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

Company:	GVRC	Date:	09-08-2021
Site:	Innopolis	Prepared by:	J.Soundarya
Report From / To	31-07-2021 to 07-08-2021 Saturday to Saturday	Approved by:	G.Venkatesh
Report Date	09-08-2021		

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#
163697	04.08.2021	1	Membrine	PO to be issue
163695	04.08.2021	1	Street light poles	PO to be issue
163694	04.08.2021	1 to 5	MS Frames and railing	PO to be issue
163691	04.08.2021	1	Tandoor stone	PO to be issue
163690	04.08.2021	1	MS Shutters	PO to be issue
163682	02.08.2021	1	Mechanical anchor bolt	PO to be issue
163677	31-07-2021	1	AMC	PO to be issue
163676	31-07-2021	1	Bamboos thadakas	PO to be issue
163657	24.07.2021	1	TP Link rotor	PO to be issue
163655	24.07.2021	1,2	MS Frames	PO to be issue
163702	04-.08.2021	1	Chiller piping	PO to be issue
163648	22-07-2021	1	Panels	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$
163710	04.08.2021	1	3 Core copper wire	1 item pending
163693	04.08.2021	1	DG Set	Delay with sup[plier
163688	04.08.2021	2	ETP and STP	Delay with sup[plier
163684	02.08.2021	1	Birla wall care putty	10Kgs pending
163683	02.08.2021	1	Barricade	Ready with supplier
163681	02.08.2021	1 to 3	Anchor bolt, thread rod, nuts	Delivery by tuesday
163679	31.07.2021	1	Rod cutting blades	Supplier not reacheble
163675	31.07.2021	1,2	Gova ropes	Not available at SSLLP
163674	30.07.2021	1	Lenova charger	Delay with sup[plier
163666	29.07.2021	1	MS L Angle	Delay with sup[plier
163665	28-07-2021	1	Bosch level	Deliovery by wednesday
163663	27-07-2021	1	Gova ropes	Not available at SSLLP
163662	27-07-2021	1 to 13	LT Panels	Delay with sup[plier
163653	24.07.2021	1,2	Colin bottles, dettol hand wash	Not available at SSLLP
163650	23.07.2021	1 to 9	Plumbing material	Delay with supplier
163625	15-07-2021	1	Coffee powder,,tea powder	Ready with supplier
163600	30-06-2021	1 to 3	Fire safety system	Supplier not reacheble
163583	26.06.2021	1,2	HT Meter cubicle,meter mounting box	Supplier not reacheble
163580	25.06.2021	1 to 10	Sand stone	Delay with supplier
163629	17.07.2021	1 to 8	HT Material	Supplier not reacheble
163628	17.07.2021		HT Material	Supplier not reacheble

No. of gate passes issued this week:	03	From No.	3243	To No.	3245
Delivery van site visit on:	2nd,3rd,5th,6th,7th				
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	210	995	2133	
2.	10mm	.617	7.404	80	592	296	
3.	12mm	.89	10.68	220	2349	320	
4.	16mm	1.58	18.96	210	3981	758	
5.	20mm	2.47	29.64	48	1422	1482	
6.	25mm	3.86	46.32	83	3844	4168	
7.	32mm	6.32	75.84	75	5688	6067	
8.	Binding wire				84	575	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	360	PPC/PSC last weeks stock	460

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date		9/8/21	9/8/2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, asharya@modiproperties.com and rajkumarn@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. $ 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!