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

Company:	GVRC		Date:	12.11.2022	
Site:	Innopolis		Prepared by:	S.Nagamani/Sridevi	
Report From / To	05.11.2022 to 11.11.2022		Approved by:	Mr.Madhu	
Report Date	12.11.2022.				
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	
206388	01.11.2022	1	Fire line wrapping bundle	Po not issue	
206411	07.11.2022	1	Aluminium armored cable	Po not issue	
206416	07.11.2022	1	Galvanized roofing sheet	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 fabtication 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 model,1600 cfm	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	
206359	19.10.2022	1 to 6	Rs 485 to ethernet converter,2 core shielded eathernet,RJ 45 couple shielded eathernet,media converter,RJ 45 connector module plug,RJ45 climping tool	Supplier has not received po, sent from site	
206360	20.10.2022	1	SS self drilling screws	It will arrive on monday	
206367	26.10.2022	1 to 2	Aluminium sliding windows	Sudharshan is arranging material	
206389	01.11.2022	1 to 2	Single phase timer, contactor	Driver went for picking up	
206391	01.11.2022	1 to 3	Effluent treatment plant	Supplier is arranging material	
206392	02.11.2022	1	Attrium shed works	Work order	
206407	05.11.2022	1	Cement fiber board	Supplier is arranging material	
206422	08.11.2022	1	Tandoor stone	Supplier is arranging material	
No. of gate passes issued this week:			1	From No.	To No.
Delivery van site visit on:			05.11.2022 to 11.11.2022		
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		6000	10000
2.	10mm	.617	7.404		10000	15000
3.	12mm	.89	10.68		2800	2800
4.	16mm	1.58	18.96		35000	35000
5.	20mm	2.47	29.64		0	15000
6.	25mm	3.86	46.32		39000	54000
7.	32mm	6.32	75.84		5000	5000
8.	Binding wire				1500	2500

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	400	PPC/PSC last weeks stock	670
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		S.Nagamani			
Date		12.11.2022		12.11.2022			

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