

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

Company:	GVDC	Date:	20.02.2021
Site:	Genopolis	Prepared by:	Vineetha reddy
Report From / To	15.02.2021 to 20.02.2021	Approved by:	Narsing Rao
Report Date	20.02.2021		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
13160	06.02.2021	7	C.I pipe 2.5"	P.o pending at purchase department
13162	09.02.2021	1	Storage almarah	Enquiry in sites

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 ^s
			Nill	

No. of gate passes issued this week: 01 From No. 2416 To No. 2416

Delivery van site visit on: 15th, 18th,

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

DC register Sl. No. during the week From No. 10012 To No. 10017

Items not ordered but received: NIL

Items sent to HO vendor that are pending for repair: 01 (cannon camera)

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>[Signature]</i>	<i>[Signature]</i>	
Date	20 FEB 2021	VINEETHA REDDY	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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 : 20-02-2021

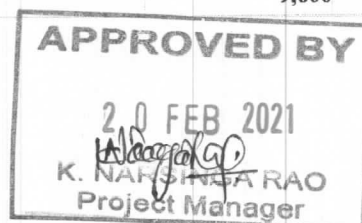
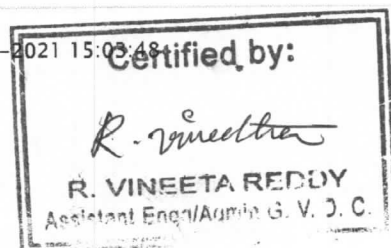
Company : G V Discovery Center Pvt Ltd

Location : 119, 191 Synergy Square 1

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Category / Item Name	Balance Qty	Rate	Balance Value
Building material	1,080		26,715
1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	350	18	6,125
1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	650	27	17,550
1012 - Building material - Polyester Fibres - 6mm - pkts	80	38	3,040
Carpentry - hardware	10		1,400
2148 - Carpentry - hardware - Plastic gampa - other - nos	10	140	1,400
Cement	35		8,260
3002 - Cement - PPC - 50kgs - bags	35	236	8,260
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	729		2,005
6010 - Miscellaneous - Plastic Blue Sheet - 18 ft x 12 ft - sft	700	2	1,225
6040 - Miscellaneous - Teflon tape - NA - nos	20	14	280
6124 - Miscellaneous - Conceret Shoe - Others - pair	4	0	0
6155 - Miscellaneous - Safety Shoe - NA - pair	5	100	500
Plumbing - CPVC	1		440
10216 - Plumbing - CPVC - Pipe - 1 1/4 In - nos	1	440	440
Plumbing - GI	20		500
7329 - Plumbing - GI - Clamp - other - nos	20	25	500
Plumbing - PVC	2		0
10181 - Plumbing - PVC - Line End - NA - Nos	2	0	0
Stationery - other	110		2,028
7514 - Stationery - other - Cello Tape - other - nos	5	30	150
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	5	185	925
7560 - Stationery - other - Pen - NA - nos	45	5	225
7571 - Stationery - other - Projects folder - NA - nos	45	6	266
7594 - Stationery - other - Stapler pin - other - boxes	8	6	48
Steel - rebar	9,600		302,385

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Category / Item Name	Balance Qty	Rate	Balance Value
8116 - Steel - rebar - TMT - 16mm - kgs	3,600	32	113,400
8119 - Steel - rebar - TMT - 32mm - kgs	6,000	32	188,985
Tools	36		7,540
9513 - Tools - Crowbar - other - nos	10	650	6,500
9566 - Tools - Shavels - other - nos	10	0	0
9570 - Tools - Spade with handle - NA - nos	6	90	540
9593 - Tools - Labour helmet male - NA - Nos	10	50	500
Total Stock Value...			353,546

Certified by:
R. Vineetta
R. VINEETA REDDY
 Assistant Engr/Admin G. V. D. C.

APPROVED BY
20 FEB 2021
K. Narsaiah RAO
K. NARSAIAH RAO
 Project Manager