

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

Company:	GVRC	Date:	13.11.2021
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	06.11.2021 to 12.11.2021	Approved by:	Ramesh Reddy
Report Date	13.11.2021		

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#
164074	27.10.2021	1	MS Structure for panel room	Po Not Received
164079	28.10.2021	1	Anchor frame	Po Not Received
164089	30.10.2021	1	Wipro round led lights	Po Not received
164090	30.10.2021	1	Aluminium ladder	Po Not Received
164101	03.11.2021	1	Open well pumps	Po Not Received
164133	11.11.2021	1 to 5	Glands, aluminium lugs	Po Not Received
164136	12.11.2021	1 to 3	Joint lugs aluminium	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
163601	30.06.2021	1	HT Work	Supplier not reachable.
163662	27.07.2021	4 to 13	LT Panels	Seial no 2 and 3 received 4 to 13 balance supplier arranging for material
163704	07.08.2021	1	ACP Cladding	Suppliers is asking for Quotation.
163797	03.11.2021	1 to 6	UPS	Supplier is arranging for material.
163889	23.09.2021	1 to 63	Fire safety equipments	Partly received form supplier ,Supplier is arranging for balance material.
163984	06.10.2021	1 to 3	PVC False ceiling materials	Supplier not reachable.
164011	18.10.2021	1 to 15	Busduct material	Manual work order release.
164046	20.10.2021	1	Fosroc Loxfix-P	Supplier is arranging for material.
164078	27.10.2021	2 to 5	Plumblng material	Partly received from supplier
164103	03.11.2021	1 to 4	Electrical items	Supplier is arranging for material.
164116	06.11.2021	1	MS Rolling shutters	Supplier not reachable.
164125	10.11.2021	1 to 2	Sadwich panel with white PU Foam	Supplier is arranging for material.

No. of gate passes issued this week:	01	From No.	5727	To No.	5727
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Delivery van site visit on: 6th to 11th

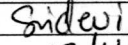
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

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	628.6	2980	1826
2.	10mm	.617	7.404	448.5	3321	1952
3.	12mm	.89	10.68	173.8	1857	21658
4.	16mm	1.58	18.96	381.5	7234	926
5.	20mm	2.47	29.64	0	0	1652
6.	25mm	3.86	46.32	0	0	2658
7.	32mm	6.32	75.84	0	0	1075
8.	Binding wire				658	525
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	436	PPC/PSC last weeks stock 120

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	18/11/2021	18/11/21	

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

