

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

Company:		GVRC		Date:	30.07.2022
Site:		Innopolis		Prepared by:	Sridevi/Nagamani
Report From / To		23.07.2022 to 29.07.2022		Approved by:	T.Madhu
Report Date		30.07.2022			
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 [#]	
206004	03.06.2022	1 to 24	Mep tools	Some material Po not issue.	
206024	14.06.2022	1 to 10	Timer with contactor	Some material Po not issue.	
206091	12.07.2022	1 to5	2 sqmm single core copper,service wire	Po not issue	
206110	16.07.2022	1 to 17	Portable oxygen detector,first aid box wall mounted metal,safet specticals hand gloves	Po not issue	
206111	16.07.2022	1 to 16	LT-TDP-EH Tag,LT-HTG Tagged Hasp,etc	Po not issue	
206118	19.07.2022	1	Coffee Powder	Po not issue	
206120	19.07.2022	1	Toughened glass	Po not issue	
206121	20.07.2022	1	CC Hume pipe	Po not issue	
206129	26.07.2022	1	Toughened glass	Po not issue	
206131	27.07.2022	1	Red oxide primer	Po not issue	
206134	28.07.2022	1	HDPE Overhead tank	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.	
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.	
206032	16.06.2022	1	MS powder coated kurbee sheet	Supplier is ready to dispatch but he asking about payment.	
206036	17.06.2022	1	MS Rolling shutter	Supplier not answering the mobile	
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	
206086	07.07.2022	1	Galvanized roofing sheet	Supplier is ready to dispatch but he asking about payment.	
206109	16.07.2022	1	PVC Ecodrain pipe	Supplier is arranging for material.	
206124	23.07.2022	1 to 4	Single socket pipe,bends,couplings,	Spoken with supplier,Supplier is arranging for material.	
206127	26.07.2022	1	Nerium pink flower plant	Supplier is arranging for material.	
206132	27.07.2022	1	Escalator	Work order	
206133	27.07.2022	1 to 3	Wedilia yellow flowering plants,plastic pots	Supplier is arranging for material.	
206136	28.07.2022	1 to 2	Hedge cutter,prunning cutter	Supplier is arranging for material.	

No. of gate passes issued this week:			02	From No.	10365	To No.	10366
Delivery van site visit on:			23 rd to 29 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	3000	
3.	12mm	.89	10.68	487	5200	5200	
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				945	900	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	387	PPC/PSC last weeks stock	461
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		P.Sridevi			
Date		30.07.2022		30.07.2022			

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