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

Company:	Gvrc	Date:	21.05.2021
Site:	Innopolis	Prepared by:	Soundarya
Report From / To	08.05.2021 to 21.05.2021 Saturday to Friday	Approved by:	RatanaDeep
Report Date	21.05.2021		

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#
163459	26.04.2021	1	Clam shell cards	Po Not Issued
163463	27.04.2021	1	2' Tube lights	Po Not Issued
163464	27.04.2021	1	Safty shoes	Po Not Issued
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
163471	01.05.2021	1	Bore well drilling	Po Not Issued
163483	10.05.2021	1	Pulse Oxi Meter	Po Not Issued
163490	11.05.2021	1	Tools & Spares	Po Not Issued
163491	13.05.2021	1,3 & 4	Steel	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$
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
163434	02.04.2021	1	Mask	Dealy by purchase assistant
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
163479	06.05.2021	1	Control Panel Floating Switch	Ready With supplier
163482	08.05.2021	13	Dust Bin Covers	Delay by purchase assistant
163486	10.05.2021	1 & 2	Ms Stand	SSLLP No Stock

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:	20th, 21st & 22nd of May-2021				
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	2130
3.	12mm	.89	10.68	1194	12655	6498
4.	16mm	1.58	18.96	1041	19430	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	450	PPC/PSC last weeks stock	1020

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	21/5/21		21/05/2021

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