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

Company:	GVRC	Date:	03.09.2022
Site:	Innopolis	Prepared by:	Sridevi/Nagamani
Report From / To	27.08.2022 to 02.09.2022	Approved by:	T.Madhu
Report Date	03.09.2022		

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
206204	25.08.2022	1	Toughened glass	Po not issue
206206	25.08.2022	1 to 2	MS Gazette plate	Po not issue
206207	25.08.2022	1	MS Square pipe	Po not issue
206208	26.08.2022	1 to 2	Welding rods,cutting blades	Po not issue
206209	29.08.2022	1	MS L-Angle	Po not issue
206210	26.08.2022	1	MS Flat flat	Po not issue
206211	26.08.2022	1	Galvanized roofing sheet	Po not issue
206213	27.08.2022	1	MS Flat	Po not issue
206214	27.08.2022	1	RMC	Po not issue
206216	27.08.2022	1 to 9	UPVC Pipe,UPVC Elbow,UPVC Plain, etc	Po not issue
206217	27.08.2022	1	Rubber corner guard	Po not issue
206228	30.08.2022	1	Vitrified tile-Ispira earth grey light	Po not issue
206229	30.08.2022	1	Concrete tapes	Po not issue
206230	01.09.2022	1	Plywood sheet	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
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	Work in progress
206206	25.08.2022	1 to 2	anchor bolts	Supplier arranging material.

No. of gate passes issued this week:	NIL	From No.	-	To No.	-
Delivery van site visit on:	26th ,28th ,31st ,02nd				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

<table>
<tr><td colspan="8">Items not ordered but received:</td></tr>
<tr><td colspan="8">Other corrections & remarks:</td></tr>
<tr><td colspan="8">Details of steel & cement stock</td></tr>
<tr><td>Sl. No</td><td>Tor size</td><td>Wt per mtr. - kgs</td><td>Wt. for 12 mtr rod – kgs</td><td>Stock at site – no of rods</td><td>Stock at site in Kgs</td><td colspan="2">Previous stock in Kgs</td></tr>
<tr><td>1.</td><td>8mm</td><td>.395</td><td>4.74</td><td>1131</td><td>5360</td><td colspan="2">11360</td></tr>
<tr><td>2.</td><td>10mm</td><td>.617</td><td>7.404</td><td>812</td><td>6010</td><td colspan="2">9010</td></tr>
<tr><td>3.</td><td>12mm</td><td>.89</td><td>10.68</td><td>1530</td><td>16340</td><td colspan="2">24340</td></tr>
<tr><td>4.</td><td>16mm</td><td>1.58</td><td>18.96</td><td>1233</td><td>60380</td><td colspan="2">80380</td></tr>
<tr><td>5.</td><td>20mm</td><td>2.47</td><td>29.64</td><td>237</td><td>7020</td><td colspan="2">19020</td></tr>
<tr><td>6.</td><td>25mm</td><td>3.86</td><td>46.32</td><td>174</td><td>8040</td><td colspan="2">13020</td></tr>
<tr><td>7.</td><td>32mm</td><td>6.32</td><td>75.84</td><td>40</td><td>3000</td><td colspan="2">3000</td></tr>
<tr><td>8.</td><td>Binding wire</td><td></td><td></td><td></td><td>503</td><td colspan="2">730</td></tr>
<tr><td>OPC stock</td><td>Nil</td><td>OPC last weeks stock</td><td>Nil</td><td>PPC/PSC stock</td><td>515</td><td>PPC/PSC last weeks stock</td><td>587</td></tr>
<tr><td colspan="2">Details</td><td colspan="2">Project Manager</td><td colspan="2">Admin Officer/Manager</td><td colspan="2">Admin Audit</td></tr>
<tr><td colspan="2">Sign</td><td colspan="2">T.Madhu</td><td colspan="2">P.Sridevi</td><td colspan="2"></td></tr>
<tr><td colspan="2">Date</td><td colspan="2">03.09.2022</td><td colspan="2">03.09.2022</td><td colspan="2"></td></tr>
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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!