

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

Company:	GVRC	Date:	23.10.2021	
Site:	Innopolis	Prepared by:	Sridevi	
Report From / To	16.10.2021 to 22.10.2021	Approved by:	Bala Murali krishna	
Report Date	23.10.2021			
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 [#]
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
163961	04.10.2021	1	Plywood Sheet	Po Not Issued
163938	06.10.2021	1	Canon Camera	Po Not Issued
164011	18.10.2021	1 to 15	Busduct material	Po Not Issued
164012	14.10.2021	1	MS Flat patti	Po Not Issued
164032	19.10.2021	1	Landline phone	Po Not Issued
164055	23.10.2021	1	Chemical Bag Bentonite	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
163510	03.06.2021	1 to 4	Tiles	Part Materila received and balance Supplier is arranging for material
163662	27.07.2021	4 to 13	LT Panels	Serial no 2 and 3 received 4 to 13 balances Supplier will inform dispatch f material.
163688	04.08.2021	1 to 21	Effluent Treatment Plant	Supplier arranging for material after Diwali.
163693	04.08.2021	1	DG Set 2250 KVA	Delivery within five days.
163797	03.09.2021	1 to 6	UPS	By Nov 15 th conform the supplier for material.
163834	09.09.2021	1	Shutters	Supplier is not reachable.
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
163918	27.09.2021	1 to 4	Puf saddles	Delivered on 29.10.2021
163945	01.10.2021	1	MS Stand	Under Fabrication
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.
163988	09.10.2021	1	AL-wires	Suppliers is not Reachable.
164003	11.10.2021	1	Stained decore cold tiles	Delivered within three days
164001	11.10.2021	1	CLC Block	Supplier is arranging for material.
164016	18.10.2021	1	MS Stand	Under Fabrication
164028	19.10.2021	1 to 5	Safety shoes	Arranging for material.
164042	20.10.2021	1 to 9	Line dore	Supplier arranging for material.
164044	21.10.2021	1 to 4	Mortice lock and hardwares	Arranging for material.
164049	20.10.2021	1 to 2	Mortice locks ,SS Hinges	Arranging for material.
164051	22.10.2021	1 to 8	Roff stone tile adhesive ,Lappam patti	Supplier is arranging for material.
164052	22.10.2021	1	Anchor set chemical	Supplier is arranging for material.
No. of gate passes issued this week:				
		From No.	Nil	To No. Nil

Cmb
22/10/2021.

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	465	2208	2000	
2.	10mm	.617	7.404	471	3480	3000	
3.	12mm	.89	10.68	615	6568	6000	
4.	16mm	1.58	18.96	325	6162	6000	
5.	20mm	2.47	29.64	285	8447	10000	
6.	25mm	3.86	46.32	100	4332	4332	
7.	32mm	6.32	75.84	15	1137	1137	
8.	Binding wire				257	200	
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							

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!

Cmb
27/10/2021