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

Company:	GVRC	Date:	16.09.2023
Site:	Innopolis	Prepared by:	N.Sai Shivani
Report From / To	09.09.2023 to 15.09.2023	Approved by:	Mr.Madhu
Report Date	16.09.2023		

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.
20230913011	13-09-2023	1 to 6	Box pipes ,Gazette plates,MS face mounted Bracket.	Po not issue.
20230913012	13-09-2023	1	MS face mounted bracket 190x100x6	Po not done.
20230915008	15-09-2023	1	Flexible Copper cable 1.5sqmm 2 core	Po not done.
20230915013	15-09-2023	1	Flexible copper cable 2.5 sqmm 12 core	Po not issue
20230915024	15-09-2023	1 to 3	WPC Door frames	Po not issue
20230915030	15-09-2023	1 to 2	FRP pipes, GI swivel coupler	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[$]
206132	27.07.2022	1	Escalator	Work under progress.
20230612015	12.06.2023	1	FRD doors	Expected delivery after 1 week.
20230728006	28-07-2023	1	Electrical -power supply of 5amps.	Expected delivery on Thursday.
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.
20230912056	12-09-2023	1 to 2	Turpentine oil,brush.	Expected delivery on Tuesday.
20230912028	12-09-2023	1	Tandoor Rough stone 900x600mm	Expected delivery on Monday.

No. of gate passes issued this week:	4	From No.	8228	To No.	8231
Delivery van site visit on:	09.09.2023 to 15.09.2023				

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	421	2000	2500
2.	10mm	.617	7.404	135	1000	1000
3.	12mm	.89	10.68	280	3000	5500
4.	16mm	1.58	18.96	792	15000	22000
5.	20mm	2.47	29.64	404	12000	14000
6.	25mm	3.86	46.32	107	5000	8000
7.	32mm	6.32	75.84	210	16000	18000
8.	Binding wire			-	0	100

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	480	PPC/PSC last weeks stock	150

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T.Madhu	N.Sai Shivani	
Date	16.09.2023	16.09.2023	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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!!