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

Company:	GVRC		Date:	06.08.2022
Site:	Innopolis		Prepared by:	Sridevi/Nagamani
Report From / To	30.07.2022 to 05.08.2022		Approved by:	T.Madhu
Report Date	06.08.2022			
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#**
206110	16.07.2022	1 to 17	Portable oxygen detector,Vim soap complte set with stand,metal rescue hook pvc handle grip	Po not issue
206111	16.07.2022	16	VBF Butterfly Valve lockout	Po not Issue
206121	20.07.2022	1	CC Hume pipe	Po not issue
206129	26.07.2022	1	Toughened glass	Po not issue
206134	28.07.2022	1	HDPE Overhead tank	Po not issue
206148	01.08.2022	1	RMC	Po not issue
206150	03.08.2022	1	Insect killer Machine	Po not issue
206151	03.08.2022	1	Tandoor polished stone	Po not issue
206154	03.08.2022	1	Cpvc pipe,cpvc elbow,end cap,etc	Po not issue
206155	03.08.2022	1	Cement grouting	Po not issue
206157	04.08.2022	1	Guard alert siren	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.
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.
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.
206130	27.07.2022	1 to 3	Hacksaw blades,welding rods	Spoken with supplier,Supplier is arranging for material.
206131	27.07.2022	1	Red oxide paint	Spoken with supplier,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.
206138	29.07.2022	1	Curb stone	Partly received from supplier,Supplier is arranging for material.
206142	30.07.2022	1 to 6	Steel	Partly received from supplier,Supplier is arranging for material.
206152	04.08.2022	1	Vaccum dewatering concrete flooring	,Supplier is arranging for material.

No. of gate passes issued this week:	NIL	From No.	-	To No.	-
Delivery van site visit on:	30th to 05th				

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	311	PPC/PSC last weeks stock	387

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T.Madhu	P.Sridevi	
Date	06.08.2022	06.08.2022	

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!