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

Company:	GVRC	Date:	27.09.2021
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	18.09.2021 to 27.09.2021	Approved by:	Bala Murali krishna
Report Date	27.09.2021		

List of requisitions numbers missing in the report: 163798

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[#]
163690	04.08.2021	1	MS Shutters	Po to be issue
163677	31.07.2021	1	AMC For Generator	Po to be issue
163784	31.08.2021	1	Shutters	Po Not issue
163694	04.08.2021	1 to 5	MS Gate	Po Not Issued
163746	18.08.2021	1	Laptop	Po Not Issued
163770	28.08.2021	1	Anchor for structural Glazing framing	Po Not Issued
163774	30.08.2021	1 to 8	Safety material	Po Not Issued
163798	03.09.2021	1 to 2	Chillers	Po Not Issued
163830	09.09.2021	1 to 2	Rest room Partitions	Po Not Issued
163834	09.09.2021	1	MS Shutters	Po Not Issued
163844	15.09.2021	1 & 2	Laptop Bag and adopter	Po Not Issued
163855	17.09.2021	1 to 7	PVC Material	Po Not Issued
163856	17.09.2021	1	MCCB	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[$]
163510	03.06.2021	1 to 4	Tiles	Party Delivered
163561	19.06.2021	1 to 2	33 KV Indoor Panel	Vendor will delivery by Wednesday or thursday
163580	25.06.2021	1	Nitco Tiles	1684 Boxes balance
163383	26.06.2021	1 & 2	HT Metering Cublical and panels	Delivery with in two days
163662	27.07.2021	1 to 13	LT Panels	Supplier not rechable
163688	04.08.2021	1 & 2	Effulent treatment plant ETP and STP	1^{ST} Week of October-2021
163693	04.08.2021	1	DG Set	End Week of October-2021
163732	11.08.2021	1	Wipro Street Lights	17 Nos Balance Supplier arranging for material
163740	16.08.2021	1	Grundfls make centrifugal pump	Material will dispatch on 15.10.2021
163786	01.09.2021	1 to 15	Nut Bolts	Supplier is arranging for material
163797	03.09.2021	1 to 6	UPS	By End of October-2021.
163802	03.09.2021	1 to 9	Electrical conducting material	Supplier is arranging for material
163806	04.09.2021	1	Tissue Paper	Local purchase by raghu but not sending
163808	04.09.2021	1	Flat Files 100 Nos	Delay by Rohit he is not delivering
163819	08.09.2021	1 to 10	PVC Material	Supplier is arranging for material
163824	09.09.2021	1 to 2	PVC Tent & Canvas	Supplier is asking for advance payemnt
163829	09.09.2021	1 to 39	Chiller Piping Material	Supplier is arranging for material
163836	11.09.2021	6	Isolator	Supplier is arranging for material
163837	11.09.2021	2	Ring Binder Files	Supplier is arranging for material
163841	13.09.2021	1	CR White Paints	Supplier is asking for payment
163848	16.09.2021	1	Birla wall care putty	Supplier is arranging for material
163850	16.09.2021	1 & 2	Helments	Ready with supplier
163851	17.09.2021	1	Agro Mesh	Ready with supplier
163859	18.09.2021	1	Vishaka Cement Boards	Supplier is asking Payment

27-09-2021

No. of gate passes issued this week:				From No.	Nil	To No.	Nil
Delivery van site visit on:			18th to 24th				
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	40	189	474	
2.	10mm	.617	7.404	50	370	700	
3.	12mm	.89	10.68	120	680	2000	
4.	16mm	1.58	18.96	120	2275	3800	
5.	20mm	2.47	29.64	110	3200	4500	
6.	25mm	3.86	46.32	100	4332	6900	
7.	32mm	6.32	75.84	15	1137	2432	
8.	Binding wire				20.	575	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	880	PPC/PSC last weeks stock	-
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign				Sridevi			
Date		27-09-2024		27/9/24		27/09/20	

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!