


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

Company:	GVRC	Date:	18.12.2020	
Site:	Innopolis	Prepared by:	Sanjay	
Report From / To	12.12.2020 To 18.12.2020	Approved by:	Venkatesh	
Report Date	18.12.2020			
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#
163274	04.12.2020	1	LED Lights	PO not issued.
163275	04.12.2020	1	LED Lights	PO not issued.
163276	07.12.2020	1	Automatic Rebar tying machine	PO not issued.
163277	07.12.2020	1 to 2	Twisted wire brush	PO not issued.
163283	10.12.2020	1	Air Blower	PO not issued.
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:				
163281	09.12.2020	4 & 5	Lizol & Dust Bin covers	Delay by Purchase Assistant
163282	09.12.2020	1	SDCard	Ready with supplier
163266	23.11.2020	1	Biometric meachine battery	Supplier is arranging for material
163284	10.12.2020	1	Glouses	Ready with supplier
No. of gate passes issued this week:		01	From No. 1518	To No. 1518
Delivery van site visit on:		12 th , 15 th & 17 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
DC register Sl. No. during the week	From No.	2216	To No.	2244
Items not ordered but received: Nil				
Items sent to HO / vendor that are pending for repair:				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	18.12.2020	18.12.2020	18.12.2020	

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!

MODI Properties

Stock List - Till Date : 18-12-2020

Company : G V Reserch Centers Pvt Ltd

Location : Innopolis

Pages : 1 of 2

Category / Item Name	Balance Qty	Rate	Balance Value
Building material	40		1,520
1012 - Building material - Polyster Fibres - 6mm - pkts	40	38	1,520
Carpentry - doors	10		10,386
2007 - Carpentry - doors - Flush Door - 30mm - other - sft	6	75	450
2340 - Carpentry - doors - Panel Door 30 mm - 32 In x 80 In - Nos	4	2,484	9,936
Carpentry - hardware	174		9,701
2051 - Carpentry - hardware - Binding wire - 20 guage - kgs	148	41	6,061
2148 - Carpentry - hardware - Plastic gampa - other - nos	26	140	3,640
Cement	158		37,288
3002 - Cement - PPC - 50kgs - bags	158	236	37,288
Chemicals	14		1,750
3101 - Chemicals - Adhesive set - NA - kgs	4	300	1,200
3134 - Chemicals - Tile Grout - 1kg - pkts	10	55	550
Consumables	103		1,172
4003 - Consumables - Bombay Broom - Big - nos	2	58	116
4009 - Consumables - Coconut Broom - other - nos	9	9	81
4057 - Consumables - Sponges - NA - nos	85	7	595
4065 - Consumables - Vim bar - NA - nos	5	30	150
4067 - Consumables - Bleach powder - NA - kgs	1	30	30
4112 - Consumables - Sanitizer - 500 ml - Nos	1	200	200
Electrical - conducting	199		2,508
4777 - Electrical - conducting - Junction Box - 25mm - nos	99	16	1,584
4780 - Electrical - conducting - PVC stripe connector - NA - nos	40	13	504
4803 - Electrical - conducting - PVC Round Cover - 3 In - nos	60	7	420
Electrical - other	49		3,579
4568 - Electrical - other - Flexible pipe - 19mm - mtrs	10	4	40
4603 - Electrical - other - MCB - 10Amps - nos	8	99	792
4605 - Electrical - other - MCB - 6Amps - nos	10	125	1,250
4631 - Electrical - other - Modular Plate - 6way - nos	3	51	153
4632 - Electrical - other - Modular Plate - 8way - nos	6	74	444
4663 - Electrical - other - Tubelight fitting - 4ft - nos	2	400	800
4789 - Electrical - other - Modular switch Blank plates - NA - nos	10	10	100
Plumbing - CP	1		522
7033 - Plumbing - CP - Pillar cock - NA - nos	1	522	522
Plumbing - CPVC	69		1,957
10062 - Plumbing - CPVC - CPVC Coupling - 1 In - nos	4	15	60
10074 - Plumbing - CPVC - CPVC Elbow - 1 In - nos	14	21	294
10127 - Plumbing - CPVC - CPVC Reducer - 1 1/4 In - nos	4	30	120
10130 - Plumbing - CPVC - CPVC Coupling - 1 1/4 In - nos	16	18	288
10132 - Plumbing - CPVC - CPVC Tank Connector - 1 1/4 In - nos	12	60	720
10135 - Plumbing - CPVC - CPVC 45 Elbow - 1 In - nos	15	21	315

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18 DEC 2020
 G. Venkatesh
 Project Manager

Category / Item Name	Balance Qty	Rate	Balance Value
10214 - Plumbing - CPVC - Elbow - 1 1/4 In - nos	4	40	160
Plumbing - PVC	2		130
7327 - Plumbing - PVC - Connection - 2 ft - nos	2	65	130
Plumbing - sanitary	1		6,087
7296 - Plumbing - sanitary - EWC -Wall hung - NA - nos	1	6,087	6,087
Stationery - other	20		300
7584 - Stationery - other - Scribbling Pads - other - nos	20	15	300
Tools	61		1,535
9569 - Tools - Spade - NA - nos	1	110	110
9570 - Tools - Spade with handle - NA - nos	10	90	900
9600 - Tools - mask - NA - Nos	50	11	525
		Total Stock Value...	78,435

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Stationery - other	20		300
Tools	61		1,535
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[Signature]
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Project Manager