

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

Company:	GVDC	Date:	27.02.2021	
Site:	Genopolis	Prepared by:	Vineetha reddy	
Report From / To	22.02.2021 to 27.02.2021	Approved by:	Narsing Rao	
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
13160	06.02.2021	07	C.I Pipe 2.5"	P.o pending at purchase department.
13162	09.02.2021	01	Storage almarah	Enquiry in sites.
13169	09.02.2021	1,2&3	Safety jackets and helmets	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.	Item Description	Details of discussion with supplier\$
13165	17.02.2020	01	Earth compact machine	Delay by purchase assistant.
13168	22.02.2021	01	M.s door frames	We will get it on Monday.
13168	22.02.2021	5	Rcc jali	We will get it on Monday.
13170	19.02.2021	1	Solid blocks	We will get it on Next week.
13172	20.02.2021	4	Sintex box	We will get it on Monday.
13172	20.02.2021	01	G.I Sheet	We will get it on Monday.
.No. of gate passes issued this week: 01 From No. 2417 To No. 2417				
Delivery van site visit on: 22 nd , 23 rd , 26 th .				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	10017	To No.	10023
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				
Date	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 rajuniar@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 : 25-02-2021
Company : G V Discovery Center Pvt Ltd
Location : 119, 191 Synergy Square 1

Pages : 1 of 2

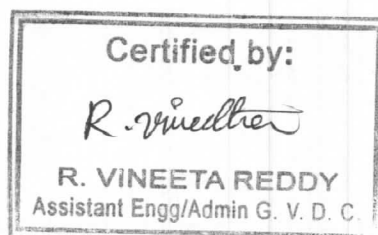
Category / Item Name	Balance Qty	Rate	Balance Value
Building material	1,152		267,915
1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	350	18	6,125
1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	650	27	17,550
1012 - Building material - Polyester Fibres - 6mm - pkts	80	38	3,040
1013 - Building material - Ready Mix Concrete - NA - cu. mtrs.	72	3,350	241,200
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	313		3,583
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
4034 - Consumables - Gunny Bag - other - nos	300	10	2,850
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 - other	6		210
7135 - Plumbing - other - Manhole round covers - - other - nos	4	0	0
7160 - Plumbing - other - RCC gully trap cover - 12 In x9 In x1 In - nos	2	105	210
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	24	390
7543 - Stationery - other - Long Note Book - NA - nos			24

25-02-2021 17:31:09

APPROV.
27 FEB 2021
K. NARAYANA RAO
Project Manager

1 Certified by 90
1 24
R. Vineeta Reddy
Assistant Engg/Admin G. V. D. C.

Category / Item Name	Balance Qty	Rate	Balance Value
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 - other	110		0
8053 - Steel - other - MS Rect. Pipe - other - kgs	110	0	0
Steel - rebar	9,600		302,385
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...			597,806



MODI Properties

Stock List - Till Date : 27-02-2021

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	1,152		267,915
Carpentry - doors	60		4,500
Carpentry - hardware	10		1,400
Cement	35		8,260
Consumables	313		3,583
Electrical - other	17		1,540
Miscellaneous	724		1,505
Plumbing - CPVC	1		440
Plumbing - GI	20		500
Plumbing - other	6		210
Stationery - other	109		1,843
Steel - other	110		0
Steel - rebar	9,600		302,385
Tools	36		7,540
Total Stock Value...			601,621

