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

Company:	GVRC	Date:	08.10.2022
Site:	Innopolis	Prepared by:	Sridevi/Nagamani
Report From / To	01.10.2022 to 07.09.2022	Approved by:	T.Madhu
Report Date	08.10.2022		

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#**
206193	23.08.2022	1	Rolling shutter	Po not issue
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	Brass water meter	Po not issue
206300	30.09.2022	1 to 8	Channel Brackets,U Clamps,Anchor bolts,baombay nails,hacksaw blades	Po not issue
206301	30.09.2022	1 to 2	OFC Cable,Network switch	Po not issue
206303	30.09.2022	1	RMC	Po not issue
206304	30.09.2022	1	RMC	Po not issue
206305	30.09.2022	1	RMC	Po not issue
206306	30.09.2022	1	UPS-1KVA	Po not issue
206312	01.10.2022	1 to 2	Brushes	Po not issue
206316	06.10.2022	1 to 2	Sofia grey,grigio serena PVGT,Prolith grigio chiaro,Prolith grigio GVT	Po not issue
206317	06.10.2022	1 to 3	LED Flood lights,AL Service wire	Po not issue
206319	06.10.2022	1	Foam Boards	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	Work in Progress
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.
206173	10.08.2022	1	Toughened glass	Supplier is asking for payment.
206186	18.08.2022	1	Galvanized roofing sheet	Supplier is asking for payment.
206204	25.08.2022	1	Toughened glass	Spoken with supplier,Supplier is arranging for material.
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.

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.
206276	16.09.2022	1	MS Round Pipe B Class	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.
206286	21.09.2022	1	Steel grey granite	Spoken with supplier,Supplier is arranging for material.
206298	28.09.2022	1	Bio metric finger print reader	Supplier is asking Purchase order,Po sent to Supplier
206299	30.09.2022	1 to 6	Auto glow sign boards	Supplier is asking payment
206313	03.10.2022	1	Transformer	Spoken with supplier,Supplier is arranging for material.
206314	04.10.2022	1	Lift	Spoken with supplier,Supplier is arranging for material.
206315	06.10.2022	1	FRP Thadaka	Spoken with supplier,Will receive by Wednesday.
206318	06.10.2022	1	Diesel Generator	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:	01st to 7th				
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	844	4000	0
2.	10mm	.617	7.404	0	0	0
3.	12mm	.89	10.68	32.77	3500	3500
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	1000
7.	32mm	6.32	75.84	0	0	0
8.	Binding wire				115	200

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	468	PPC/PSC last weeks stock	650

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T.Madhu	P.Sridevi	
Date	08.10.2022	08.10.2022	

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