

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

Company:	GVRC	Date:	20.11.2021			
Site:	Innopolis	Prepared by:	Sridevi			
Report From / To	13.11.2021 to 19.11.2021	Approved by:	Balamurali Krishna			
Report Date	20.11.2021					
List of requisitions numbers missing in the report:164067,164089						
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#		
164089	30.10.2021	1	Wipro round led lights	Po Not received		
164145	15.11.2021	1	Flat Files	Po Not received		
164146	16.11.2021	1 to 4	Luminous Tape	Po Not received		
164147	16.11.2021	1	Orange Jackets	Po Not received		
164149	17.11.2021	1	Salwood Door	Po Not received		
164150	17.11.2021	1 to 2	Wall hanging western commodes	Po Not received		
164155	18.11.2021	1	Bolts	Po Not received		
164157	18.11.2021	1 to 12	Sanitary Fittings	Po Not received		
164160	19.11.2021	1 to 4	Electrical Items	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 <sup>s</sup>		
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	By end of November.		
163889	23.09.2021	1 to 63	Fire safety equipments	Partly received form supplier ,Supplier not reachable.		
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 is arranging for material.		
164090	30.10.2021	1 to 2	Aluminium ladders	Supplier is arranging for material.		
164125	10.11.2021	1 to 2	Sadwich panel with white PU Foam	Under estimation		
164101	02.11.2021	1	FRP Pipes	Partly received from supplier		
164124	10.11.2021	1	Line dori	Supplier is arranging for material.		
164126	10.11.2021	1 to 2	Fire steel doors	Supplier is asking for advance payment.		
164127	11.11.2021	1	Roff stone tiles adhesive	Supplier is arranging for material.		
164128	10.11.2021	1	C-Channels	Spoken with supplier,We will get material on Wednesday.		
164131	11.11.2021	1	L-Angle	Spoken with supplier,We will get material on Wednesday.		
164142	13.11.2021	1	Sintex Tanks	Spoken with supplier,We will get material on Friday.		
164148	17.11.2021	1	Battery Chargers	Supplier is asking for payment.		
No. of gate passes issued this week:			04	From No.	5730	To No. 5734
Delivery van site visit on:			13 <sup>th</sup> to 19 <sup>th</sup>			
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	1333	6320	2980	
2.	10mm	.617	7.404	1015	7522	3321	
3.	12mm	.89	10.68	117.32	1253	1857	
4.	16mm	1.58	18.96	344.14	6525	7234	
5.	20mm	2.47	29.64		19970	0	
6.	25mm	3.86	46.32	0	5070	0	
7.	32mm	6.32	75.84	0	0	0	
8.	Binding wire				658	525	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	320	PPC/PSC last weeks stock	436
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign	<i>[Signature]</i>			<i>[Signature]</i>			
Date	22/11/21			22/11/21			

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajkumar@modiproperties.com](mailto:rajkumar@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!