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

Company:	GVRC	Date:	24-07-2021
Site:	Innopolis	Prepared by:	J.Soundarya
Report From / To	17-07-2021 to 24-07-2021 Saturday to Saturday	Approved by:	G.Venkatesh
Report Date	24-07-2021		

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[#]
163645	21-07-2021	1	MCB	PO to be issue
163644	21-07-2021	1	JBL Speakers	PO to be issue
163627	16-07-2021	1	Executive bag	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[$]
163647	21-07-2021	1	SS Screws	Delivery by tuesday
163646	21-07-2021	1	Blue sheets	Delivery by tuesday
163630	17-07-2021	1,2	Ring binders	Not available at SSLLP
163625	15-07-2021	1,2	Coffee powder and tea powder	Ready with supplier
163623	14-07-2021	1,2	Umbrella,Rain coats	Material in Transist
163617	12-07-2021	1,2	White papers and blue pens	Not available at SSLLP
163598	29-06-2021	1	Tandoor stone	Delivery by monday
163585	26-06.2021	1	Electrical bike	Material in Transist
163567	21.06.2021	1,2	Z Angle	Ready with supplier
163648	22-07-2021	1	Panels	Follow by waseem
163601	30.06.2021	1 to 4	Cables	Follow by waseem
163600	30.06.2021	1 to 3	Fire safety systems	Follow by waseem
163583	26-06-2021	1,2	HT Meter, mounting box	Follow by waseem
163580	25-06-2021	1	Sand stone	Follow by waseem
163568	22-06-2021	1	DG Set	Follow by waseem
163561	19-06-2021	1,2	Panel	Follow by waseem
163546	14-06-2021	1	Screw chiller	Follow by waseem

No. of gate passes issued this week:	05	From No.	3231	To No.	3235
Delivery van site visit on:	17th,22th,23th				
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	750	3555	0	
2.	10mm	.617	7.404	70	518	800	
3.	12mm	.89	10.68	60	640	900	
4.	16mm	1.58	18.96	62	1175	1300	
5.	20mm	2.47	29.64	95	2815	3260.4	
6.	25mm	3.86	46.32	150	6948	7411	
7.	32mm	6.32	75.84	7	530	500	
8.	Binding wire				84	575	
OPC stock	Nil	OPC last	Nil	PPC/PSC	540	PPC/PSC last	610

APPROVED BY

24 JUL 2021

G. Venkatesh
Project Manager

		weeks stock		stock		weeks stock	
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!

APPROVED BY

24 JUL 2021

G. Venkatesh
Project Manager