

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

Company:	GVDC	Date:	30.01.2021
Site:	Genopolis	Prepared by:	Vineetha reddy
Report From / To	25.01.2021 to 30.01.2021	Approved by:	Rajesh Babu
Report Date	30.01.2021		
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.	Reason for not preparing PO/WO#
13134	23.12.20	3	P.o pending 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.	Details of discussion with supplier ^s
13134	24.12.2020	02	Safety shoes
13140	28.12.2020	02	Solid blocks(6" & 4")
13149	20.01.2021	2	Shovels
13149	20.01.2021	3	crowbar
13149	20.01.2021	6	plastic gampa
No. of gate passes issued this week:		0	From No. - To No. -
Delivery van site visit on:		27 th , 28 th ,	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	352	To No. 356
Items not ordered but received: NIL			
Items sent to PO/vendor that are pending for repair:			
Details	Certified by: Project manager/Engineer	Certified by: Admin Officer	Admin Audit
Sign	<i>[Signature]</i>	<i>R. Vineetha</i>	
Date	30.01.2021		

Notes: 1. * Send a copy of the missing requisitions to purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com or rajeshbabu@modiproperties.com on every Friday. 3. Admin officers 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 : 30-01-2021

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	80		3,040
1012 - Building material - Polyster Fibres - 6mm - pkts	80	38	3,040
Consumables	13		733
4001 - Consumables - Air Freshner - NA - nos	1	40	40
4003 - Consumables - Bombay Broom - Big - nos	1	58	58
4006 - Consumables - Bucket - other - nos	1	114	114
4008 - Consumables - Cleaning Cloth - other - nos	3	15	45
4026 - Consumables - Dust bin - NA - nos	1	50	50
4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	1	81	81
4040 - Consumables - Mopping Cloth - NA - nos	3	15	45
4041 - Consumables - Mopping stick - NA - nos	1	100	100
4112 - Consumables - Sanitizer - 500 ml - Nos	1	200	200
Electrical - other	17		1,540
4585 - Electrical - other - Insulation tape - NA - nos	5	8	40
4596 - Electrical - other - MCB - 16Amps - nos	12	125	1,500
Miscellaneous	707		1,425
6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft	700	2	1,225
6124 - Miscellaneous - Conceret Shoe - Others - pair	5	0	0
6155 - Miscellaneous - Safety Shoe - NA - pair	2	100	200
Plumbing - PVC	2		0
10181 - Plumbing - PVC - Line End - NA - Nos	2	0	0
Stationery - other	48		865
7542 - Stationery - other - Ledger Paper - NA - bundles	1	390	390
7543 - Stationery - other - Long Note Book - NA - nos	1	24	24
7555 - Stationery - other - Paper - A4 - bundles	1	185	185
7571 - Stationery - other - Projects folder - NA - nos	45	6	266
Steel - rebar	3,600		113,400
8116 - Steel - rebar - TMT - 16mm - kgs	3,600	32	113,400
Tools	15		750
9592 - Tools - Labour helmet female - NA - nos	5	50	250
9593 - Tools - Labour helmet male - NA - Nos	10	50	500
Total Stock Value...			121,753

Certified by:

R. VINEETA REDDY
 Assistant Engg/Admin G. V. D. C.

Certified by:

Project Manager/Enggi
G. V. D. C.

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

Certified by:
Rajesh
Project Manager/Enggi
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