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

Company:	GVRC	Date:	16.07.2022
Site:	Innopolis	Prepared by:	Sridevi/Nagamani
Report From / To	09.07.2022 to 15.07.2022	Approved by:	T.Madhu
Report Date	16.07.2022		

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	Timer with contactor.water proof tapes.	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
206047	23.06.2022	1	Ms Socket	Po not issue
206068	01.07.2022	1 to 7	cable tray	Po not issue
206070	01.07.2022	1 to 3	Aluminum cable,LED Lights	Po not issue
206086	07.07.2022	1	Galvanized roofing sheet	Po not issue
206091	12.07.2022	1 to5	2 sqmm single core copper,service wire	Po not issue
206094	12.07.2022	1 to 4	Aluminium cladding ,850 rook wool,screw,jali mesh	Po not issue
206100	14.07.2022	1	MS gazzette plate	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$**
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.
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	Spoken with supplier he is arranging 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.
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.
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:	9th to 15th				
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	3000
3.	12mm	.89	10.68	562	6000	6000
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	50	PPC/PSC last weeks stock	80

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T.Madhu	P.Sridevi	
Date	16.07.2022	16.07.2022	

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