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

Company:	GVRC	Date:	26-06-2021
Site:	Innopolis	Prepared by:	J.Soundarya
Report From / To	19-06-2021 to 26-06-2021 Saturday to Saturday	Approved by:	Venkatesh.G
Report Date	21-06-2021		

List of requisitions numbers missing in the report*:163546,163579,163582

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#
163575	23.06.2021	1	Safety boards	PO not issued
163573	23.06.2021	1,2	MS Square pipe and MS flat patti	PO not issued
163569	22.06.2021	1	RMC	PO not issued
163558	17.06.2021	1,2	Torch lights and umbrellas	PO not issued
163514	25.06.2021	1 to 10	ACS Remote and tripode	PO not issued
163513	03.06.2021	1	Tandoor stone	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$
163577	24.06.2021	1,2	Gova ropes and green curing pipes	Ready with supplier
163579	24.06.2021	1 to 4	Measuring tapes	Read with suppier
163576	23.06.2021	1	Solid bricks	Not responding to call
163572	22.06.2021	1	Solid bricks	Not responding to call
163571	22.06.2021	1 to 3	Starters	Ready with supplier
163567	21.06.2021	1,2	Z - Angle	Not ready with supplier
163563	19.06.2021	1,2	MS Templates	Not ready with supplier
163559	18.06.2021	1	CC Templates	Local purchase
163555	16.06.2021	1	Green hose pipe	Read with suppier
163543	10-06-2021	2	Spade with handle	6 Nos pending
163534	08.06.2021	1	Caution ribbon	03 Nos pending
163517	04.06.2021	1,2	Gloster cables	Dealy with supplier
163512	03.06.2021	1,2	Coffe powder and lemon tea powder	Local purchase
163510	03.06.2021	1 to 4	Tiles	Delay with supplier
163460	27.04.2021	1	Cannon camera	Online purchase
163418	24.03.2021	1	Curb stone	500 Nos pending

No. of gate passes issued this week:	07	From No.	3207	To No.	3213
Delivery van site visit on:	21st,22nd, 24th				
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	350	1659	1896
2.	10mm	.617	7.404	120	888.48	1110.6
3.	12mm	.89	10.68	900	9612	16020
4.	16mm	1.58	18.96	1000	18960	22752
5.	20mm	2.47	29.64	320	9484.8	10374
6.	25mm	3.86	46.32	300	13896	13896
7.	32mm	6.32	75.84	132	10010	10010

APPROVED BY
26 JUN 2021
G. Venkatesh
Project Manager

8.	Binding wire				84	575	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	734	PPC/PSC last weeks stock	848
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date				28/6/2021		28/6/2021	

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

APPROVED BY
28 JUN 2021
G. Venkatesh
Project Manager