

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

Company:	GVRC	Date:	21-06-2021
Site:	Innopolis	Prepared by:	J.Soundarya
Report From / To	12-06-2021 to 19-06-2021 Saturday to Saturday	Approved by:	Venkatesh.G
Report Date	21-06-2021		

List of requisitions numbers missing in the report*:

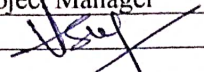
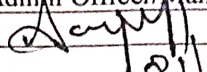
List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	S.no	Item Description	Reason for not preparing PO/WO"
163538	09.06.2021	1	OCLEG Electronic Motor	PO Not issued
163520	04-06-2021	1,2	Fire Rated doors	PO Not issued
163513	03.06.2021	1	Tandoor Stone	PO Not issued
163512	03.06.2021	1,2	Coffee Powder and tea	PO Not issued
163460	27.04.2021	1	Camera	Po Not Issued
163518	04-06-2021	1	Wifi Router	PO Not issued
163546	14-06-2021	11	Air Cooled Screw Chillers	PO Not issued
163547	15-06-2021	1	Safety instruction boards	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 ^s
163510	03-06-2021	1 to 4	Tiles	
163534	08.06.2021	1	Caution Ribbon	3 Nos pending
163517	04-06-2021	1	Cables	
163532	08.06.2021	1 to 3	Grinding blades, Rod cutting blades, bosh cutting machine	This week end will delivery
163531	08.06.2021	1	Asgtrade Rubberized waterproof tape	08 Nos pending
163536	09-06-2021	1	Panels 33 KV VCB	Ready with supplier
163529	08.06.2021	1,2	Scribbling pads	This week end will delivery
163543	10-06-2021	2	Spade with handle	Ready with supplier
163545	12-06-2021	1	Safety Shoes	Ready with supplier
163552	16-06-2021	1	Self Priming dewatering pump 1HP	Ready with supplier
163553	16-06-2021	1	Self Priming dewatering pump 3HP	Ready with supplier
156554	16-06-2021	1	Self Priming dewatering pump5HP	Ready with supplier
163555	16-06-2021	1	Green Hose Pipe	Ready with supplier

No. of gate passes issued this week:	6	From No.	3201	To No.	3206	
Delivery van site visit on:	12 th , 15 th	19 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	400	1896	4645
2.	10mm	.617	7.404	150	1110.6	2130
3.	12mm	.89	10.68	1500	16020	40498

4.	16mm	1.58	18.96	1200	22752	28440	
5.	20mm	2.47	29.64	350	10374	13135	
6.	25mm	3.86	46.32	300	13896	18105	
7.	32mm	6.32	75.84	32	2426.88	2340	
8.	Binding wire				84	575	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	848	PPC/PSC last weeks stock	878
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date				21/06/2021			

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