

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

Company:	GVRC		Date:	13.02.2021	
Site:	Innopolis		Prepared by:	Mounika	
Report From / To	06.02.2021 To 10.02.2021		Approved by:	Venkatesh	
Report Date	13.02.2021				
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#	
163277	07.12.2020	1 to 2	Twisted wire brush	Local purchase by raghu	
163336	30.01.2021	1	Jio dongle	Online purchase	
163340	04.02.2021	1-2	Visiting cards	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	1-3	Ms pipe & Ms hook 1" dia	Supplier arranging for material by monday	
163334	29.01.2021	1	MS Flat patti-4mm thick	Supplier arranging for material by monday	
163346	05.02.2021	1-2	1. safety belt 2. Safety rope	Delay by purchase assistant	
163347	06.02.2021	1	Green curing pipe	Delay by purchase assistant	
163351	08.02.2021	1	Labour helmets-M/H	20 nos pending	
163353	09.02.2021	1-2	1. Inwards stamp 2. Outward stamp	Admin to follow up	
163354	09.02.2021	1	White helmets	Delay by purchase assistant	
No. of gate passes issued this week:			01	From No.	1531 To No. 1531
Delivery van site visit on:			4th to 10th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	2473	To No.	2504
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	13.02.2021		13.02.2021	13.02.2021	

Notes: 1. * Send a copy of the missing Requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajku@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 : 13-02-2021

Company : G V Reserch Centers Pvt Ltd

Location : Innopolis

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Category / Item Name	Balance Qty	Rate	Balance Value
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	335		8,091
2038 - Carpentry - hardware - Anchor Bolt (Bolt type) - 6mm - nos	200	9	1,770
2051 - Carpentry - hardware - Binding wire - 20 guage - kgs	127	41	5,201
2148 - Carpentry - hardware - Plastic gampa - other - nos	8	140	1,120
Cement	482		113,752
3002 - Cement - PPC - 50kgs - bags	482	236	113,752
Consumables	390		4,705
4003 - Consumables - Bombay Broom - Big - nos	6	58	348
4006 - Consumables - Bucket - other - nos	9	114	1,026
4009 - Consumables - Coconut Broom - other - nos	35	9	315
4032 - Consumables - Gloves - NA - pairs	37	0	0
4034 - Consumables - Gunny Bag - other - nos	198	10	1,881
4040 - Consumables - Mopping Cloth - NA - nos	20	15	300
4057 - Consumables - Sponges - NA - nos	69	7	483
4059 - Consumables - Surf Detergent Powder - NA - kgs	4	8	32
4065 - Consumables - Vim bar - NA - nos	1	30	30
4066 - Consumables - Water bottle - NA - nos	10	21	210
4071 - Consumables - Wiper - Other - nos	1	80	80
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

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Category / Item Name	Balance Qty	Rate	Balance Value
4803 - Electrical - conducting - PVC Round Cover - 3 In - nos	60	7	420
Electrical - other	118		12,540
4568 - Electrical - other - Flexible pipe - 19mm - mtrs	4	4	16
4585 - Electrical - other - Insulation tape - NA - nos	20	8	160
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	9	51	459
4632 - Electrical - other - Modular Plate - 8way - nos	6	74	444
4662 - Electrical - other - Tubelight fitting - 2ft - nos	5	360	1,800
4663 - Electrical - other - Tubelight fitting - 4ft - nos	7	400	2,800
4746 - Electrical - other - LED Lights - NA - nos	15	185	2,775
4789 - Electrical - other - Modular switch Blank plates - NA - nos	10	10	100
4790 - Electrical - other - Modular socket - 15 A - nos	12	77	924
4794 - Electrical - other - Modular switch - 16 A - nos	12	85	1,020
Electrical - wires	179		2,506
4781 - Electrical - wires - A1 Service Wire - 3/20 - mts	179	14	2,506
Miscellaneous	10,550		32,259
6011 - Miscellaneous - Blue Sheet - 24 Ft x18 Ft - sft	4,320	2	8,640
6033 - Miscellaneous - Safety Net - NA - nos	15	0	0
6094 - Miscellaneous - Spacers - Other - nos	5,999	1	7,799
6147 - Miscellaneous - HDPE rope - NA - Bundles	2	35	70
6164 - Miscellaneous - Safety Jacket - NA - Nos	210	75	15,750
6190 - Miscellaneous - Cutlery Set - NA - Nos	2	0	0
6192 - Miscellaneous - Dinner Set - NA - Nos	2	0	0
Plumbing - CPVC	47		1,290
10062 - Plumbing - CPVC - CPVC Coupling - 1 In - nos	2	15	30
10074 - Plumbing - CPVC - CPVC Elbow - 1 In - nos	9	21	189
10127 - Plumbing - CPVC - CPVC Reducer - 1 1/4 In - nos	2	30	60
10130 - Plumbing - CPVC - CPVC Coupling - 1 1/4 In - nos	11	18	198

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Category / Item Name	Balance Qty	Rate	Balance Value
10132 - Plumbing - CPVC - CPVC Tank Connector - 1 1/4 In - nos	7	60	420
10135 - Plumbing - CPVC - CPVC 45 Elbow - 1 In - nos	13	21	273
10214 - Plumbing - CPVC - Elbow - 1 1/4 In - nos	3	40	120
Plumbing - GI	99		89,100
7053 - Plumbing - GI - Clamp - 1 1/2 In - nos	99	900	89,100
Plumbing - other	300		7,200
7353 - Plumbing - other - Green Hose pipe - Other - Mtrs	300	24	7,200
Stationery - other	123		3,011
7509 - Stationery - other - Calculator - NA - nos	2	177	354
7513 - Stationery - other - Cello Tape - 1 In - nos	1	400	400
7515 - Stationery - other - Chalkpiece - NA - boxes	15	6	83
7544 - Stationery - other - Marker - NA - nos	15	20	300
7555 - Stationery - other - Paper - A4 - bundles	5	185	925
7560 - Stationery - other - Pen - NA - nos	15	5	75
7571 - Stationery - other - Projects folder - NA - nos	50	6	296
7578 - Stationery - other - Ring Binder - other - nos	1	194	194
7584 - Stationery - other - Scribbling Pads - other - nos	15	15	225
7593 - Stationery - other - Stapler - other - nos	4	40	160
Steel - other	255		1,698
8014 - Steel - other - MS Flat Patti - other - kgs	49	35	1,698
8022 - Steel - other - MS L angle - 1 In x3mm - kgs	207	0	0
Steel - rebar	2,000		63,000
8115 - Steel - rebar - TMT - 12mm - kgs	2,000	32	63,000
Tools	172		5,621
9537 - Tools - Hacksaw blade - double - nos	50	10	500
9545 - Tools - Helmet - other - nos	10	52	520
9566 - Tools - Shavels - other - nos	2	0	0
9570 - Tools - Spade with handle - NA - nos	19	90	1,710
9592 - Tools - Labour helmet female - NA - nos	30	50	1,500

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Category / Item Name
9593 - Tools - Labour helmet male - NA - Nos
9600 - Tools - mask - NA - Nos

Balance Qty	Rate	Balance Value
19	50	950
42	11	441
Total Stock Value...		357,666

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