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

Company:	GVRC	Date:	03-07-2021
Site:	Innopolis	Prepared by:	J.Soundarya
Report From / To	26-06-2021 to 03-07-2021 Saturday to Saturday	Approved by:	Venkatesh.G
Report Date	03-07-2021		

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#
163586	26.06.2021	1	Birla wall cure putty	Po not issued
163585	26.06.2021	1	Electrical bike	Po not issued
163581	25.06.2021	1	Notch trowel	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$
163598	29.06.2021	1	Tandoor stone	Delivery by next week
163596	29.06.2021	1,2	Micron filter, membrene chemical	Not responding to call
163594	29.06.2021	1 to 12	Plumbing material	Ready with supplier
163591	28.06.2021	1	Door frame with threshold	Ready with supplier
163589	28.06.2021	1 to 12	Plumbing material	Ready with supplier
163582	25.06.2021	1 to 3	Plastic wrap , abro tape, single hole punch	Ready with supplier
163579	24.06.2021	1	Steel measuring tape	2 items pending
163576	23.06.2021	1	Solid bricks	Ready with supplier
163567	22.06.2021	1	Z angle	Delay with supplier
163563	19.06.2021	1,2	MS templates	Delay with supplier
163558	17.06.2021	1,2	Torch light and unbrellas	Torch light 2 pending and umbrellas delay with supplier
163543	10.06.2021	1	Spade with handle	6 Nos pending
163534	08.06.2021	1	Caution ribbon	3-No pending
163514	25.06.2021	1 to 10	ACs reomte and tripode battries	Online purchase
163510	03.06.2021	1 to 4	Tiles	Ready eith supplier
163460	27.04.2021	1	Canoon camera	Online purchase
163418	24.03.2021	1	Crub stone	500 Nos pending

No. of gate passes issued this week:	07	From No.	3214	To No.	3220
Delivery van site visit on:	29th,1st				
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	0	0	1659
2.	10mm	.617	7.404	120	888.48	888.48
3.	12mm	.89	10.68	0	0	9612
4.	16mm	1.58	18.96	800	15168	18960
5.	20mm	2.47	29.64	180	5335	9484.8
6.	25mm	3.86	46.32	250	11580	13896
7.	32mm	6.32	75.84	132	10010	10010
8.	Binding wire				84	575

APPROVED BY
03 JUL 2021
G. Venkatesh
Project Manager

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	711	PPC/PSC last weeks stock	734
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date							

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

03 JUL 2021

G. Venkatesh
Project Manager