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

Company:	GVRC	Date:	27.08.2022
Site:	Innopolis	Prepared by:	Sridevi/Nagamani
Report From / To	20.08.2022 to 26.08.2022	Approved by:	T.Madhu
Report Date	27.08.2022		

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[#]**
206173	10.08.2022	1	Toughened glass	Po no issue
206186	18.08.2022	1	Galvanized roofing sheet	Po not issue
206187	18.08.2022	1	Bio-metric device adaptor	Po not issue
206193	23.08.2022	1	Rolling shutter	Po not issue
206197	24.08.2022	1	Nylon rope	Po not issue
206201	24.08.2022	1	Self drilling screws	Po not issue
206203	25.08.2022	1	BT Road patching material	Po not issue
206204	25.08.2022	1	Toughened glass	Po not issue
206205	25.08.2022	1 to 4	Turpent oil,enamel paint,floor paint,	Po not issue
206206	25.08.2022	1 to 2	MS Gazzate plate,anchor bolt	Po not issue
206207	25.08.2022	1	MS Square pipe	Po not issue
206208	26.08.2022	1 to 4	Insulation tapes,welding rods,cutting blades	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).
206076	05.07.2022	1	SS Railing	Work in progress(mangilal is asking payment)
206129	26.07.2022	1	Toughened glass	Spoken with supplier,Supplier is arranging for material.
206132	27.07.2022	1	Escalator	Work order
206152	04.08.2022	1	Vaccum dewatering concrete flooring	Work in progress.
206155	03.08.2022	1	PVC Injection Nozzle - Cement grouting	Supplier is not responding.
206157	04.08.2022	1	Guard alert siren	Supplier is asking for payment.
206164	06.08.2022	1to2	MS flange ,GI nut with bolt	Supplier is arranging material.(No stock)
206170	10.08.2022	1	PVC Industrial strip curtain	Supplier is asking payment.
206174	10.08.2022	1	Submerssible single phase pump	Spoken with supplier,Supplier is arranging for material
206176	13.08.2022	1 to 7	GI Union,Hdpe pipe,GI Tee etc	Spoken with supplier,Supplier is arranging for material
206177	13.08.2022	1 to 2	Silicon aluminium,zinc silicate.	No Stock (Supplier is arranging material with in four days)
206198	24.08.2022	1	CPVC Ball valve	Spoken with supplier,Supplier is arranging for material
206200	24.08.2022	1	Neem care powder	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:	20th to 25th				
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	11360	
2.	10mm	.617	7.404	1217	9010	12010	
3.	12mm	.89	10.68	2279	24340	36340	
4.	16mm	1.58	18.96	4239	80380	92380	
5.	20mm	2.47	29.64	642	19020	28020	
6.	25mm	3.86	46.32	281	13020	25020	
7.	32mm	6.32	75.84	40	3000	3000	
8.	Binding wire				730	920	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	587	PPC/PSC last weeks stock	149
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		P.Sridevi			
Date		27.08.2022		27.08.2022			

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!