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

Company:	Gvdc	Date:	06-06-2021
Site:	Genopolis	Prepared by:	Vineetha reddy
Report From / To	29-05-2021 to 06-06-2021 Saturday to Friday	Approved by:	K.Narsing rao
Report Date	06-06-2021		

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	S.no	Item Description	Reason for not preparing PO/WO#
13232	02.06.2021	1&9	Submersible pump	Po Not Issued
322913229	27.05.2021	1&3	Laptop and laptop bag	Po Not Issued
13313230	01.06.2021	1&8	Panel doors	Po Not Issued
1313224	10.05.2021	1	Pulse Oxi Meter	Po Not Issued
13226	20.05.21	1	Rubberised water proof tape	Po not issued
13228	22.05.21	1&4	A4 bundels	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 24-hour interval	Serial no of item in Req.	Item Description	Details of discussion with supplier$
13191	19.03.2021	1	Air coolers	Material is not ready at supplier.
13214	20.04.2021	2	M.s flat patti 6m lengths	We will pick it Tuesday
1313223	10.05.2021	1	Solid blocks	We will pick it Tuesday

No. of gate passes issued this week:	0	From No.	-	To No.	-
Delivery van site visit on:	3rd, 5th & 7th				

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	100 kgs	500 kgs
2.	10mm	.617	7.404	288	7000 kgs	13000 kgs
3.	12mm	.89	10.68	3792	1000 kgs	2744 kgs
4.	16mm	1.58	18.96	1500	7000 kgs	25018 kgs
5.	20mm	2.47	29.64	446	1000 kgs	3140 kgs
6.	25mm	3.86	46.32	394	19000 kgs	0 kgs
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	15	PPC/PSC last weeks stock	30

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 rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!