

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

Company:	GVDC	Date:	13.03.2021
Site:	Genopolis	Prepared by:	Vineetha reddy
Report From / To	08.03.2021 to 13.03.2021	Approved by:	Narsing Rao
Report Date	13.03.2021		
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
13176	09.03.2021	1	Sd cards
			Reason for not preparing PO/WO [#]
			Online purchase
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
13168	19.02.2021	1	M.s door frames
			Details of discussion with supplier ^s
			Material under fabrication
No. of gate passes issued this week:		1	From No. 2418 To No. 2418
Delivery van site visit on:		10 th , 11 th , 12 th .	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		Yes	
DC register Sl. No. during the week	From No.	10027	To No. 10064
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	APPROVED BY Narsing Rao	Certified by: R. Vineetha	
Date	13/03/2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and raikumar@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 & report to the Admin. 6. Admin Assistant to call suppliers daily and file at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchases, For MRN, copy to Admin. 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 : 16-03-2021

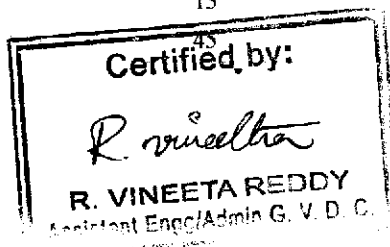
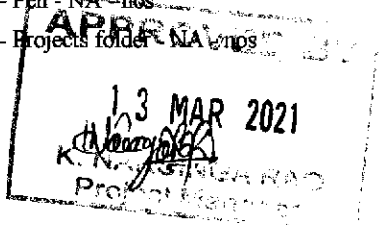
Company : G V Discovery Center Pvt Ltd

Location : 119, 191 Synergy Square 1

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Category / Item Name	Balance Qty	Rate	Balance Value
Building material	180		5,740
1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	100	27	2,700
1012 - Building material - Polyster Fibres - 6mm - pkts	80	38	3,040
Carpentry - doors	60		4,500
2007 - Carpentry - doors - Flush Door - 30mm - other - sft	60	75	4,500
Carpentry - hardware	10		1,400
2148 - Carpentry - hardware - Plastic gampa - other - nos	10	140	1,400
Cement	15		3,540
3002 - Cement - PPC - 50kgs - bags	15	236	3,540
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	724		1,505
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
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
Stationery - other	78		1,508
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	3	185	555
7560 - Stationery - other - Pen - NA - nos	15	5	75
7571 - Stationery - other - Projects folder - NA - nos	6	45	266

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Category / Item Name

7594 - Stationery - other - Stapler pin - other - boxes

Steel - rebar

8116 - Steel - rebar - TMT - 16mm - kgs

8119 - Steel - rebar - TMT - 32mm - kgs

Tools

9513 - Tools - Crowbar - other - nos

9566 - Tools - Shavels - other - nos

9570 - Tools - Spade with handle - NA - nos

9593 - Tools - Labour helmet male - NA - Nos

Balance Qty	Rate	Balance Value
8	6	48
9,600		302,385
3,600	32	113,400
6,000	32	188,985
36		7,540
10	650	6,500
10	0	0
6	90	540
10	50	500
Total Stock Value...		334,391

