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

Company:	GVRC	Date:	19.11.2022
Site:	Innopolis	Prepared by:	Sridevi/Nagamani
Report From / To	12.11.2022 to 18.11.2022	Approved by:	Mr.Madhu
Report Date	19.11.2022.		

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[#]
206416	07.11.2022	1	Galvanaised roofing sheet	Po not issue
206443	15.11.2022	1	RS485/235 to Ethernet Converter	Po not issue
206444	15.11.2022	1	HDPE Pipe welding mirror Teflon coated with thermostatic temperature controller	Po not issue
206446	15.11.2022	1	Aluminium amored cable	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 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
206367	26.10.2022	1 to 2	Aluminium sliding windows	Sudharshan is arranging material
				Driver went for picking up
206391	01.11.2022	1 to 3	Effluent treatment plant	Supplier is arranging material
206392	02.11.2022	1	Atrium shed works	Work order
206407	05.11.2022	1	Cement fiber board	Supplier is arranging material
206418	08.11.2022	1	Ayush expansive mort (Soundless stone)cracking powder	Supplier is arranging material
206422	08.11.2022	1	Tandoor stone	Supplier is arranging material
206427	09.11.2022	1	Cement Grouting Nozzle	No stock

206432	11.11.2022	1	FRP Tadaka	Supplier asking advance payment

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	12^{th} to 18^{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	844	4000	6000
2.	10mm	.617	7.404	945	7000	10000
3.	12mm	.89	10.68	0	0	2800
4.	16mm	1.58	18.96	1582	30000	35000
5.	20mm	2.47	29.64	67	2000	0
6.	25mm	3.86	46.32	410	19000	39000
7.	32mm	6.32	75.84	66	5000	5000
8.	Binding wire				1500	1500

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	315	PPC/PSC last weeks stock	400

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T.Madhu	P.Sridevi	
Date	19.11.2022	19.11.2022	

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!