

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

Company:	GVRC		Date:	27.02.2021	
Site:	Innopolis		Prepared by:	Mounika	
Report From / To	20.02.2021 To 26.02.2021		Approved by:	Venkatesh	
Report Date	27.02.2021				
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	
163372	18.02.2021	1	Open well submersible pump	Po not issued	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
163377	20.02.2021	1-2	1. Plastic gampa-20 nos 2. Water bottle-12 nos	Supplier is arranging for material	
163378	20.02.2021	2	Blue pens	60 Nos pending	
163379	20.02.2021	1-9	Cleaning material	Supplier is arranging for material	
163383	22.02.2021	1-2	Engineer safety shoe	Delay by purchase assistant	
163384	26.02.2021	1	Gunny bags	Supplier is arranging for material	
No. of gate passes issued this week:			Nil	From No.	Nil
Delivery van site visit on:			20th to 27th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	2632	To No.	2664
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			Mounika		
Date	27.02.2021		27.02.2021		27.02.2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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 : 27-02-2021

Company : G V Reserch Centers Pvt Ltd

Location : Innopolis

Pages : 1 of 1

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	107		4,679
2051 - Carpentry - hardware - Binding wire - 20 guage - kgs	104	41	4,259
2148 - Carpentry - hardware - Plastic gampa - other - nos	3	140	420
Cement	447		105,492
3002 - Cement - PPC - 50kgs - bags	447	236	105,492
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
4803 - Electrical - conducting - PVC Round Cover - 3 In - nos	60	7	420
Electrical - other	53		3,105
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
Stationery - other	25		609
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
7594 - Stationery - other - Stapler pin - other - boxes	5	6	30
Steel - other	529		31,767
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
8106 - Steel - other - Sq. pipe - 50mmx50mm - kgs	38	0	0
8111 - Steel - other - Sq. Rod - 12mm - kgs	108	229	24,693
8225 - Steel - other - Ms Z Angle Templates - 4 ft X 4 ft - Rft	128	42	5,376
Steel - rebar	2,000		63,000
8115 - Steel - rebar - TMT - 12mm - kgs	2,000	32	63,000
Tools	129		3,471
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
9593 - Tools - Labour helmet male - NA - Nos	6	50	300
9600 - Tools - mask - NA - Nos	42	11	441
Total Stock Value...			225,017



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