

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

Company:	GVRG	Date:	16.10.2021
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	09.10.2021 to 15.10.2021	Approved by:	Bala Murali krishna
Report Date	16.10.2021		

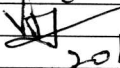
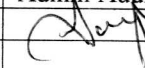
List of requisitions numbers missing in the report:

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#
163690	04.08.2021	1	MS Shutters	Po to be issue,Rates negotiation.
163798	03.09.2021	1 to 2	Chillers	Po Not Issued
163844	15.09.2021	1 & 2	Laptop Bag and adopter	Po Not Issued
163856	17.09.2021	1	MCCB	Po Not Issued
163872	18.09.2021	1 to 4	Traffin cone 750 mm ht with 4 mtrs chain	Po Not Issued
163884	22.09.2021	1	Barrie Gate Stickers	Po Not Issued
163910	25.09.2021	1	Electrical motor srater	Po Not Issued
163913	27.09.2021	1	Lugs Crimping Machine	Po Not Issued
163943	01.10.2021	1 to 8	C Channels	Po Not Issued
163953	04.10.2021	1	Tool kit with Box (Spaners)	Po Not Issued
163961	04.10.2021	1	Plywood Sheet	Po Not Issued
163964	04.10.2021	1	Filter sand	Po Not Issued
163938	06.10.2021	1	Canon Camera	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 ^s
163536	09.06.2021	1	33KV VCB Switch Board	Supplier is not reachable
163662	27.07.2021	1 to 13	LT Panels	Supplier not reachable
163688	04.08.2021	1 & 2	Effluent treatment plant ETP and STP	Last Week of October-2021
163693	04.08.2021	1	DG Set	By End of October-2021
163694	04.08.2021	1	MS Gate outer frame	Partly received from supplier.
163740	16.08.2021	1	Grundfls make centrifugal pump	Material will dispatch on 15.10.2021
163797	03.09.2021	1 to 6	UPS	By End of October-2021.
163829	09.09.2021	1 to 39	Chiller Piping Material	Partly received from supplier,Supplier is arranging for balance material
163834	09.09.2021	1	Shutters	Supplier is arranging for material
163889	23.09.2021	1	Safety Equipments	Partly received from supplier,Supplier is arranging for balance material
163898	24.09.2021	1	250x250x10mm Plates	Supplier is arranging for material
163905	25.09.2021	1 to 2	Janata Paste, Roff stone Solution	No stock at sslp
163918	27.09.2021	1 to 4	PVC Plumbling Material	Supplier is arranging for material
163933	30.09.2021	1 to 2	Flush doors	By Friday it will be delivered.
163945	01.10.2021	1	MS Stand	Under Fabrication
163946	01.10.2021	1	Aluminium lowers	Supplier is arranging for material
163955	04.10.2021	1	MS Stand	Under Fabrication
163958	04.10.2021	1 to 4	Torch light.	No stock at sslpl
163973	06.10.2021	1	Nitco Biblis	Partly received from sslp.
163974	06.10.2021	1	CC Hume pipes	Suppliers is not Reachable.
163976	06.10.2021	1	Solid bricks	Supplier is arranging for material
163984	06.10.2021	1 to 3	PVC False celing	Suppliers is not Reachable.
163986	07.10.2021	1	SS Railing	Friday it will be delivered

163987	08.10.2021	1	MS-C CIS pipe		Suppliers is not Reachable.		
No. of gate passes issued this week:			From No.	Nil	To No.	Nil	
Delivery van site visit on:			9 th to 15 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	435	2000	189	
2.	10mm	.617	7.404	451	3000	370	
3.	12mm	.89	10.68	570	6000	680	
4.	16mm	1.58	18.96	318	6000	2275	
5.	20mm	2.47	29.64	333	10000	3200	
6.	25mm	3.86	46.32	100	4332	4332	
7.	32mm	6.32	75.84	15	1137	1137	
8.	Binding wire				200	20	
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							
Date		20/10/21				20/10/21	

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!