

**Construction Division - Material Requirement – Site Report**

Company:	GVRC	Date:	24-02-2024.			
Site:	Innopolis	Prepared by:	N.Sai Shivani.			
Report From / To	17-02-2024 To 23-02-2024	Approved by:	Mr.Madhu			
Report Date	24-02-2024.					
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.		
20240203003	03-02-2024	1	Conultancy charges.	Po to be issue.		
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.		
20240220012	20-02-2024.	1	Fire and saftey Buckets+ stand .	Expected delivery on 27-02-2024.		
No. of gate passes issued this week:			2	From No.	8720 To No. 8721	
Delivery van site visit on:			17-02-2024 To 23-02-2024.			
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	125	PPC/PSC last weeks stock 250
Details		Prepared by		Project Manager		
Sign		N.Sai Shivani				T.Madhu
Date		24-02-2024.				24-02-2024.

Notes: 1. For missing SKUs send email to [procurement@modiproperties.in](mailto:procurement@modiproperties.in) and post on purchase construction viber group. 2. Scnd this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [janaki@modiproperties.com](mailto:janaki@modiproperties.com) and [audit@modiproperties.com](mailto:audit@modiproperties.com) on every Saturday. 3. PM shall not leave the site without sending this report. 4. Site engincers to call suppliers for status of delivery. DO NOT CALL PURCHASE. 5. Purchase for status 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.