

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

Company:	Gvrc	Date:	03.04.2021
Site:	Innopolis	Prepared by:	Mounika
Report From / To	27.03.2021 to 02.04.2021	Approved by:	Venkatesh
Report Date	03.04.2021		

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#
163355	10.02.2021	1	Automatic service lift	MD's Finalise the rates
163357	10.02.2021	1	Automatic passenger lift	Revised po to be issue
163422	25.03.2021	1	Hand gloves	Rates to be finalize
163425	26.03.2021	1	Cups and saucers	Local purchase by raghu
163431	31.03.2021	1-9	Submersible pump 1HP	Po not issued

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\$
163401	13.03.2021	1	Water bubbles	Stock is not available in sslp
163405	16.03.2021	1-3	Projects folder A1&A2	250 Nos pending
163409	20.03.2021	1	Engineer safety shoe	Dealy by purchase assistant
163418	24.03.2021	1	Curb stone	Dealy by purchase assistant
163424	26.03.2021	1-2	1.Lemon tea powder 2.Coffe powder	Dealy by purchase assistant
163426	26.03.2021	1	Gunny bags	500 Nos pending

No. of gate passes issued this week: 1 / 3 From No. 1535 To No. 1537

Delivery van site visit on: 27th to 2nd

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	980	4645	
2.	10mm	.617	7.404	-	-	
3.	12mm	.89	10.68	805	8597	
4.	16mm	1.58	18.96	1140	21614	
5.	20mm	2.47	29.64	770	22822	
6.	25mm	3.86	46.32	310	14359	
7.	32mm	6.32	75.84	140	10617	
8.	Binding wire				575	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	370	PPC/PSC last weeks stock 450

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Mounika	
Date		03/4/21	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@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 : 03-04-2021

Company : G V Reserch Centers Pvt Ltd

Location : Innopolis

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Category / Item Name	Balance Qty	Rate	Balance Value
Carpentry - doors	7		10,161
2007 - Carpentry - doors - Flush Door - 30mm - other - sft	3	75	225
2340 - Carpentry - doors - Panel Door 30 mm - 32 In x 80 In - Nos	4	2,484	9,936
Carpentry - hardware	88		3,604
2051 - Carpentry - hardware - Binding wire - 20 guage - kgs	88	41	3,604
Cement	370		87,320
3002 - Cement - PPC - 50kgs - bags	370	236	87,320
Consumables	90		630
4057 - Consumables - Sponges - NA - nos	90	7	630
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	52		3,097
4585 - Electrical - other - Insulation tape - NA - nos	19	8	152
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
Electrical - wires	50		0
4695 - Electrical - wires - Copper flat wire - 3core - mtrs	50	0	0
Miscellaneous	5,000		6,500
6094 - Miscellaneous - Spacers - Other - nos	5,000	1	6,500
Paints	2		1,200
6549 - Paints - White Cement - 25kgs - bags	2	600	1,200
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	127		5,012
9537 - Tools - Hacksaw blade - double - nos	50	10	500
9545 - Tools - Helmet - other - nos	10	52	520

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Category / Item Name	Balance Qty	Rate	Balance Value
9566 - Tools - Shavels - other - nos	2	0	0
9570 - Tools - Spade with handle - NA - nos	19	90	1,710
9591 - Tools - Safety Indication Ribbon - NA - nos	4	460	1,841
9600 - Tools - mask - NA - Nos	42	11	441
Total Stock Value...			215,407



MODI Properties

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Electrical - wires	50		0
Miscellaneous	5,000		6,500
Paints	2		1,200
Stationery - other	25		609
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