

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

Company:	GV Discovery center pvt ltd	Date:	15.05.2021				
Site:	Genopolis	Prepared by:	R.Vineetha reddy				
Report From / To	10.05.2021 to 15.05.2021 (Sunday to Saturday)	Approved by:	K.Narsing Rao				
Report Date	15.05.2021						
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 [#]			
13209	15.04.2021	1 4	Sanitizer Infrared thermometer	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 ^{\$}			
13180	10.03.2021	01	Pcc cement	Remaining 50 bags, Monday we will pick up from SSSLP.			
13214	20.04.2021	01&02	Ms plat patti and cutting blade	Tuesday will be delivered.			
13222	07.05.21	1	Ball valve	Tuesday will be delivered.			
13223	10.05.21	1	Cement solid blocks	Tuesday will be delivered.			
13224	10.05.21	1	Pulse oximeter	Tuesday will be delivered.			
No. of gate passes issued this week:							
Nil		From No.	Nil	To No.			
Delivery van site visit on:		10th,11th,12th.					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes			
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	160	759 Kgs	759 Kgs	
2.	10mm	.617	7.404	0	13000 kgs	15000 kgs	
3.	12mm	.89	10.68	257	2744 Kgs	2744 Kgs	
4.	16mm	1.58	18.96	1600	25018 Kgs	25018 Kgs	
5.	20mm	2.47	29.64	80	3140 kgs	3140 kgs	
6.	25mm	3.86	46.32	20	21185 Kgs	22185 Kgs	
7.	32mm	6.32	75.84	70	0 kgs	0 kgs	
8.	Binding wire		25 kg(per bundle)	50	1250 Kgs	1325 Kgs	
OPC stock		OPC last weeks stock		PPC/PSC stock	30	PPC/PSC last weeks stock	50
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	15.05.2021			15.05.2021		15.05.2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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 – 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!