

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 ^{II}
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 ^S
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.

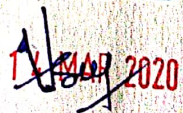
1274

Items not ordered but received: Nil

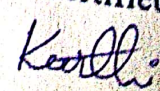
Items sent to HO /vendor that are pending for repair: Nil

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 /vondor 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

G. Venkatesh
 Project Manager

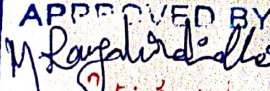
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Certified by:

Admin Manager
G.V.P.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 ^a	
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 ^b	
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 rajikumarn@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

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 ^s
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 delivered
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

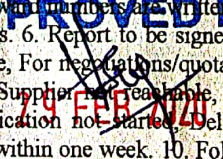
No. of gate passes Issued this week:	5	From No.	8503	To No.	8510
Delivery van site visit on:	14 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1177	To No.	1221	
Items not ordered but received: Nil					
Items sent 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 rajumarn@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 ⁵
73305	29.11.19	1	MS Light Stands(Tripod Type)
			We will get it from SLLP
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 raikumar@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that all requisitions 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/manager shall call suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

APPROVED BY

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 ^s
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 rajumarn@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!