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

Company:	GVRC	Date:	17-07-2021
Site:	Innopolis	Prepared by:	J.Soundarya
Report From / To	10-07-2021 to 17-07-2021 Saturday to Saturday	Approved by:	G.Venkatesh
Report Date	17-07-2021		

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[#]
163624	15.07.2021	1	Canvas hose pipe	Po to be issue
163623	14.07.2021	1,2	Rain coats, umbrellas	Po to be issue
163622	14.07.2021	1	Bamboos thadaka	Po to be issue
163607	05.07.2021	1	Holes packing chemical	Po to be issue
163585	26.06.2021	1	Electrical bike	Po to be issue

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[$]
163625	15.07.2021	1,2	Coffe powder and tea powder	Ready with supplier
163621	14.07.2021	1	Armour boards	Ready with supplier
163617	12.07.2021	1,2	White papers, blue pen	Ready with supplier
163614	08.07.2021	1,2	Expansive motar	Ready with supplier
163612	08.07.2021	1	Black cinder	Ready with supplier
163610	07.07.2021	1	Blue sheets	Ready with supplier
163605	03.07.2021	1	Biometric machine	Supplier not reachable
163598	29.06.2021	1	Tandoor stone	Delivery by tuesday
163579	24.06.2021	1	Steel measuring tape	Not available at SSLLP
163580	25.6.2021	1	Sandstone Lt grey	Follow by wassem sir
163568	22.06.2021	1	DG Set engineers greves	Follow by wassem sir
163561	19.06.2021	1	Panel board	Follow by wassem sir
163562	19.06.2021	1 to 4	LT Panels	Follow by wassem sir
163546	14.06.2021	1	Air cooled screws chillers	Follow by wassem sir
163536	09.06.2021	1	33kv VCB switch board	Follow by wassem sir
163614	08.07.2021	1,2	Expansive motor	Follow by wassem sir

No. of gate passes issued this week:	05	From No.	3229	To No.	3233
Delivery van site visit on:	10th,13th,14th,16th,17th				
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	4995
2.	10mm	.617	7.404	108	800	4997
3.	12mm	.89	10.68	84	900	9494
4.	16mm	1.58	18.96	69	1300	13461
5.	20mm	2.47	29.64	110	3260.4	4149
6.	25mm	3.86	46.32	160	7411	9727

Scanned by TapScanner

7.	32mm	6.32	75.84	7	500	7963	
8.	Binding wire				84	575	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	610	PPC/PSC last weeks stock	637
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date				17/07/21		17/07/2021	

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!

APPROVED BY

17 JUL 2021

G. Venkatesh
Project Manager

Scanned by TapScanner