

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

Company:	Gvrc	Date:	10.04.2021
Site:	Innopolis	Prepared by:	Mounika
Report From / To	03.04.2021 to 09.04.2021	Approved by:	Venkatesh
Report Date	10.04.2021		
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
163355	10.02.2021	1	Automatic service lift
163357	10.02.2021	1	Automatic passenger lift
163422	25.03.2021	1	Hand gloves
Reason for not preparing PO/WO#			
MD's Finalise the rates			
Rates to receive			
Product to be finalized			
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
163405	16.03.2021	1-3	Projects folder A1&A2
163418	24.03.2021	1	Curb stone
163424	26.03.2021	1-2	1.Lemon tea powder 2.Coffe powder
163426	26.03.2021	1	Gunny bags
163431	31.03.2021	1-9	Submersible pump 1HP
163434	02.04.2021	1	Mask
163439	07.04.2021	1	40 amps isolator 4 pole
163440	07.04.2021	1	First aid box
Details of discussion with supplier\$			
250 Nos pending			
750 Nos pending			
Dealy by purchase assistant			
500 Nos pending			
Dealy by purchase assistant			
Dealy by purchase assistant			
Supplier arranging for material by monday			
Supplier arranging for material by monday			
No. of gate passes issued this week:	1	From No.	1538
		To No.	1538
Delivery van site visit on:	3rd to 9th		
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
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire		
Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
980	4645	4645	
-	-	-	
1194	12655	8597	
1041	19430	21614	
446	13135	22822	
394	18105	14359	
32	2340	10617	
	84	575	
OPC stock	Nil	OPC last weeks stock	Nil
PPC/PSC stock	370	PPC/PSC last weeks stock	450
Details	Project Manager		
Sign	Admin Officer/Manager		
Date	Admin Audit		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajumam@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 - 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 : 10-04-2021

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	84		3,440
2051 - Carpentry - hardware - Binding wire - 20 guage - kgs	84	41	3,440
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	48		3,065
4585 - Electrical - other - Insulation tape - NA - nos	15	8	120
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...			215,211



MODI Properties

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