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

Company:	GVRC		Date:	10.12.2022
Site:	Innopolis		Prepared by:	S.Nagamani/Sridevi
Report From / To	03.12.2022 to 09.12.2022		Approved by:	Mr.Madhu
Report Date	10.12.2022.			
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 papers, CD markers, blue pens,	Po not issue
206506	06.12.2022	1	Turpentine oil	Po not issue
206514	07.12.2022	1	Anchor fasteners	Po not issue
206515	07.12.2022	1 to 2	MS ISMC 150mm,MS ISMC 100mm	Po not issue
206517	08.12.2022	1	Door stopper	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
206391	01.11.2022	1 to 3	Effluent treatment plant	Supplier is arranging material
206392	02.11.2022	1	Atrium shed works	Work order
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	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
206492	03.12.2022	1 to 3	Ms square pipe,ms l angles,cutting blades	It will receive site on Monday
206494	05.12.2022	1	Electrical panel LT for chilled water purpose	Work order

206495	05.12.2022	1 to 7	Counter wash basin,sensor faucet,wash basin, wash basin pedestal,wall hung EWC,EWC misc,cp health	Asking about payment
206496	05.12.2022	1	urinals	Asking about payment
206502	05.12.2022	1 to 4	4 sqmm copper black wire, green, 2.5 sqmm copper black and green	Material will reach site by Monday
206504	06.12.2022	1 to 10	Electrical power supply	Advance payment
206505	06.12.2022	1	Spacers	Sent driver to collect
206507	06.12.2022	1 to 2	Coffee powder, tea powder	Sent driver to collect
206511	07.12.2022	1	Septic tank cutter type pump	It will reach site by Tuesday
206514	07.12.2022	1	MS plate(with holes)	Supplier is arranging material

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	03.12.2022 to 09.12.2022				
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					

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	421	2000	10000
2.	10mm	.617	7.404	128	950	15000
3.	12mm	.89	10.68	468	5000	2800
4.	16mm	1.58	18.96	738	14000	35000
5.	20mm	2.47	29.64	303	9000	15000
6.	25mm	3.86	46.32	64	3000	54000
7.	32mm	6.32	75.84	26	2000	5000
8.	Binding wire				1500	2500

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	340	PPC/PSC last weeks stock	500

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T.Madhu	S.Nagamani	
Date	10.12.2022	10.12.2022	

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!