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

Company:	GVRC	Date:	27.11.2021
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	20.11.2021 to 26.11.2021	Approved by:	Ramesh Reddy
Report Date	27.11.2021		

List of requisitions numbers missing in the report:164067,164171,164172,164175,164176

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**[#]
164032	19.10.2021	1	Land line phhone	Po not issue
164092	01.11.2021	1	Flexible aluminium ladders	Po not issue
164149	17.11.2021	1	Salwood Door frames	Po not issue
164155	18.11.2021	1	Base plate	Po not issue
164166	20.11.2021	1	SS Table stand	Po not issue
164173	22.11.2021	1	FRP Manholes	Po not issue

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[$]
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, Work under process.
163797	03.11.2021	1 to 6	UPS	By end of November,Work under process.
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.
164078	27.10.2021	2 to 5	Plumbling material	Partly received from supplier
164090	30.10.2021	1 to 2	Aluminium ladders	Supplier is arranging for material.
164104	03.11.2021	1 to 2	Pumps	By end of November.
164116	06.11.2021	1	MS Rolling shutters	Supplier is arranging for material.
164125	10.11.2021	1 to 2	Sadwich panel with white PU Foam	Rates to be finazlied
164158	18.11.2021	1	Al Armored cable	Supplier not reachable.
164161	19.11.2021	1	Black Cover	Supplier is arranging for material.
164162	19.11.2021	1	Covering blocks	No stock at SSLLP.
164164	19.11.2021	1	Mono block pump	Spoken with supplier,We will get on Wednesday.

No. of gate passes issued this week:	08	From No.	5733	To No.	5741
Delivery van site visit on:	20^{th} to 25th				
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	1000	4740	2980
2.	10mm	.617	7.404	900	6663.6	3321

3.	12mm	.89	10.68	500	5340	1857
4.	16mm	1.58	18.96	250	4740	7234
5.	20mm	2.47	29.64	200	5928	0
6.	25mm	3.86	46.32	110	5095.2	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	715	PPC/PSC last weeks stock	436

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Sridevi	
Date	30/11/2021	30/11/21	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!