

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

|                  |                                                |              |             |
|------------------|------------------------------------------------|--------------|-------------|
| Company:         | Gvrc                                           | Date:        | 06-06-2021  |
| Site:            | Innopolis                                      | Prepared by: | J.Soundarya |
| Report From / To | 29-05-2021 to 06-06-2021<br>Saturday to Friday | Approved by: | RatnaDeep   |
| 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* |
|---------|------------|------|----------------------------------|---------------------------------|
| 163460  | 27.04.2021 | 1    | Camera                           | Po Not Issued                   |
| 163467  | 29.04.2021 | 1    | Foot valve                       | Po Not Issued                   |
| 163465  | 28.04.2021 | 1    | Laptop                           | Po Not Issued                   |
| 163479  | 06.05.2021 | 1    | Control Panel<br>Floating Switch | Ready With supplier             |
| 163483  | 10.05.2021 | 1    | Pulse Oxi Meter                  | Po Not Issued                   |
| 163490  | 11.05.2021 | 1    | Tools & Spares                   | Po Not Issued                   |
| 163488  | 11.05.2021 | 1    | Visiting Cards                   | 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 <sup>s</sup> |
|---------|----------------------|---------------------------|--------------------------|--------------------------------------------------|
| 163357  | 10.02.2021           | 1                         | Automatic passenger lift | This week end will delivery                      |
| 163405  | 16.03.2021           | 1-3                       | Projects folder A1&A2    | Delay by purchase assistant                      |
| 163418  | 24.03.2021           | 1                         | Curb stone               | 500 Nos pending                                  |
| 163464  | 27-07-2021           | 1                         | Safety Shoes             | Ready with supplier                              |
| 163434  | 02.04.2021           | 1                         | Mask                     | Not Available at SSLLP                           |
| 163442  | 17.04.2021           | 1,2                       | Spray paints             | Ready With supplier                              |
| 163449  | 21.04.2021           | 1                         | MS light stand           | transit                                          |
| 163472  | 01.05.2021           | 1 to 7                    | Plumbing Material        | Delay by purchase assistant                      |
| 163482  | 08.05.2021           | 13                        | Dust Bin Covers          | Delay by purchase assistant                      |
| 163497  | 19.05.2021           | 1 to 3                    | Stationary Material      | Ready With supplier                              |
| 163498  | 19.05.2021           | 1                         | Road Blockers            | Ready With supplier                              |
| 163503  | 21.05.2021           | 1                         | Male Safety Shoes        | Ready With supplier                              |
| 163504  | 31.05.2021           | 1                         | CPVC Material            | Ready With supplier                              |

No. of gate passes issued this week:

11

From No.

1539

To No.

1548

Delivery van site visit on:

3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup>

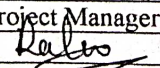
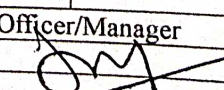
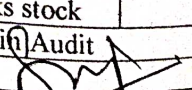
Inward report (MRN/other) & stock report emailed in pdf format to purchase?

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                                                                                   | 4645                 | 4645                     |
| 2.        | 10mm                                                                                | .617                 | 7.404                    | 288                                                                                   | 2130                 | 2630                     |
| 3.        | 12mm                                                                                | .89                  | 10.68                    | 3792                                                                                  | 40498                | 6498                     |
| 4.        | 16mm                                                                                | 1.58                 | 18.96                    | 1500                                                                                  | 28440                | 18314                    |
| 5.        | 20mm                                                                                | 2.47                 | 29.64                    | 446                                                                                   | 13135                | 17420                    |
| 6.        | 25mm                                                                                | 3.86                 | 46.32                    | 394                                                                                   | 18105                | 14359                    |
| 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                                                                         | 973                  | PPC/PSC last weeks stock |
|           |                                                                                     |                      |                          |                                                                                       |                      | 1020                     |
| Details   | Project Manager                                                                     |                      |                          | Admin Officer/Manager                                                                 |                      |                          |
| Sign      |  |                      |                          |   |                      |                          |
| Date      |                                                                                     |                      |                          |  |                      |                          |

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajkumarn@modiproperties.com](mailto:rajkumarn@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 DC's / 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!