

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

Company:	GVRC	Date:	13.08.2022			
Site:	Innopolis	Prepared by:	Sridevi/Nagamani			
Report From / To	06.08.2022 to 12.08.2022	Approved by:	T.Madhu			
Report Date	13.08.2022					
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#		
206161	05.08.2022	1	Network switch	Po no issue		
206164	06.08.2022	1 to 2	MS Flanges table E ,GI Nut with bolt	Po no issue		
206168	10.08.2022	1	Ms L-angle	Po no issue		
206170	10.08.2022	1	PVC Industrial strip curtain	Po no issue		
206173	10.08.2022	1	Toughened glass	Po no issue		
206175	10.08.2022	1	RCC square manhole	Po no 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).		
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.		
206129	26.07.2022	1	Toughened glass	Spoken with supplier,Supplier is arranging for material.		
206132	27.07.2022	1	Escalator	Work order		
206148	03.08.2022	1	RMC	Supplier arranging for material.		
206152	04.08.2022	1	Vaccum dewatering concrete flooring	Supplier is arranging for material.		
206155	03.08.2022	1	PVC Injection Nozzle - Cement grouting	Supplier is arranging for material.		
206157	04.08.2022	1	Guard alert siren	Supplier is asking for payment.		
206171	10.08.2022	1	Concrete tape	Spoken with supplier,Supplier is arranging for material.		
206172	10.08.2022	1	Vermi compose,outdoor plant	Spoken with supplier,Supplier is arranging for material.		
No. of gate passes issued this week:		NIL	From No.	-	To No.	-
Delivery van site visit on:		06 th to 12 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	2397	11360	2560
2.	10mm	.617	7.404	1622	12010	3000
3.	12mm	.89	10.68	3402	36340	5200
4.	16mm	1.58	18.96	4872	92380	2500

5.	20mm	2.47	29.64	945	28020	3000	
6.	25mm	3.86	46.32	540	25020	2000	
7.	32mm	6.32	75.84	40	3000	3000	
8.	Binding wire				920	945	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	180	PPC/PSC last weeks stock	311
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	T.Madhu			P.Sridevi			
Date	13.08.2022			13.08.2022			

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