

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

Company:	GV Discovery center pvt.ltd	Date:	17.07.2021
Site:	Genopolis	Prepared by:	Vincetha reddy
Report From / To	11-06-2021 to 17-07-2021 (Sunday to Saturday)	Approved by:	K.Narsing Rao
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO ⁹
13261	25-06-2021	1	printer	Online purchase
13261	25-06-2021	2	Laptop bag	Online purchase
13281	09-07-2021	1&2	Entry and exit gates	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 Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ⁵
13255	23-06-2021	1&9	Submersible pump	Wednesday we will pick it from supplier
13256	23-06-2021	1&9	Submersible pump	Wednesday we will pick it from supplier
13246	17-10-2021	1&6	desk	Supplier arranging for material.Tuesday will be delivered .
13273	05-07-2021	1&2	Door frames	Supplier arranging for material.
13280	09-07-2021	1&9	Stationary	Tuesday we will pick it from SSSLP.

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
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Delivery van site visit on:

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
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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	0
2.	10mm	.617	7.404	680	5032	0
3.	12mm	.89	10.68	0	0	4037
4.	16mm	1.58	18.96	320	6067	4986
5.	20mm	2.47	29.64	72	2134	2134
6.	25mm	3.86	46.32	123	5697	5672
7.	32mm	6.32	75.84	102	7735	8721.1
8.	Binding wire				54	65

OPC stock	OPC last weeks stock	PPC/PSC stock	40	PPC/PSC last weeks stock	42
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Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>[Signature]</i>	<i>R. Vincetha</i>	
Date	17.07.2021	17.07.2021	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 rajumarn@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. S 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!

MODI Properties

Stock List - Till Date : 19-07-2021
 Company : G V Discovery Center Pvt Ltd
 Location : 119, 191 Synergy Square 1

Category / Item Name	Balance Qty	Rate	Pages : 1 of 1 Balance Value
Building material			
1012 - Building material - Polyester Fibres - 6mm - pkts	20		760
Carpentry - hardware	20	38	760
2051 - Carpentry - hardware - Binding wire - 20 gauge - kgs	1,044		42,836
2117 - Carpentry - hardware - Measuring tape - 5mts - nos	1,040	41	42,588
2304 - Carpentry - hardware - Wood Screws - 30 x 8 mm - nos	1	108	108
2305 - Carpentry - hardware - Wood Screws - 35 x 8 mm - nos	2	46	92
Computers and Peripherals	1	47	47
3502 - Computers and Peripherals - Cartridge - NA - nos	3		1,560
Consumables	3	520	1,560
4009 - Consumables - Coconut Broom - other - nos	37		1,867
4040 - Consumables - Mopping Cloth - NA - nos	9	9	81
4062 - Consumables - Torch light - Big - nos	20	15	300
4066 - Consumables - Water bottle - NA - nos	2	680	1,360
Electrical - conducting	6	21	126
4500 - Electrical - conducting - PVC bend - other - nos	160		3,540
4777 - Electrical - conducting - Junction Box - 25mm - nos	60	7	420
4778 - Electrical - conducting - PVC Pipe - 1 In x 1.2 mm - nos	50	16	800
4779 - Electrical - conducting - PVC Pipe - 1 In X 1.5 mm - nos	30	42	1,260
Electrical - other	20	53	1,060
4617 - Electrical - other - Metal box - 8way - nos	47		10,470
4746 - Electrical - other - LED Lights - NA - nos	4	35	140
4798 - Electrical - other - FP Isolator - NA - nos	36	185	6,660
4804 - Electrical - other - Earth Powder - NA - bags	5	674	3,370
	2	150	300
Total Stock Value...			61,033

MODI Properties

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Building material				
Carpentry - hardware	20		760	
Computers and Peripherals	1,044		42,836	
Consumables	3		1,560	
Electrical - conducting	37		1,867	
Electrical - other	160		3,540	
	47		10,470	
Total Stock Value...			61,033	