

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

Company:	GV Discovery center pvt ltd	Date:	22.05.2021				
Site:	Genopolis	Prepared by:	R.Vineetha reddy				
Report From / To	16.05.2021 to 22.05.2021 (Sunday to Saturday)	Approved by:	K.Narsing Rao				
Report Date	22.05.2021						
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 [#]			
13225	17.05.2021	1	Lap top bag	Po not issued			
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	07.05.2021	1	Ball valve	Tuesday will be delivered.			
13223	10.05.2021	1	Cement solid blocks	Tuesday will be delivered.			
13224	10.05.2021	1	Pulse oxi meter	Tuesday will be delivered.			
No. of gate passes issued this week:		Nil	From No.	Nil	To No.	Nil	
Delivery van site visit on:		19 th,20th,21st					
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	105	500 Kgs	759 Kgs	
2.	10mm	.617	7.404	1350	10000 kgs	13000 kgs	
3.	12mm	.89	10.68	215	2300 Kgs	2744 Kgs	
4.	16mm	1.58	18.96	1219	23120 Kgs	25018 Kgs	
5.	20mm	2.47	29.64	80	3140 kgs	3140 kgs	
6.	25mm	3.86	46.32	323	15000 Kgs	21185 Kgs	
7.	32mm	6.32	75.84	0	0 kgs	0 Kgs	
8.	Binding wire		25 kg(per bundle)	42	1050kgs	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	22.05.2021			22.05.2021		22.05.2021	

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