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

Company:	GVRC	Date:	31-07-2021
Site:	Innopolis	Prepared by:	J.Soundarya
Report From / To	24-07-2021 to 31-07-2021 Saturday to Saturday	Approved by:	G.Venkatesh
Report Date	31-07-2021		

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#
163664	28-07-2021	1	MS Railing	PO to be issue
163657	24-07-2021	1	TP Link Rotor	PO to be issue
163655	24-07-2021	1,2	MS Square pipe and MS Flat patti	PO to be issue
163651	24-07-2021	1	GI Chain	PO to be issue
163648	22-07-2021	1	Panels	PO to be issue
163601	30-06-2021	1 to 4	33 KV Cable	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$
163665	28-07-2021	1	Bosch laser level	Delay with supplier
163663	27-07-2021	1	Gova ropes and kabootar jali	Not Available at SSLLP
163658	26-07-2021	1 to 3	Drill bit and Air blower	Delivery by tuesday
163653	24-07-2021	1 to 8	General cleaning items	Ready with supplier
163625	15-07-2021	1,2	Coffee powder, tea powder	Ready with supplier
163585	26-06-2021	1	Electrical bike	Delay with supplier
163662	27-07-2021	1 TO 13	LT Panels	Delay with supplier
163650	23-07-2021	1 to 9	Plumbing material	Delay with supplier
163633	17-07-2021	1,2	Wrapping material for GI Pipes	Ready with supplier
163629	17-07-2021	1 to 10	HT Material	Ready with supplier
163628	17-07-2021	1 to 8	HT Material	Reaady with supplier
163600	30-06-2021	1 to 3	Fire safety system	Supplier not reachable
163583	26-06-2021	1,2	HT Metering cubicle, meter mounting box	Supplier not reachable
163580	25-06-2021	1	Sand stone	Delay with supplier

No. of gate passes issued this week:	07	From No.	3236	To No.	3242
Delivery van site visit on:	26th,28th,29,30th,31st				
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	450	2133	3555
2.	10mm	.617	7.404	40	296	518
3.	12mm	.89	10.68	30	320	640
4.	16mm	1.58	18.96	40	758	1175
5.	20mm	2.47	29.64	50	1482	2815
6.	25mm	3.86	46.32	90	4168	6948
7.	32mm	6.32	75.84	80	6067	530

8.	Binding wire				84	575	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	460	PPC/PSC last weeks stock	540
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date						31/7/2021.	

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!

VERIFIED BY
29 JUL 2021
R. SANJAY KUMAR
MANAGER-AUDIT

APPROVED BY
31 JUL 2021
G. Venkatesh
Project Manager