

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

Company:	GVRC	Date:	11.09.2021
Site:	Innopolis	Prepared by:	Sanjay / Sridevi
Report From / To	04.09.2021 to 10.09.2021	Approved by:	Bala Murali Krishna
Report Date	11.09.2021		

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#
163581	25.06.2021	1	Notch Trowel	Online Purchase Po not received
163677	31.07.2021	1	AMC For Generator	No Information
163690	04.08.2021	1	MS Suhtters	Po Not Received
163694	04.08.2021	1	MS Gate Outer Frame	Po Not received
163738	13.08.2021	1	Epson Printer	Po Not Received
163746	18.08.2021	1	Laptop	Po Not Received
163774	30.08.2021	1 to 8	Safety Items	Po Not Received
163789	01.09.2021	1	Paper Tray	Po Not Received
163797	03.09.2021	1	5 KVA UPS	Po Not Received
163798	03.09.2021	1	Cooled screw chillers	Po Not Received
163806	04.09.2021	1	Tissue Paper	Po Not Received

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 ^s
163510	03.06.2021	1 to 4	Tiles	Part Materila received and balancece Supplier is arranging for material
163536	09.06.2021	1	Panel 33 KVAVCB Switch board	Supplier not reachable
163561	19.06.2021	1 to 3	33 KV Indoor ICOG Panel	Supplier not reachable
163580	25.06.2021	1	Nitco GVT Matte	Supplier is arranging for material
163583	26.06.2021	1	HT Metering cubicle Meter Mounting Box	Supplier is arranging for material After conformation we will send
163650	23.07.2021	4 9	Seat cover Span square WH Toilet Sencor Faucet	Supplier is arranging for material
163662	27.07.2021	1 to 13	LT Panels	Supplier is arranging for material
163688	04.08.2021	1 to 21	Effluent Treatment Plant	Supplier not reachable
163693	04.08.2021	1	DG Set 2250 KVA	Supplier is arranging for material
163732	11.08.2021	1	Street Lights 45 Watts	Supplier is arranging for material
163734	11.08.2021	1	Booster Pump	Tomorrow Delivery
163752	20.08.2021	1	Flat Files	Delay by purchase assistant
163763	27.08.2021	1	Green hose pipe	Supplier is arranging for material163769
163769	30.08.2021	1 & 2	Speed Breaker	Supplier is arranging for material
163778	31.08.2021	1	Flush Door	01 Balance
163779	31.08.2021	1	Flush Door	Supplier is arranging for material
163782	31.08.2021	1	Fire Alarm 8 Zone panel	Supplier is arranging for material
163786	01.09.2021	1 to 15	Nut bolts and Studs	Supplier is arranging for material
163789	01.09.2021	1	Paper Tray	Supplier is arranging for material
163794	02.09.2021	1	MCB 06 Amps	Supplier is arranging for material
163803	04.09.2021	1 to 3	C Channels, MS Plates	Supplier is arranging for material
163812	07.09.2021	2	Door Hinges	Supplier is arranging for material
163816	08.09.2021	1 to 7	FRP Pipes	Supplier is arranging for material

No. of gate passes issued this week:	-	From No.	Nil	To No.	Nil
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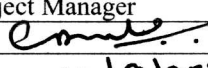
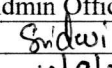
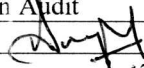
Delivery van site visit on: 6th to 11

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
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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	
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	-	PPC/PSC last weeks stock	200
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	12/9/2021			12/9/21		12/9/2021	

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