

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

Company:	GVRC	Date:	04.09.2021
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	28.09.2021 to 03.09.2021	Approved by:	G.Venkatesh
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	S.no	Item Description	Reason for not preparing PO/WO#
163718	09.08.2021	1,2	MS Frames	Po to be issue
163720	09.08.2021	1	AMC for Split Acs	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
163763	27.08.2021	1	Green house pipe	Po Not issue
163770	28.08.2021	1	Anchor for structural glazing framing	Po Not issue
163784	31.08.2021	1	Shutters	Po Not issue
163789	01.09.2021	1	Paper Tray	Po Not 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
163583	26.06.2021	1,2	HT Meter cubicle, meter mounting box	Supplier not reachable/responding
163600	30-06-2021	1 to 3	Fire safety system	Supplier not reachable/responding
163561	19-06-2021	1,2	ICOG Pnel	Delay with supplier
163662	27.07.2021	1 to 13	LT Panels	Delay with supplier
163666	29.07.2021	1	MS L Angle	Delay with supplier
163688	04-08.2021	1,2	ETP,STP	Delay with supplier
163691	04.08.2021	1	Tandoor stone	Not available at SLLP
163693	04.08.2021	1	DG Set	Delay with supplier
163705	07-08-2021	1 to 4	MS Box pole,side arms,nut bolts,MCCB	Spoken with supplier,we will get on next week.
163732	11.08.2021	1	Wipro street lights	Delay with supplier
163740	16.08.2021	1	Grundfos make centrifugal pump set	Delay with supplier
163752	20.08.2021	1	Flate Files	No stock at sslp.
163759	26.08.2021	1	Strained concrete decor cold	Delay with supplier
163773	30.08.2021	1	Table base in 1.5" SS Square pipe	Delay with supplier.
163780	31.08.2021	1	IVY Creepers	Spoken with supplier,we will get on next week.
163792	01.09.2021	1	LED Lights	Spoken with supplier,we will get on Monday.

No. of gate passes issued this week:	02	From No.	5751	To No.	5752
Delivery van site visit on:	28 th 30 th 31 st 2 nd				
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					

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04 SEP 2021

G. Venkatesh
Project Manager

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	
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	42	1245	3844	
7.	32mm	6.32	75.84	49	3716	5688	
8.	Binding wire				84	575	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	180	PPC/PSC last weeks stock	200
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, ashaiva@modiproperties.com and rajikumam@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!


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 04 SEP 2021
 G. Venkatesh
 Project Manager