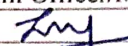


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC	Date:	12-06-2021	
Site:	Innopolis	Prepared by:	J.Soundarya	
Report From / To	05-06-2021 to 11-06-2021 Saturday to Friday	Approved by:	RatnaDeep	
Report Date	12-06-2021			
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
163488	11.05.2021	1	Visiting cards	PO Not issued
163483	10.05.2021	1	Pulse Oxi Meter	PO Not issued
163471	01.05.2021	1	Bore well drilling	PO Not issued
163467	29.04.2021	1	Foot valve	Po Not Issued
163462	27.04.2021	1	MS Railing	PO Not issued
163460	27.04.2021	1	Camera	Po Not Issued
163276	05.12.2020	1	Automatic rebar tying machine	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
163534	08.06.2021	1	Caution Ribbon	3 Nos pending
163533	08.06.2021	1 to 4	Araldite, paints RBR bonding agent , Roff stone tile	This week end will delivery
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	Asgrade Rubberized waterproof tape	08 Nos pending
163529	08.06.2021	1,2	Scribbling pads	This week end will delivery
163523	04.06.2021	1 to 4	Electrical material	This week end will delivery
163498	19.05.2021	1	Road Blockers	Ready With supplier
163503	21.05.2021	1	Male Safety Shoes	Ready With supplier
163482	08.05.2021	13	Dust Bin Covers	Delay by purchase assistant
163479	06.05.2021	1	Control Panel Floating Switch	Ready With supplier
163472	01.05.2021	1 to 7	Plumbing Material	Delay by purchase assistant
163464	27-07-2021	1	Safety Shoes	Ready with supplier
163434	02.04.2021	1	Mask	Not Available at SSLLP
163418	24.03.2021	1	Curb stone	500 Nos pending
163405	16.03.2021	1-3	Projects folder A1&A2	Delay by purchase assistant
163357	10.02.2021	1	Automatic passenger lift	This week end will delivery
No. of gate passes issued this week: 1 From No. 3201 To No. 3201				
Delivery van site visit on: 7 th , 11 th , 12 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	878	PPC/PSC last weeks stock	973
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		14/06/21					

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