

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

Company:	GVRC	Date:	17.09.2022
Site:	Innopolis	Prepared by:	Sridevi/Nagamani
Report From / To	10.09.2022 to 16.09.2022	Approved by:	T.Madhu
Report Date	17.09.2022		

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
206214	27.08.2022	1	RMC	Po not issue
206217	27.08.2022	1	Rubber corner guard	Po not issue (Local purchase by Raghu)
206255	10.09.2022	1	Rubber corner Guard	Po not issue
206257	10.09.2022	1	Plastic chair	Po not issue
206269	14.09.2022	1	Cement grouting pump	Po not issue
206271	15.09.2022	1	SS Self drilling screw	Po not issue
206272	15.09.2022	1 to 5	Transparent,spring washer,ms flat washer	Po not issue
206273	15.09.2022	1 to 3	MS Square pipe,MS Flat patti,MS Round plate	Po not issue
206275	16.09.2022	1	Canon camera	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
206239	05.09.2022	1 to 5	Fiber sheet,fiber cutting blades,fiber glass resin,safety hand gloves,fiber hardener	Supplier is asking for payment.
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.
206211	26.08.2022	1	Galvanized roofing sheet	Supplier is asking for payment.
206243	07.09.2022	1	Flush doors	Spoken with supplier,Supplier is arranging for material.
206251	08.09.2022	1	Galvanized roofing sheet	Supplier is asking for payment.
206256	10.09.2022	1	RMC	Supplier is arranging for material.
206262	13.09.2022	1 to 2	Starter three phase,copper	Supplier is arranging for material.

			flat cable				
206270	15.09.2022	1	MS Coupler		Supplier is arranging for material.		
No. of gate passes issued this week:			NIL	From No.	-	To No.	-
Delivery van site visit on:			09 th to 16 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	709	3360	3360	
2.	10mm	.617	7.404	339	2510	6010	
3.	12mm	.89	10.68	1436	15340	15340	
4.	16mm	1.58	18.96	1233	60380	60380	
5.	20mm	2.47	29.64	68	2020	7020	
6.	25mm	3.86	46.32	108	5040	5040	
7.	32mm	6.32	75.84	13	1000	3000	
8.	Binding wire				50	315	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	350	PPC/PSC last weeks stock	412
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		P.Sridevi			
Date		17.09.2022		17.09.2022			

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