

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

Company:		GVRC		Date:		16.09.2023	
Site:		Innopolis		Prepared by:		N.Sai Shivani	
Report From / To		09.09.2023 to 15.09.2023		Approved by:		Mr.Madhu	
Report Date		16.09.2023					
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 [#]	
20230821033	21-08-2023	1 to 6	Windows-A1 framing structural Glazing,DGU,SGU,A1 Op- enable-,cement boards,ACP.			Po not issue.	
20230821034	21-08-2023	1 to 2	Windows-A1 Framing Structural Glazing,ACP.			Po not issue.	
20230821035	21-08-2023	1 to3	ACP-0.2+3+0.25mm,Glass Door,Canopy Work.			Po not issue.	
20230902004	02-09-2023	1 to 2	CIF-power&shine multipurpose cleaner,CIF-Abrasive surface cleaner cream.			Po not issue.	
20230913011	13-09-2023	1 to 6	Box pipes ,Gazette plates,MS face mounted Bracket.			Po not issue.	
20230913012	13-09-2023	1	MS face mounted bracket 190x100x6			Po not done.	
20230915008	15-09-2023	1	Flexible Copper cable 1.5sqmm 2 core			Po not done.	
20230915013	15-09-2023	1	Flexible copper cable 2.5 sqmm 12 core			Po not issue	
20230915024	15-09-2023	1 to 3	WPC Door frames			Po not issue	
20230915030	15-09-2023	1 to 2	FRP pipes, GI swivel coupler			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 under progress.	
20230612015	12.06.2023	1	FRD doors			Expected delivery after 1 week.	
20230728006	28-07-2023	1	Electrical -power supply of 5amps.			Expected delivery on Thursday.	
20230817007	17-08-2023	1	CP-Urinal pan-without sensor.			Delivery after 1 week.	
20230830011	30-08-2023	1	Portable toilet cabin			Expected delivery after 1 week.	
20230912056	12-09-2023	1 to 2	Turpentine oil,brush.			Expected delivery on Tuesday.	
20230912028	12-09-2023	1	Tandoor Rough stone 900x600mm			Expected delivery on Monday.	
No. of gate passes issued this week:			4	From No.		8228	To No. 8231
Delivery van site visit on:			09.09.2023 to 15.09.2023				

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	2500	
2.	10mm	.617	7.404	135	1000	1000	
3.	12mm	.89	10.68	280	3000	5500	
4.	16mm	1.58	18.96	792	15000	22000	
5.	20mm	2.47	29.64	404	12000	14000	
6.	25mm	3.86	46.32	107	5000	8000	
7.	32mm	6.32	75.84	210	16000	18000	
8.	Binding wire			-	0	100	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	480	PPC/PSC last weeks stock	150
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		N.Sai Shivani			
Date		16.09.2023		16.09.2023			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing 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!