

Construction Division - Material Requirement – Site Report

Company:	GVRC		Date:	03-02-2024.		
Site:	Innopolis		Prepared by:	N.Sai Shivani.		
Report From / To	27-01-2024 To 02-02-2024		Approved by:	Mr.Madhu		
Report Date	03-02-2024.					
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.		
20231220001	20-12-2023	1	Headset	Po not done/online purchase .		
20240129038	29-01-2024.	1	Tiles Vitrified - 600x600(somany).	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 not done.		
20240120018	20-01-2024.	1	FRP Tadaka	Expected delivery on 08-02-2024.		
20240111017	11-01-2024.	1	FRP Tadaka	We will discuss this issue with MD sir in next site visit.		
20240130002	30-01-2024.	1	Door frames.	Delivery on 06-02-2024.		
No. of gate passes issued this week:			1	From No.	8717	To No. 8717
Delivery van site visit on:			27-01-2024 To 02-02-2024.			
Items not ordered but received:						
POs to be cancelled – material not required /incorrectly made:						
20230318022-material not required.						
20230318023-material not required.						
20240112009-material not required.						
Approved POs – part/full material received – MRN not uploaded:						
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	843	4000	5000
2.	10mm	.617	7.404	1080	8000	8000
3.	12mm	.89	10.68	374	4000	6000
4.	16mm	1.58	18.96	843	16000	25000
5.	20mm	2.47	29.64	404	12000	16000
6.	25mm	3.86	46.32	107	5000	20000
7.	32mm	6.32	75.84	79	6000	6000
8.	Binding wire	-				500
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	490	PPC/PSC last weeks stock 150
Details		Prepared by		Project Manager		
Sign		N.Sai Shivani				T.Madhu
Date		03-02-2024.				03-02-2024.

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.