

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

Company:	GVDC	Date:	18.01.2021
Site:	Genopolis	Prepared by:	Vineetha reddy
Report From / To	11.01.2021 to 16.01.2021	Approved by:	Narsing Rao
Report Date	16.01.2021		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
13131	23.12.2020	1	Storage almara	Po not prepared at purchase department.

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
13144	09.01.2021	01	Slumpcone apparatus	Delay at purchase assistant.
13134	24.12.2020	02	Safety shoes	Delay at purchase assistant.
13106	28.11.2020	01	Generator	We will get it on Wednesday day or next working day.

No. of gate passes issued this week:	0	From No.	-	To No.	-
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Delivery van site visit on: 11th, 12th, 13th & 16th

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

DC register Sl. No. during the week	From No.	335	To No.	341
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Items not ordered but received: NIL

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

Details	APPROVED BY: Narsing Rao	Certified by: R. Vineetha	Admin Audit
Sign			
Date	18.01.2021		

Notes: 1. * Send a copy of the requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions. 5. Mention PO & MRN no. on the requisitions. 6. Requisitions shall 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 : 18-01-2021

Company : G V Discovery Center Pvt Ltd

Location : 119, 191 Synergy Square I

Category / Item Name

Pages : 1 of 1

Category / Item Name	Balance Qty	Rate	Balance Value
Building material			
1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	100		2,700
Chemicals	100	27	2,700
3101 - Chemicals - Adhesive set - NA - kgs	5		1,500
Consumables	5	300	1,500
4001 - Consumables - Air Freshner - NA - nos	68		1,444
4003 - Consumables - Bombay Broom - Big - nos	2	40	80
4006 - Consumables - Bucket - other - nos	1	58	58
4008 - Consumables - Cleaning Cloth - other - nos	1	114	114
4022 - Consumables - Dettol - NA - nos	6	15	90
4026 - Consumables - Dust bin - NA - nos	1	38	38
4034 - Consumables - Gunny Bag - other - nos	3	50	150
4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	45	10	428
4040 - Consumables - Mopping Cloth - NA - nos	1	81	81
4041 - Consumables - Mopping stick - NA - nos	5	15	75
4065 - Consumables - Vim bar - NA - nos	1	100	100
4112 - Consumables - Sanitizer - 500 ml - Nos	1	30	30
Electrical - other	1	200	200
4585 - Electrical - other - Insulation tape - NA - nos	5		40
Miscellaneous	5	8	40
6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft	1,000		1,750
Stationery - other	1,000	2	1,750
7505 - Stationery - other - Binder Clips - other - boxes	111		4,428
7514 - Stationery - other - Cello Tape - other - nos	1	36	36
7523 - Stationery - other - Eraser - NA - nos	8	30	240
7542 - Stationery - other - Ledger Paper - NA - bundles	3	3	9
7543 - Stationery - other - Long Note Book - NA - nos	1	390	390
7555 - Stationery - other - Paper - A4 - bundles	1	24	24
7560 - Stationery - other - Pen - NA - nos	2	185	370
7571 - Stationery - other - Projects folder - NA - nos	30	5	150
7578 - Stationery - other - Ring Binder - other - nos	50	6	296
Steel - rebar	15	194	2,914
8116 - Steel - rebar - TMT - 16mm - kgs	3,600		113,400
Tools	3,600	32	113,400
9555 - Tools - Safety belt - other - nos	16		1,000
9592 - Tools - Labour helmet female - NA - nos	1	250	250
9593 - Tools - Labour helmet male - NA - Nos	5	50	250
	10	50	

Total Stock Value

APPROVED BY

18 JAN 2021

K. NARSINGA RAO

Project Manager

Certified by

R. VINEETA REDDY

Assistant Engg/Admin G. V. D. C.

18-01-2021 15:13:21

MODI Properties

Stock List – Till Date : 18-01-2021

Company : G V Discovery Center Pvt Ltd

Location : 119, 191 Synergy Square 1

Pages : 1 of 1

Category / Item Name	Balance Qty	Rate	Balance Value
Building material	100		2,700
Chemicals	5		1,500
Consumables	68		1,444
Electrical - other	5		40
Miscellaneous	1,000		1,750
Stationery - other	111		4,428
Steel - rebar	3,600		113,400
Tools	16		1,000
Total Stock Value...			126,261

