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

Company:	GVRC	Date:	10-07-2021
Site:	Innopolis	Prepared by:	J.Soundarya
Report From / To	03-07-2021 to 10-07-2021 Saturday to Saturday	Approved by:	G.Venkatesh
Report Date	10-07-2021		

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[#]
163612	08-07-2021	1	Blank Cinder	Po not issued
163611	08-07-2021	1	MS L angle	Po not issued
163608	05-07-2021	1	AMC for RO plant	Po not issued
163607	05-07-2021	1	Holes packing chemical	Po not issued
163586	26.06.2021	1	Birla wall cure putty	Po not issued
163585	26.06.2021	1	Electrical bike	Po not issued
163602	30.06.2021	1	200NB GI Pipe	Informed to waseem sir he will follow with supplier
163601	30.06.2021	1	33KV Cable	Informed to waseem sir he will follow with supplier

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[$]
163610	07-07-2021	1,2	Blue sheets, Tube lights	Ready with supplier
163605	03-07-2021	1	Biometric machine	Delay with supplier
163603	03-07-2021	1	Rain coats	Not responding to call
163598	29.06.2021	1	Tandoor stone	Delivery by Monday
163579	24.06.2021	1	Steel measuring tape	2 items pending
163600	30.06.2021	1,2,3	Fire safety system	Informed to waseem sir he will follow with supplier
163583	26.06.2021	1,2	HT Metering cubicle,meter mounting box	Informed to waseem sir he will follow with supplier
163580	25-06-2021	1	Sand stone lt grey	Informed to waseem sir he will follow with supplier
163568	22.06.2021	1	250 DG SET	Informed to waseem sir he will follow with supplier
163567	21.06.2021	1,2	Z- Angle	Ready with supplier
163561	19-06-2021	1,2	33KV Indoor ICOG Panel	Informed to waseem sir he will follow with supplier
163562	19-06-2021	1 to 5	LT Panel	Informed to waseem sir he will follow with supplier
163563	19.06.2021	1,2	MS templates	Delay with supplier
163558	17.06.2021	1,2	Torch light and umbrellas	Delay with purchase assistant
163546	14.06.2021	1	Air coolesd screw chillers	Informed to waseem sir he will follow with supplier
163536	09.06.2021	1	33KV VCB SWITCH BOARD	Informed to waseem sir he will follow with supplier
163534	08.06.2021	1	Caution ribbon	Not available at SSLLP

APPROVED BY
10 JUL 2021
G. Venkatesh
Project Manager

No. of gate passes issued this week:	10	From No.	3221	To No.	3230
Delivery van site visit on:	5th,6th,9th				
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	1054	4995	0
2.	10mm	.617	7.404	675	4997	888.48
3.	12mm	.89	10.68	889	9494	0
4.	16mm	1.58	18.96	710	13461	15168
5.	20mm	2.47	29.64	140	4149	5335
6.	25mm	3.86	46.32	210	9727	11580
7.	32mm	6.32	75.84	105	7963	10010
8.	Binding wire				84	575

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	637	PPC/PSC last weeks stock	711

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 rajkumarn@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!

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10 JUL 2021

G. Venkatesh
Project Manager