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

Company:	GVRC	Date:	16-08-2021
Site:	Innopolis	Prepared by:	J.Soundarya
Report From / To	07-08-2021 to 14-08-2021 Saturday to Saturday	Approved by:	G.Venkatesh
Report Date	16-08-2021		

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#
163732	11.08.2021	1	Wipro street light	Po to be issue
163728	10.08.2021	1	Jerry chains	Po to be issue
163720	09.08.2021	1	AMC for Split Acs	Po to be issue
163718	09.08.2021	1,2	MS Frames	Po to be issue
163694	04.08.2021	1 to 5	MS Frame and railing	Po to be issue
163690	04.08.2021	1	MS Shutters	Po to be issue
163677	31.07.2021	1	AMC For Generator	Po to be issue
163601	30.06.2021	1 to 3	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$
163733	11.08.2021	1	L Folders	Ready with supplier
163730	10.08.2021	1 to 12	Plumbing material	Ready with supplier
163729	10.08.2021	1 to 9	Plumbing material	Ready with supplier
163727	10.08.2021	1 to 4	GI Nipple, teflon tape,Base saddle	Ready with supplier
163726	10.08.2021	1 to 4	Hacksaw blade, insulation tapes	Ready with supplier
163725	10.08.2021	1 to 4	GI Ball valve, cpvc solution, teflon tape	Delay by purchase assitant
163724	09.08.2021	1 to 5	MS sections, MS Plate	Delivery by wednesday
163721	9.8.2021	1,2	Drill Bit	Ready with supplier
163715	06.08.2021	1	Plastic chairs	Ready with supplier
163705	07-08-2021	1 to 4	MS Box pole,side arms,nut bolts,MCCB	Ready with supplier
163702	04-08-2021	1 to 8	MS Round pipe	Ready with supplier
163697	04-08-2021	1	Membrane	Ready with supplier
163693	04.08.2021	1	DG Set	Delay with supplier
163691	04.08.2021	1	Tandoor stone	Not available at SSLLP
163688	04-08.2021	1,2	ETP,STP	Delay with supplier
163681	02.08.2021	1 to 3	Anchor bolt, thread rod, nuts	Delivery by Wednesday
163674	30.07.2021	1	Lenova charger	Delay with supplier
163666	29.07.2021	1	MS L Angle	Delay with supplier
163664	28.07.2021	1	MS Railing	Delay with supplier
163662	27.07.2021	1 to 13	LT Panels	Delay with supplier
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
163600	30-06-2021	1 to 3	Fire safety system	Supplier not reachable/responding
163583	26.06.2021	1,2	HT Meter cubicle,meter mounting box	Supplier not reachable/responding
163580	25.06.2021	1 to 10	Sand stone	Delay with supplier
163561	19-06-2021	1,2	ICOG Pnel	Delay with supplier

163735	13-08-2021	1	High pressure washer	Ready with supplier

No. of gate passes issued this week:	02	From No.	3246	To No.	3247
Delivery van site visit on:	7th,9th,11th				
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	995	
2.	10mm	.617	7.404	80	592	592	
3.	12mm	.89	10.68	180	1923	2349	
4.	16mm	1.58	18.96	200	3792	3981	
5.	20mm	2.47	29.64	45	1334	1422	
6.	25mm	3.86	46.32	83	3845	3844	
7.	32mm	6.32	75.84	75	5688	5688	
8.	Binding wire				84	575	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	288	PPC/PSC last weeks stock	360

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
16 AUG 2021
G. Venkatesh
Project Manager