

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

Company:		GVRC		Date:	15.10.2022
Site:		Innopolis		Prepared by:	Sridevi/Nagamani
Report From / To		08.10.2022 to 14.10.2022		Approved by:	T.Madhu
Report Date		15.10.2022			
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 [#]	
206275	16.09.2022	1	Canon camera	Po not issue	
206296	27.09.2022	1 to 7	CPVC End cap,ball valve, reducer tee,coupling,pipe,FABT	Po not issue	
206301	30.09.2022	1 to 2	OFC Cable,Network switch	Po not issue	
206306	30.09.2022	1	UPS-1KVA	Po not issue	
206332	10.10.2022	1 to 5	Main pcc-2,sub pcc-2A,sub pcc-2B,Sub pcc-2C,Main ADFC-2A	Po not issue	
206337	11.10.2022	1	PVC Drums	Po not issue	
206338	11.10.2022	1 to 2	Door frame with threshold	Po not issue	
206345	13.10.2022	1	Supply of caryair make cabinet type inline fan of CDIF	Po not issue	
206346	13.10.2022	1	Stools-5'	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 ^{\$}	
206076	05.07.2022	1	SS Railing	Work in progress(mangilal is asking payment)	
206132	27.07.2022	1	Escalator	Work order	
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.	
206251	08.09.2022	1	Galvanized roofing sheet	Supplier is asking for payment.	
206269	14.09.2022	1	Cement grouting pump	Supplier is asking for payment.	
206279	17.09.2022	1 to 2	Fire rated door(single leaf),fire door double leaf	Spoken with supplier,he is arranging for material.	
206282	20.09.2022	1	Chiller 400TR	Spoken with supplier,he is arranging for material.	
206298	28.09.2022	1	Bio metric finger print reader	Supplier will deliver by Monday.	
206299	30.09.2022	1 to 6	Auto glow sign boards	Supplier will deliver by Monday.	
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.	
206318	06.10.2022	1	Diesel Generator	Spoken with supplier,Supplier is arranging for material.	
206323	08.10.2022	1 to 10	Electrical wires,concealed box,Switch	No stock at SSLLP.	
206328	08.10.2022	1	MS Fabrication work	Work order(Work in progress.	
206330	10.10.2022	1 to 2	Fiber glass resin,Fiber hardener	Spoken with supplier,supplier is arranging for material.	
206336	10.10.2022	1	PVC Injection nozzle	Supplier is asking for payment.	
206340	11.10.2022	1	Octagonal GI Pole	Spoken with supplier,supplier is arranging for material.	

206342	12.10.2022	1 to 6	Safety material		No stock at sslp.		
206344	13.10.2022	1	False ceiling down lighter		Spoken with supplier, supplier is arranging for material.		
No. of gate passes issued this week:			05	From No.	7255	To No.	7260
Delivery van site visit on:			8 th to 14 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	1371	6500	4000	
2.	10mm	.617	7.404	0	0	0	
3.	12mm	.89	10.68	328	3500	3500	
4.	16mm	1.58	18.96	2532	48000	60380	
5.	20mm	2.47	29.64	135	4000	0	
6.	25mm	3.86	46.32	194	9000	1000	
7.	32mm	6.32	75.84	119	9000	0	
8.	Binding wire				115	115	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	375	PPC/PSC last weeks stock	468
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		P.Sridevi			
Date		15.10.2022		15.10.2022			

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 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!