

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

Company:	GVRC	Date:	29.10.2022	
Site:	Innopolis	Prepared by:	Sridevi/Nagamani	
Report From / To	22.10.2022 to 28.10.2022	Approved by:	T.Madhu	
Report Date	29.10.2022			
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#
206296	27.09.2022	1 to 7	CPVC End cap,ball valve, reducer tee,coupling,pipe,FABT	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
206357	19.10.2022	1 to 3	Bitumen paint,2 core flexible round cable copper,sleeve and bullet	Po not issue
206359	19.10.2022	1 to 6	RS485 ti ETHERNET CONVERTER,2C ore shieldes cable,RJ 45 Couple shudule etc	Po not issue
206370	26.10.2022	1 to 2	Door frame with threshold	Po not issue
206375	26.10.2022	1	MS Round pipe-B-Class	Po not issue
206376	27.10.2022	1	Smart Phone	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.
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 is asking for 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.
206318	06.10.2022	1	Diesel Generator	Spoken with supplier,Supplier is arranging for material.
206328	08.10.2022	1	MS Fabrication work	Work order(Work in progress.)
206345	13.10.2022	1	Supply of caryair make cabinet type inline fan of CDIF	Supplier is asking for payment.
206346	13.10.2022	1	Stools-5'	No stock at sslp
206349	14.10.2022	1	Floor paint	Spoken with supplier,supplier is arranging for material.
206356	19.10.2022	1 to 3	GI Threaded rod with nut,Univaersal clamp,ms flat washer	Spoken with supplier,supplier is arranging for material.
206360	20.10.2022	1	Self drilling screws	Spoken with supplier,supplier is arranging

				for material.			
206361	20.10.2022	1 to 2	Anchor bolt,GI Thread rod		No stock		
206367	26.10.2022	1 to 2	Sliding without mesh		Spoken with supplier,supplier is arranging for material.		
206368	26.10.2022	1	Solid block		Spoken with supplier,supplier is arranging for material.		
206374	27.10.2022	1 to 4	Welding rod,cutting blade		Spoken with supplier,supplier is asking for payment.		
No. of gate passes issued this week:			03	From No.	7264	To No.	7266
Delivery van site visit on:			22 nd to 28 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	3059	14500	6500	
2.	10mm	.617	7.404	2026	15000	0	
3.	12mm	.89	10.68	328	3500	3500	
4.	16mm	1.58	18.96	2162	41000	45000	
5.	20mm	2.47	29.64	1349	40000	4000	
6.	25mm	3.86	46.32	1166	54000	9000	
7.	32mm	6.32	75.84	66	5000	5000	
8.	Binding wire					115	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	382	PPC/PSC last weeks stock	465
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		P.Sridevi			
Date		29.10.2022		29.10.2022			

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