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

Company:	GVRC	Date:	23.09.2023
Site:	Innopolis	Prepared by:	N.Sai Shivani
Report From / To	16.09.2023 to 22.09.2023	Approved by:	Mr.Madhu
Report Date	23.09.2023		

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.

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[$]
20230612015	12.06.2023	1	FRD doors	Expected delivery after 1 week.
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.
20230912005	12-09-2023	1 to 2	Empty papers	Expected delivery on Wednesday.
20230914043	14-09-2023	1	CCTV Cameras -PTZ IP	Advice payment
20230916007	16-09-2023	1	Concrete tapes.	Expected delivery on Tuesday.
20230915008	15-09-2023	1	Flexible copper cable 1.5sqmm-2core.	Expected delivery on Wednesday.
20230915013	15-09-2023	1	Flexible copper cable 2.5 sqmm-12 core.	Expected delivery on Wednesday.
20230915014	15-09-2023	1to2	Contractor,Timmer	Delivery on Monday.
20230920020	20-09-2023	1	Starter Single phase	Delivery on Monday.
20230921030	21-09-2023	1	Cutting Blades	Expected delivery on Tuesday.

No. of gate passes issued this week:	3	From No.	8232	To No.	8234
Delivery van site visit on:	16.09.2023 to 22.09.2023				
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	210	1000	2000	
2.	10mm	.617	7.404	135	1000	1000	
3.	12mm	.89	10.68	0	0	3000	
4.	16mm	1.58	18.96	369	7000	15000	
5.	20mm	2.47	29.64	236	7000	12000	
6.	25mm	3.86	46.32	86	4000	5000	
7.	32mm	6.32	75.84	197	15000	16000	
8.	Binding wire			-	0	100	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	539	PPC/PSC last weeks stock	480
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		T.Madhu		N.Sai Shivani			
Date		23.09.2023		23.09.2023			

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