

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

Company:	Gvrc	Date:	17.04.2021			
Site:	Innopolis	Prepared by:	Mounika			
Report From / To	10.04.2021 to 16.04.2021	Approved by:	Venkatesh			
Report Date	17.04.2021					
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 [#]			
163357	10.02.2021	1 Automatic passenger lift	Rates to receive			
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 ^s		
163405	16.03.2021	1-3	Projects folder A1&A2	200 Nos pending		
163418	24.03.2021	1	Curb stone	500 Nos pending		
163426	26.03.2021	1	Gunny bags	500 Nos pending		
163434	02.04.2021	1	Mask	Dealy by purchase assistant		
163439	07.04.2021	1	40 amps isolator 4 pole	Supplier arranging for material by monday		
163440	07.04.2021	1	First aid box	Supplier arranging for material by monday		
No. of gate passes issued this week:		Nil	From No.	Nil To No. Nil		
Delivery van site visit on:		10 th to 16 th				
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	4645
2.	10mm	.617	7.404	-	-	-
3.	12mm	.89	10.68	1194	12655	8597
4.	16mm	1.58	18.96	1041	19430	21614
5.	20mm	2.47	29.64	446	13135	22822
6.	25mm	3.86	46.32	394	18105	14359
7.	32mm	6.32	75.84	32	2340	10617
8.	Binding wire				84	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						
Date						

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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 : 17-04-2021

Company : G V Reserch Centers Pvt Ltd

Location : Innopolis

Pages : 1 of 2

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	83		3,399
2051 - Carpentry - hardware - Binding wire - 20 guage - kgs	83	41	3,399
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...			215,171



MODI Properties

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