2022			
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 [#]
206003	04.06.2022	1	Laptop	Po not issue
206004	03.06.2022	1 to 24	Mep tools	Po not issue
206024	14.06.2022	1 to 10	4 core armor cable, service wire, MCB.DB sintex box etc,	Some material Po not issue
206032	16.06.2022	1	MS powder coated kurbee sheet	Po not issue
206036	17.06.2022	1	MS rolling shutter	Po not issue
206063	30.06.2022	1	MS Gazette plate	Po not issue
206068	01.07.2022	1 to 7	Aluminum lugs,ms junction box,cable tray,ss cable glands	Po not issue
206070	01.07.2022	1 to 3	Aluminum cable,LED Lights	Po not issue
206073	04.06.2022	1	Cement bags	Po not issue
206082	06.07.2022	1	Coffee powder	Po not issue
206086	07.07.2022	1	Galvanized roofing sheet	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
164894	23.04.2022	1	FRD Doors	Supplier is ready to dispatch but he is asking about total payment.
164920	06.05.2022	1	PU Foam	Supplier is ready to dispatch but he is asking about payment.
164929	06.05.2022	1	ACP Cladding	Work in progress (pinncle).
164987	27.05.2022	1	Galvalume sheet	Supplier is ready to dispatch but he asking about payment.
206005	03.06.2022	1 to 22	Cuttting pliers,nose pliers, screw drivers ,hammer,drilling machine etc,	Supplier is arranging for material.
206006	03.06.2022	1 to 18	Tool box ,lock,pipe wrench,monkey spaner,flat cheisel,hand gloves etc,	Supplier is arranging for material.
206014	13.06.2022	1	Steel grey granite	We will send the driver to collect on Monday.
206026	15.06.2022	1	Steel grey granite	We will send driver to collect material by tomorrow.
206034	18.06.2022	1 to 2	Flush doors	Supplier is arranging for material.

206046	23.06.2022	1	Curb stone		Supplier is arranging for material.		
206066	30.06.2022	1	Carpet grass		Supplier is arranging for material.		
206067	30.06.2022	1	Galvalume sheet		Supplier is ready to dispatch but he asking about payment.		
206074	05.07.2022	1	Online PH Meter with rain protection box		Supplier is arranging for material.Supplier is Dispatch with in three days.		
206075	05.07.2022	1	Weighing machine		Supplier is arranging for material.Supplier is Dispatch with in three days.		
206076	05.07.2022	1	SS Railing		Work in progress		
206077	06.07.2022	1	Cera board		Supplier is ready to dispatch but there is some corrections at site.		
206083	06.07.2022	1	Welding rods		No stock		
206087	07.07.2022	1	LED Flood lights		Supplier is arranging for material.		
No. of gate passes issued this week:			NIL	From No.		To No.	
Delivery van site visit on:			2 nd to 8 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	540	2560	2560	
2.	10mm	.617	7.404	405	3000	0	
3.	12mm	.89	10.68	562	6000	0	
4.	16mm	1.58	18.96	132	2500	2500	
5.	20mm	2.47	29.64	101	3000	3000	
6.	25mm	3.86	46.32	43	2000	2000	
7.	32mm	6.32	75.84	40	3000	3000	
8.	Binding wire				1300	1300	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	80	PPC/PSC last weeks stock	236
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		P.Sridevi			
Date		09.07.2022		09.07.2022			

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