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

Company:	GVRC	Date:	10.09.2022
Site:	Innopolis	Prepared by:	Sridevi/Nagamani
Report From / To	03.09.2022 to 09.09.2022	Approved by:	T.Madhu
Report Date	10.09.2022		

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[#]**
206164	06.08.2022	1	GI Nut with bolt	Po not issue
206173	10.08.2022	1	Toughened glass	Po not issue (Estimate sent to MD's Approval)
206187	18.08.2022	1	Bio-metric device adaptor	Po not issue
206193	23.08.2022	1	Rolling shutter	Po not issue
206204	25.08.2022	1	Toughened glass	Po not issue (Estimate sent to MD's Approval)
206206	25.08.2022	1 to 2	MS Gazette plate	Po not issue
206209	29.08.2022	1	MS L-Angle	Po not issue
206211	26.08.2022	1	Galvanized roofing sheet	Po not issue
206214	27.08.2022	1	RMC	Po not issue
206217	27.08.2022	1	Rubber corner guard	Po not issue (Local purchase by Raghu)
206239	05.09.2022	1 to 5	Fiber sheet,fiber cutting blades,fiber glass resin,safety hand gloves,fiber hardener	Po not issue
206241	06.09.2022	1 to 5	MS Round pipes,welding rods,cutting blades,	Po not issue
206243	07.09.2022	1	Flush door	Po not issue
206250	08.09.2022	1	Steel	Po not issue
206251	08.09.2022	1	Galvanized roofing sheet	Po not issue
206252	08.09.2022	1	Plywood sheet	Po not issue
206253	08.09.2022	1	LED Flood lights	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	Supplier is arranging material.(No stock)
206186	18.08.2022	1	Galvanized roofing sheet	Supplier is asking for payment.
206206	25.08.2022	1 to 2	anchor bolts	Supplier arranging material.
206210	26.08.2022	1	MS Flat	Supplier is asking advance amount.
206213	27.08.2022	1	MS Flat	Supplier is asking advance amount.
206228	30.08.2022	1	Vitrified tile-Ispira earth grey light	Material is ready at GMR,we will send to vehicle on Monday.
206229	30.08.2022	1	Concrete tape	Local purchase by Raghu.
206244	07.09.2022	1	Anchor bolts	Spoken with supplier,he is arranging for

				material.
206245	07.09.2022	1	FRP Round manhole cover	Material is ready at SSLLP,we will send to vehicle on Monday.
206246	07.09.2022	1	SS Self drilling screws	Material is ready at SSLLP,we will send to vehicle on Monday.
206249	07.09.2022	1	Road stud	Spoken with supplier,he is arranging for material.

No. of gate passes issued this week:	NIL	From No.	-	To No.	-
Delivery van site visit on:	3rd to 08th				
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	709	3360	5360
2.	10mm	.617	7.404	812	6010	6010
3.	12mm	.89	10.68	1436	15340	16340
4.	16mm	1.58	18.96	1233	60380	60380
5.	20mm	2.47	29.64	237	7020	7020
6.	25mm	3.86	46.32	108	5040	8040
7.	32mm	6.32	75.84	40	3000	3000
8.	Binding wire				315	503

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	412	PPC/PSC last weeks stock	515

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T.Madhu	P.Sridevi	
Date	10.09.2022	10.09.2022	

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!