

Construction Division - Material Requirement – Site Report

Company:	GVRC	Date:	17-02-2024.				
Site:	Innopolis	Prepared by:	N.Sai Shivani.				
Report From / To	10-02-2024 To 16-02-2024	Approved by:	Mr.Madhu				
Report Date	17-02-2024.						
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 /Delivery on 20-02-2024.			
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	Expected delivery on 29-02-2024.			
20240203027	03-02-2024.	1	Floor TilesVitrified .	Expected delivery on 22-02-2024.			
\No. of gate passes issued this week:			-	From No.	-	To No.	-
Delivery van site visit on:			10-02-2024 To 16-02-2024.				
Items not ordered but received:							
POs to be cancelled – material not required /incorrectly made:							
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	632	3000	3000	
2.	10mm	.617	7.404	810	6000	6000	
3.	12mm	.89	10.68	374	4000	4000	
4.	16mm	1.58	18.96	843	16000	16000	
5.	20mm	2.47	29.64	337	10000	10000	
6.	25mm	3.86	46.32	86	4000	4000	
7.	32mm	6.32	75.84	79	6000	6000	
8.	Binding wire	-		25	625	200	
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	250	PPC/PSC last weeks stock	373
Details		Prepared by		Project Manager			
Sign		N.Sai Shivani				T.Madhu	
Date		17-02-2024.				17-02-2024.	

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.