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

Company:	GVRC	Date:	03.12.2022
Site:	Innopolis	Prepared by:	S.Nagamani/Sridevi
Report From / To	26.11.2022 to 02.12.2022	Approved by:	Mr.Madhu
Report Date	03.12.2022.		

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#
206444	15.11.2022	1	HDPE pipe welding mirror teflon coated with thermostatic temperature controller	PO not issue
206452	18.11.2022	1	Micro SD Card	PO not issue
206481	26.11.2022	1	Laptop adaptor	PO not issue
206487	01.12.2022	1 to 3	A4 sherts, CD markers, blue pens,	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
206367	26.10.2022	1 to 2	Aluminium sliding windows	Sudharshan is arranging material
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
206427	09.11.2022	1	PVC injection nozzle grouting	Supplier is asking Payment
206432	11.11.2022	1	FRP Thadaka	Supplier is asking Payment
206453	18.11.2022	1 to 2	Vermicompost ,neem care powder	Supplier is arranging
206456	21.11.2022	1 to 2	Flush doors	Supplier is asking payment
206460	22.11.2022	1	Electrical panel	Work order
206462	22.11.2022	1	Hub rack	Online purchase
206486	30.11.2022	1 to 2	Furniture and fixtures	Supplier asking payment

No. of gate passes issued this week:	nil	From No.		To No.	
Delivery van site visit on:	26.11.2022 to 02.12.2022				
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

<table>
<tr><td>Sl. No</td><td>Tor size</td><td>Wt per mtr. - kgs</td><td>Wt. for 12 mtr rod – kgs</td><td>Stock at site – no of rods</td><td>Stock at site in Kgs</td><td colspan="2">Previous stock in Kgs</td></tr>
<tr><td>1.</td><td>8mm</td><td>.395</td><td>4.74</td><td>421</td><td>2000</td><td colspan="2">10000</td></tr>
<tr><td>2.</td><td>10mm</td><td>.617</td><td>7.404</td><td>135</td><td>1000</td><td colspan="2">15000</td></tr>
<tr><td>3.</td><td>12mm</td><td>.89</td><td>10.68</td><td>749</td><td>8000</td><td colspan="2">2800</td></tr>
<tr><td>4.</td><td>16mm</td><td>1.58</td><td>18.96</td><td>1371</td><td>26000</td><td colspan="2">35000</td></tr>
<tr><td>5.</td><td>20mm</td><td>2.47</td><td>29.64</td><td>573</td><td>17000</td><td colspan="2">15000</td></tr>
<tr><td>6.</td><td>25mm</td><td>3.86</td><td>46.32</td><td>129</td><td>6000</td><td colspan="2">54000</td></tr>
<tr><td>7.</td><td>32mm</td><td>6.32</td><td>75.84</td><td>39</td><td>3000</td><td colspan="2">5000</td></tr>
<tr><td>8.</td><td>Binding wire</td><td></td><td></td><td></td><td>1500</td><td colspan="2">2500</td></tr>
<tr><td>OPC stock</td><td>Nil</td><td>OPC last weeks stock</td><td>Nil</td><td>PPC/PSC stock</td><td>500</td><td>PPC/PSC last weeks stock</td><td>15</td></tr>
<tr><td colspan="2">Details</td><td colspan="2">Project Manager</td><td colspan="2">Admin Officer/Manager</td><td colspan="2">Admin Audit</td></tr>
<tr><td colspan="2">Sign</td><td colspan="2">T.Madhu</td><td colspan="2">S.Nagamani</td><td colspan="2"></td></tr>
<tr><td colspan="2">Date</td><td colspan="2">03.12.2022</td><td colspan="2">03.12.2022</td><td colspan="2"></td></tr>
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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!