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

Company:	GVRC	Date:	31.12.2022
Site:	Innopolis	Prepared by:	S.Nagamani/Sridevi
Report From / To	25.12.2022 to30.12.2022	Approved by:	Mr.Madhu
Report Date	31.12.2022.		

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[#]
206452	18.11.2022	1	Micro SD Card	PO not issue
206481	26.11.2022	1	Laptop adaptor	PO not issue
206536	12.12.2022	1	AMF pane AUX 2000	Po not issue
206540	12.12.2022	1	Hand pump	Po not issue
206547	15.12.2022	1	33KV indoor type 3 core 400 sqmm cable jointing kit	Po not issue
206570	23.12.2022	1	Fire rated door	Po not issue
206575	23.12.2022	1 to 2	Anti vibration rubber pad(10mm),rubber mats	Po not issue
206579	23.12.2022	1	Fire rated door	Po not issue
				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[$]
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
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
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
206456	21.11.2022	1 to 2	Flush doors	Supplier is asking payment
206460	22.11.2022	1	Electrical panel	Work order
206486	30.11.2022	1 to 2	Furniture and fixtures	Supplier asking payment
206494	05.12.2022	1	Electrical panel LT for chilled water purpose	Work order
206504	06.12.2022	1 to 10	Electrical power supply	Advance payment
206507	06.12.2022	1 to 2	Coffee powder, tea powder	Sent driver to collect
206527	12.12.2022	1 to 12	Electrical bus duct	Delivery expected in 4-8 weeks
206528	12.12.2022	1 to 30	Electrical bus duct installation	Delivery expected in 4-8 weeks
206546	14.12.2022	1	Smart phone	We will send driver to collect

206555	19.12.2022	1 to4	Vertified tiles grigio, sofia grey, prolith grigio, ispira prolith	Material will reach site by tuesday
206560	19.12.2022	1	Anchor bolt	Material will deliver by monday
206561	19.12.2022	1	Pressure booster pumpn	It will reach by monday
206576	23.12.2022	1	MS Round pipe	Material will reach by monday
206586	26.12.2022	1	LED tube light	Material will reach by monday
206590	27.12.2022	1 to 2	Bolts and nuts ,washers	Material will reach by monday
206591	27.12.2022	1 to5	Pvc rigid pipe,door bend,plain bend,coupling, plain bend	Material will reach by monday
206592	27.12.2022	1	Agro mesh	Material will reach by monday

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	25.12.2022 to 30.12.2022				

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	4500	2000
2.	10mm	.617	7.404	128	6000	
3.	12mm	.89	10.68	468	6800	3000
4.	16mm	1.58	18.96	738	8000	8000
5.	20mm	2.47	29.64	303	8000	
6.	25mm	3.86	46.32	64	10500	
7.	32mm	6.32	75.84	26	7000	
8.	Binding wire				2325	1500

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	450	PPC/PSC last weeks stock	340

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T.Madhu	S.Nagamani	
Date	31.12.2022	31.12.2022	

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!