

Construction Division - Material Requirement – Site Report

Company:	GVRC	Date:	23-12-2023			
Site:	Innopolis	Prepared by:	N.Sai Shivani.			
Report From / To	16-12-2023 To 22-12-2023	Approved by:	Mr.Madhu			
Report Date	23-12-2023.					
List of items that require SKU:						
List of requisitions where PO/WO not prepared after 3 working days of requisition:						
Req No.	Req Date	Serial no of item in Req	Item Description	Coordinate with purchase /procurement and give reason for delay.		
20230821033	21-08-2023	1 to 6	Windows-A1 framing structural glazing,DGU-6+12+6MM,SGU-6mm,Cement Boards,ACP miscellaneous.	Draft sent to MD for approval.		
20230821034	21-09-2023	1 to 2	Windows-A1 Framing structural glazing,Miscellaneous ACP.	Draft sent to MD for approval.		
20230821035	21-09-2023	1 to 3	Miscellaneous ACP,Glass door,Canopy works.	Draft sent to MD for approval.		
20231220001	20-12-2023	1	Headset	Po not done.		
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:						
PO No.	PO Date	Serial no of item in PO.	Item Description	Details of discussion with supplier & expected date of delivery		
20231118013	18-11-2023	1	Urinals	Advice Payment.		
20231218008	18-12-2023	1	Soild blocks.	Expected delivery on 26-12-2023.		
20231220022	20-12-2023	1	Welding rods.	Expected delivery on 26-12-2023.		
No. of gate passes issued this week:						
		2	From No.	8708	To No.	8709
Delivery van site visit on:						
16-11-2023 To 22-12-2023						
Items not ordered but received:						
POs to be cancelled – material not required /incorrectly made:						
20230318022-material not required.						
20230318023-material not required.						
20231205008-material not required.						
Approved POs – part/full material received – MRN not uploaded:						
20230515041-contanier-material received but dc not received.						
20230509025-container -material received but dc not received.						
20230417046-mccb,dbvtpn-material received but dc not received.						
PO to be closed – part material received – further material not required/will be ordered by new requisition:						
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 tons	Previous weeks stock in tons
1.	8mm	.395	4.74	421	2000	2000
2.	10mm	.617	7.404	675	5000	5000
3.	12mm	.89	10.68	280	3000	3000
4.	16mm	1.58	18.96	474	9000	10000
5.	20mm	2.47	29.64	67	2000	3000
6.	25mm	3.86	46.32	43	2000	3000
7.	32mm	6.32	75.84	52	4000	4000
8.	Binding wire	-		10	250	350
OPC stock	-	OPC last	-	PPC/PSC	170	PPC/PSC last 265

		weeks stock		stock		weeks stock	
Details		Prepared by		Project Manager			
Sign		N.Sai Shivani				T.Madhu	
Date		23-12-2023				23-12-2023	

Notes: 1. For missing SKUs send email to procurement@modiproperties.in and post on purchase construction viber group. 2. Send this report to purchase@modiproperties.com, janaki@modiproperties.com and audit@modiproperties.com on every Saturday. 3. PM shall not leave the site without sending this report. 4. Site engineers to call suppliers for status of delivery. DO NOT CALL PURCHASE. 5. Purchase to send reply to this report before next Saturday. 6. Zoom meeting to be held with purchase coordinator, site and purchase division once a week to discuss this report.