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

Company:	GV Research centers PVT LTD	Date:	07.03.20
Site:	Innopolis	Prepared by:	Ch.Keerthi
Report From / To	01.03.20 to 07.03.20	Approved by:	G.Venkatesh
Report Date	07.03.20		

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		Item Description	Reason for not preparing PO/WO#
73443	02.03.20	1	Drilling machine	P.O to be issued
73448	04.03.20	1	Clamp meter	P.O to be issued
73450	04.03.20	1	Coffee powder	P.O to be issued
73451	04.03.20	1	Sachin malve stamp	P.O to be issued
73453	04.03.20	1	Lap tap	P.O to be issued

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$
73407	06.02.20	1	Black and Yellow colour macherla stone	By next week it will be delivery
73441	28.02.20	1	Safety jackets (green)	By next week it will be delivery
73442	28.02.20	1	Safety shoes	By next week it will be delivery
73444	02.03.20	1	Dol Staters (3Hp motors)	By next week it will be delivery
73445	03.03.20	1	HDPE pipe	By next week it will be delivery
73456	03.02.20	1	Plastic drums	By next week it will be delivery
73447	04.03.20	1	Urea	By next week it will be delivery

No. of gate passes Issued this week:	From No.		To No.	
Delivery van site visit on:	2nd 4th 7th			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes			
DC register Sl. No. during the week	From No.	1258	To No.	1274
Items not ordered but received: Nil				
Items sent to HO /vendor that are pending for repair: Nil				

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

Company:	GV Research centers PVT LTD	Date:	14.03.20
Site:	Innopolis	Prepared by:	Ch Keerthi
Report From / To	02.03.20 to 14.03.20	Approved by:	G.Venkatesh
Report Date	14.03.20		

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		Item Description	Reason for not preparing PO/WO*
73448	04.03.20	1	Clamp meter	P.O to be issued
73450	04.03.20	1	Coffee powder	P.O to be issued
73451	04.03.20	1	Sachin malve stamp	P.O to be issued
73453	04.03.20	1	Lap tap	P.O to be issued
73454	05.03.20	1	ISMB-250	P.O to be issued

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*
73443	02.03.20	1	Drilling machine set (Bosch)	By next week it will be delivery
73444	02.03.20	1	Dol Staters (3Hp motors)	By next week it will be delivery
73456	03.02.20	1	Plastic drums	By next week it will be delivery
73458	09.03.20	1	Dol Staters (3Hp motors)	By next week it will be delivery
73460	10.03.20	1	Black & Yellow colour Macherla stone	By next week it will be delivery

No. of gate passes Issued this week:	From No.	To No.	8520 to 8522
Delivery van site visit on:	10th,13th,14th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		

DC register Sl. No. during the week	From No.	1271	To No.	1286

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager
Sign	G.venkatesh	Keerthi
Date	14.03.20	14.03.20

APPROVED BY
14 MAR 2020
G. Venkatesh
Project Manager

Certified by:
Keerthi
Admin Manager
G.V.R.C. PVT. LTD.

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

Company:	GV Research centers PVT LTD	Date:	08.02.2020
Site:	Innopolis	Prepared by:	Ch.Keerthi
Report From / To	01.02.20 to 08.02.2020	Approved by:	M.Muralidhar
Report Date	08.02.20		

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		Item Description	Reason for not preparing PO/WO#

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$
73213	24.09.19	1	Generator	By next week it will be delivery
73259	09.11.19	3	CP Benches	By Wednesday it will be delivery
73305	29.11.19	1	MS Light Stands(Tripod Type)	We will get it from SSLLP
73338	21.12.19	01	Conference Table	Work under progress
73355	30.12.19	3	General inward registers	By Wednesday it will be delivery
73392	02.02.20	1	Black polythin Cover	We will get it bye next week

No. of gate passes Issued this week:	8506	From No.	8509	To No.	
Delivery van site visit on:	07 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1089	To No.	1176	

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	M.Muralidhar	V.RAVI	
Date	08.02.20	08.02.20	

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 completing 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!

APPROVED BY
M.Muralidhar
MR. MURALIDHAR
PROJECT MANAGER

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

Company:	GV Research centre PVT LTD	Date:	15.02.2020
Site:	Innopolis	Prepared by:	Ch,Keerthi
Report From / To	08.02.2020 to 15.02.2020	Approved by:	M.Muralidhar
Report Date	15.02.2020		

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		Item Description	Reason for not preparing PO/WO#
73403	04.02.20	1	Material authorization forms	P.O to be issued
73402	04.02.20	1	Slump cone	P.O to be issued
73388	31.01.20	1	Water proof stickers(Modi properties)	P.O to be issued

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$
73259	09.11.19	3	CP benches	We will get it by next week
73305	29.11.19	1	MS light stand (Tripod type)	We will get it by next week
73355	30.12.19	3	General inward registers	By Wednesday it will be deliverd
73410	07.02.20	1	Rod bending machine	We will get it by next week
73422	10.02.20	1	Water proofing	We will get it by next week

No. of gate passes Issued this week:	5	From No.	8503	To No.	8510
Delivery van site visit on:	14 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	1177		To No.	1221

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	M.Muralidhar	V.RAVI	
Date	15.02.2020	15.02.2020	

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 completing 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!

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

Company:	GV Research centers PVT LTD	Date:	29.02.20
Site:	Innopolis	Prepared by:	Ch.Keerthi
Report From / To	23.02.20 to 29.02.20	Approved by:	G.Venkatesh
Report Date	29.02.20		

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		Item Description	Reason for not preparing PO/WO#

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$
73305	29.11.19	1	MS Light Stands(Tripod Type)	We will get it from SSLLP
73355	30.12.19	3	General inward registers	By Wednesday it will be delivery
73407	06.02.20	1	Black and Yellow Macherla stone	We will get it by Next week
73433	20.02.20	1	Stone cutting machine - Bosch make	We will get it by to day
73434	20.02.20	1	GI sheets(0.18 mm thick)	We will get it by wednesday

No. of gate passes Issued this week:	8515	From No.	8517	To No.	
Delivery van site visit on:	24 th & 26 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1247	To No.	1256	

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	G.Venkatesh	V.RAVI	
Date	29.02.20	29.02.20	

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 completing 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!

APPROVED BY
29 FEB 2020
G.Venkatesh
Project Manager

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

Company:	GVRC	Date:	25.02.20
Site:	Innopolis	Prepared by:	Ch.Keerthi
Report From / To	15.02.20 to 22.02.20	Approved by:	G.Venkatesh
Report Date	25.02.20		

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		Item Description	Reason for not preparing PO/WO#
73403	04.02.20	02	Turnkey contractor spiral books	P.O to be issued
73433	20.02.20	01	Stone cutting machine-Bosch make	P.O to be issued
73435	20.02.20	01	Open well submersible pump(kirloskar/Crompton	P.O to be issued

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$
73305	29.11.19	01	MS Light stand (Tripod type)	We will get it by Next week.
73355	30.12.19	01	General inward registers	We will get it by Next week.
73422	10.02.20	01	Water proofing	We will get it by Next week.
73428	15.02.20	01	Red jackets	We will get it by Next week.
73434	20.02.20	01	GI sheet(0.18 mm thick)	We will get it by wednesday

No. of gate passes issued this week:	8511	From No.	8514	To No.	-
Delivery van site visit on:	24 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	1224	To No.	1246	
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	G.Venkatesh	V.Ravi	
Date	25.02.20	25.02.20	

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 completing 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!