

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

Company:	GVRC	Date:	30.10.2021
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	23.10.2021 to 29.10.2021	Approved by:	Bala Murali krishna
Report Date	30.10.2021		

List of requisitions numbers missing in the report: 164067,

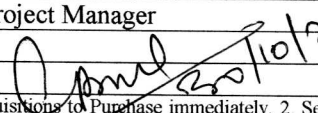
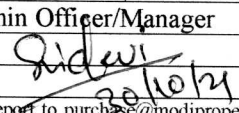
List of requisitions where PO/WO not prepared 3 working days after requisition:

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
163872	18.09.2021	1 to 4	Traffin cone 750 mm ht with 4 mtrs chain	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
163991	09.10.2021	1 to 5	Cutting pliers,screw drivers,Nose pliers,clipping tool box,4 Pole isolater 20AMPS	Po Not Issued
164004	11.10.2021	1	Fastners	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
164030	19.10.2021	1 to 4	Low voltage gloves,High voltage gloves,Clamp meters digital,	Po Not Issued
164032	19.10.2021	1	Landline phone	Po Not Issued
164055	23.10.2021	1	Chemical Bag Bentonite	Po Not Issued
164063	25.10.2021	1	Electronic motor starter	Po Not Issued
164070	26.10.2021	1	Laptop bags	Po Not Issued
164073	27.10.2021	1	Laptop bags	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
163662	27.07.2021	4 to 13	LT Panels	Serial no 2 and 3 received 4 to 13 balances Supplier will inform dispatch for 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
163910	25.09.2021	1	Electrical motor srater	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.
163986	07.10.2021	1 to 2	SS Railing	Supplier asking for payment.
164007	13.10.2021	1	MCCB	Supplier is arranging for material.
164042	20.10.2021	1 to 9	Line dore,Steel tape,fibre tape,matna,and tape	Supplier arranging for material.
164044	21.10.2021	1 to 4	Mortice lock and hardwares	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.

[Handwritten Signature]
20/10/2021

164062	26.10.2021	1	Flood led lights		Supplier is arranging for material.		
No. of gate passes issued this week:			03	From No.	5721	To No.	5723
Delivery van site visit on:			23 rd to 29 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	452	2150	2208	
2.	10mm	.617	7.404	337	2500	3480	
3.	12mm	.89	10.68	2809	30000	6568	
4.	16mm	1.58	18.96	65	1250	6162	
5.	20mm	2.47	29.64	69	2020	8447	
6.	25mm	3.86	46.32	65	3050	4332	
7.	32mm	6.32	75.84	14	1075	1137	
8.	Binding wire				1500	257	
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		26/10/21		26/10/21			

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!