

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

Company:		GVRC		Date:	05.11.2022
Site:		Innopolis		Prepared by:	Sridevi/Nagamani
Report From / To		29.10.2022 to 04.11.2022		Approved by:	T.Madhu
Report Date		05.11.2022			
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 [#]	
206301	30.09.2022	1	Network switch	Po Not issue	
206359	19.10.2022	1 To 2	RS485 to Ethernet converter,2 core shielded cale,media converter,RJ45 Connector,RJ45 Clipping tool.	Po not issue (Enquiry in market)	
206388	01.11.2022	1	Fire line wrapping bundle	Po not issue	
206392	02.11.2022	1	Atrium shed works	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	
206279	17.09.2022	1 to 2	Fire rated door (Single leaf),fire door double leaf	Spoken with supplier,supplier is arranging for material.	
206282	20.09.2022	1	Chiller 400 TR	Spoken with supplier,supplier is arranging for material.	
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	
206332	10.10.2022	1 to 5	Main pcc-2,Sub pcc-2A,Sub PCC-2B,Sub PCC-2C,Main APFC-2A	Spoken with supplier,supplier is arranging for material.	
206345	13.10.2022	1	Supply of caryair make cabinet type inline fan of CDIF 9 Modal	Spoken with supplier,Supplier is asking for payment.	
206349	14.10.2022	1	Floor paint grey indigo	No stock (Supplier), he is arranging for material.	
206357	19.10.2022	1 to 3	Bitumen paint,2 Core flexible round cable copper,Sleeve and bullet(Hardware)	No stock (Supplier),he is arranging for material.	
206360	20.10.2022	1	SS Self drilling screws	No Stock	
206365	21.10.2022	1	Safety jackets	No stock at sslp	
206367	26.10.2022	1 to 2	Aluminium sliding windows	Sudharshan is arranging for material	
206377	28.10.2022	1	Copper Flat cable	Supplier not responding	
206379	03.11.2022	1	Pavers	Supplier is arranging for material.	
206390	01.11.2022	1 to 24	MS L-angle,MS Lpatti,MS L angle,hardware	Supplier is arranging for material.	

206391	01.11.2022	1 to 3	Effluent treatment plant	Supplier is arranging for material.			
206398	03.11.2022	1	Concrete tap	No stock(Supplier)			
No. of gate passes issued this week:			Nil	From No.		To No.	
Delivery van site visit on:			28 th to 04 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	2110	10000	14500	
2.	10mm	.617	7.404	2025	15000	15000	
3.	12mm	.89	10.68	262	2800	3500	
4.	16mm	1.58	18.96	1846	35000	41000	
5.	20mm	2.47	29.64	506	15000	40000	
6.	25mm	3.86	46.32	1166	54000	54000	
7.	32mm	6.32	75.84	66	5000	5000	
8.	Binding wire				2500	115	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	670	PPC/PSC last weeks stock	382
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		P.Sridevi			
Date		05.11.2022		05.11.2022			

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!