

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

Company:	GV Discovery center pvt.ltd	Date:	04.09.2021				
Site:	Genopolis	Prepared by:	Vineetha reddy				
Report From / To	29-08-2021 to 04-09-2021 (Sunday to Saturday)	Approved by:	K.Narsing Rao				
Report Date	04-09-2021						
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#			
13261	25-06-2021	1	printer	Online purchase			
13332	23-08-2021	1	Aerocon panels	Po not issued.			
13326	17-07-2021	1	Brochure stand	Online purchase.			
13321	13-08-2021	3	Cutting blades	Po not issued.			
13335	28-08-2021	1-7	Sprit level tapes	Po not issued.			
13325	13-08-2021	1	TP link router with sim card	Po not issued.			
13337	01-09-2021	2-3	Shoes for ladies	Po not issued.			
13345	03-09-2021	1	Ro plant	Po not issued.			
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:							
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier.			
13308	03-08-2021	01	Led tv	Ready with supplier.			
13321	13-08-2021	04	mcb	Supplier arranging for material			
13306	30-07-2021	01	Manhole covers	Ready with supplier.			
13333	28-08-2021	09 & 02	shoes	Ready with supplier.			
13321	13-08-2021	1	Cutter pump	Ready with supplier.			
13321	13-08-2021	2	Cutter pump mesh stand	Ready with supplier.			
No. of gate passes issued this week:		03	From No.	2435	To No.	2437	
Delivery van site visit on:							
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	0	
2.	10mm	.617	7.404	406	3002	22547	
3.	12mm	.89	10.68	0	0	5000	
4.	16mm	1.58	18.96	3375	63999	121940	
5.	20mm	2.47	29.64	80	2371	5000	
6.	25mm	3.86	46.32	201	9217	20300	
7.	32mm	6.32	75.84	50	3412.8	3412.8	
8.	Binding wire				03	29	
OPC stock		OPC last weeks stock		PPC/PSC stock	0	PPC/PSC last weeks stock	02
Details		Project manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		04-09-2021		04-09-2021		04-09-2021	

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

MODI Properties

Stock List – Till Date : 04-09-2021

Company : G V Discovery Center Pvt Ltd

Location : 119, 191 Synergy Square 1

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Category / Item Name	Balance Qty	Rate	Balance Value
Building material	20		760
1012 - Building material - Polyester Fibres - 6mm - pkts	20	38	760
Carpentry - hardware	7		275
2099 - Carpentry - hardware - Fischer - 5mm - pkts	1	141	141
2102 - Carpentry - hardware - Gum Tape - NA - nos	5	0	0
2156 - Carpentry - hardware - S.S. Screws - other - pkts	1	134	134
Carpentry - other	1		0
2289 - Carpentry - other - Washers - NA - nos	1	0	0
Consumables	562		7,345
4001 - Consumables - Air Freshner - NA - nos	5	40	200
4006 - Consumables - Bucket - other - nos	5	114	570
4026 - Consumables - Dust bin - NA - nos	3	50	150
4034 - Consumables - Gunny Bag - other - nos	500	10	4,750
4035 - Consumables - Harpic - Cleaner - 500ml - nos	5	70	350
4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	5	81	405
4040 - Consumables - Mopping Cloth - NA - nos	20	15	300
4046 - Consumables - Phinyle - 1Ltr - nos	10	35	350
4065 - Consumables - Vim bar - NA - nos	9	30	270
Electrical - conducting	160		3,540
4500 - Electrical - conducting - PVC bend - other - nos	60	7	420
4777 - Electrical - conducting - Junction Box - 25mm - nos	50	16	800
4778 - Electrical - conducting - PVC Pipe - 1 In x 1.2 mm - nos	30	42	1,260
4779 - Electrical - conducting - PVC Pipe - 1 In X 1.5 mm - nos	20	53	1,060
Electrical - other	57		12,320
4617 - Electrical - other - Metal box - 8way - nos	4	35	140
4746 - Electrical - other - LED Lights - NA - nos	46	185	8,510
4798 - Electrical - other - FP Isolator - NA - nos	5	674	3,370
4804 - Electrical - other - Earth Powder - NA - bags	2	150	300
Electrical - wires	326		11,220
4695 - Electrical - wires - Copper flat wire - 3core - mtrs	320	0	0
4821 - Electrical - wires - Cu multistand wires Blue - 7 20 or 4 sq mm -	3	1,870	5,610
4822 - Electrical - wires - Cu multistand wires Black - 7 20 or 4 sq mm -	3	1,870	5,610
Furniture	1		0
5542 - Furniture - Magazine stand - Other - nos	1	0	0
Miscellaneous	95		17,330
6066 - Miscellaneous - Armor Board - NA - Nos	25	675	16,875
6100 - Miscellaneous - Plastic Cards - Others - nos	70	7	455
Paints	7		2,026
6527 - Paints - Enamel - 4ltrs - buckets	2	813	1,626
6596 - Paints - Turpentine Oil - NA - ltrs	5	80	400
Plumbing - CPVC	80		11,044

Category / Item Name	Balance Qty	Rate	Balance Value
10052 - Plumbing - CPVC - CPVC pipe - 20 mm (10 ft len) - nos	8	234	1,875
10053 - Plumbing - CPVC - CPVC pipe - 25 mm (10 ft len) - nos	8	349	2,793
10067 - Plumbing - CPVC - CPVC Tee - 3/4 In - nos	6	17	102
10068 - Plumbing - CPVC - CPVC Tee - 1 In - nos	10	28	280
10071 - Plumbing - CPVC - CPVC Tee Reducer - 1 1/4 In x 3/4 In - nos	10	78	780
10073 - Plumbing - CPVC - CPVC Elbow - 3/4 In - nos	6	11	66
10074 - Plumbing - CPVC - CPVC Elbow - 1 In - nos	8	21	168
10125 - Plumbing - CPVC - CPVC Elbow - 1 1/4 In - nos	10	0	0
10170 - Plumbing - CPVC - CPVC union - 1 1/2 In - nos	4	145	580
10216 - Plumbing - CPVC - Pipe - 1 1/4 In - nos	10	440	4,400
Plumbing - GI	5		1,550
10006 - Plumbing - GI - Ball Valve - 1/2 In - nos	5	310	1,550
Plumbing - other	180		4,320
7353 - Plumbing - other - Green Hose pipe - Other - Mtrs	180	24	4,320
Steel - rebar	0		1
8119 - Steel - rebar - TMT - 32mm - kgs	0	32	1
Total Stock Value...			71,731

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