

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

Company:	GVRC	Date:	28.08.2021
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	21.08.2021 to 27.08.2021	Approved by:	G.Venkatesh
Report Date	28-08-2021		

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 [#]
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
163740	16.08.2021	1	Grundfos make centrifugal pump	Po to be issue
163738	13.08.2021	1	Printer	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 ^s
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
163693	04.08.2021	1	DG Set	Delay with supplier
163688	04-08-2021	1,2	ETP, STP	Delay with supplier
163674	30.07.2021	1	Lenova charger	Delay with supplier
163666	29.07.2021	1	MS L Angle	Delay with supplier
163662	27.07.2021	1 to 13	LT Panels	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
163561	19-06-2021	1,2	ICOG Pnel	Delay with supplier
163742	16.08.2021	1	Covering Blocks	Partly received from SSLLP.
163752	20.08.2021	1	Flat Files	Partly received from SSLLP.
163759	26.08.2021	1	Strained concrete decor cold	Delay with supplier
163760	26.08.2021	1 to 4	Orange jackets, helmets, safety shoes	Ready at SSLLP, We will get material on Friday.
163761	26.08.2021	1	Caution ribbon	Ready at SSLLP, We will get material on Wednesday.

No. of gate passes issued this week:			02	From No.	3249	To No.	3250
Delivery van site visit on:			21 st 23 rd 25 th 27 th				
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	30	210	592	

APPROVED BY

30 AUG 2021

G. Venkatesh
Project Manager

[Signature]
31/8/21

3.	12mm	.89	10.68	20	214	1923	
4.	16mm	1.58	18.96	100	1900	3792	
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	200	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 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. \$ 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
31 AUG 2021
G. Venkatesh
Project Manager