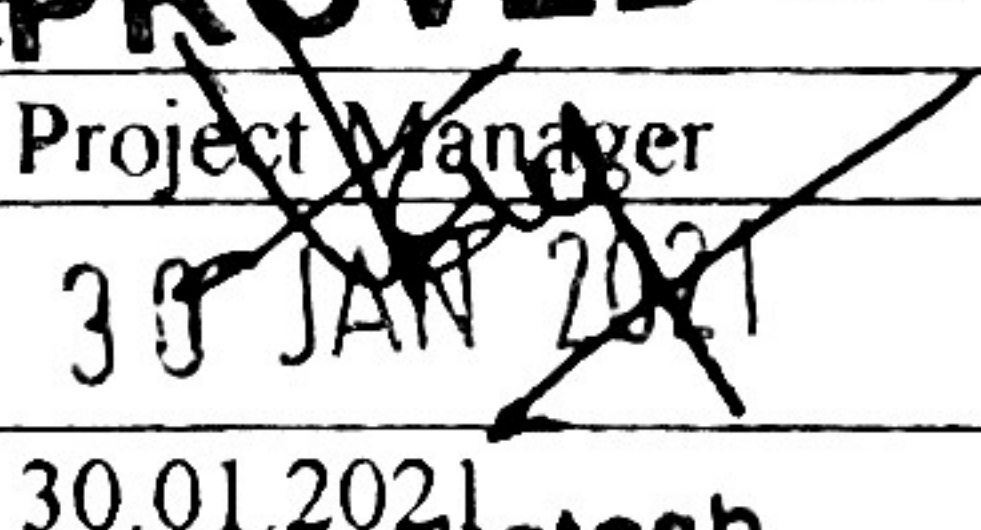
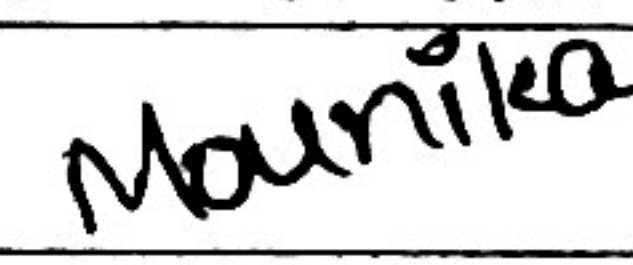


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC		Date:	30.01.2021	
Site:	Innopolis		Prepared by:	Mounika	
Report From / To	22.01.2021 To 30.01.2021		Approved by:	Venkatesh	
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		Item Description	Reason for not preparing PO/WO"	
163276	07.12.2020	1	Automatic Rebar tying machine	PO not issued.	
163277	07.12.2020	1 to 2	Twisted wire brush	Delay by purchase assistant	
163302	06.01.2021	10,11&&12	Rechargable battery	PO not issued.	
163313	12.01.2021	1-3	1. Lemon tea powder 2. Tea powder 3. Coffee powder	Po not issued	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
163303	07.01.2021	1-6	MS pipes	Supplier is arranging for material	
163311	12.01.2021	1	Cement -PPC	Supplier is arranging for material by Monday	
163319	18.01.2021	1&2	Drill bits	Supplier is arranging for material by Monday	
163320	18.01.2021	1	Plastic chairs	Supplier is arranging for material by Monday	
163321	19.01.2021	1	MS' L ' Angle	Supplier is arranging for material by Monday	
163322	19.01.2021	1-3	1. Cutting wheel- 4"dia&14"dia 2. Welding electrodes	Supplier is arranging for material by Monday	
163327	22.01.2021	1	Orange jackets	Delay for supplier	
163330	25.01.2021	1-2	Hand gloves	Delay for supplier	
No. of gate passes issued this week:			2	From No.	1527 To No. 1528
Delivery van site visit on:			20th to 29th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	2437	To No.	2454
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	30.01.2021		30.01.2021		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 and raikunin@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!