

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

Company:	GVRC	Date:	01.10.2022	
Site:	Innopolis	Prepared by:	Sridevi/Nagamani	
Report From / To	24.09.2022 to 30.09.2022	Approved by:	T.Madhu	
Report Date	01.10.2022			
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 not issue (Estimate sent to MD's Approval)
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)
206217	27.08.2022	1	Rubber corner guard	Po not issue (Local purchase by Raghu)
206275	16.09.2022	1	Canon camera	Po not issue
206282	20.09.2022	1	Chiller 400TR	Po not issue
206296	27.09.2022	1 to 7	CPVC End cap,ball valve, reducer tee,coupling,pipe,FABT	Po not issue
206297	28.09.2022	1 to 2	Solenoid valve with float switch,brass water meter	Po not issue
206298	28.09.2022	1	Bio metric finger print	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)
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.
206186	18.08.2022	1	Galvanized roofing sheet	Supplier is asking for payment.
206206	25.08.2022	1	Anchor bolts	Supplier is not responding.
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.
206255	10.09.2022	1	Rubber corner Guard	Supplier is asking for payment.
206257	10.09.2022	1	Plastic chair	Spoken with supplier,Supplier is arranging for material and asking payment.
206269	14.09.2022	1	Cement grouting pump	Supplier is asking for payment.
206273	15.09.2022	1 to 3	MS Square pipe,MS Flat patti,MS Round plate	Spoken with supplier,Supplier is arranging for material.
206279	17.09.2022	1 to 2	Fire rated door(single leaf),fire door double leaf	Spoken with supplier,he is arranging for material.
206281	24.09.2022	1	Canopy work-awings structure	Spoken with supplier,Supplier is arranging for material.
206295	26.09.2022	1	Steel	Supplier is arranging material.

No. of gate passes issued this week:				NIL	From No.	-	To No. -
Delivery van site visit on:				24 th to 30 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	0	0	3360	
2.	10mm	.617	7.404	0	0	0	
3.	12mm	.89	10.68	32.77	3500	15340	
4.	16mm	1.58	18.96	3184	60380	60380	
5.	20mm	2.47	29.64	0	0	0	
6.	25mm	3.86	46.32	22	1000	2316	
7.	32mm	6.32	75.84	0	0	0	
8.	Binding wire					350	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	650	PPC/PSC last weeks stock	330
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		P.Sridevi			
Date		01.10.2022		01.10.2022			

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!