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

Company:	GVRC	Date:	11.12.2021
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	04.12.2021 to 10.11.2021	Approved by:	Ramesh Reddy
Report Date	11.12.2021		

List of requisitions numbers missing in the report: 164272,

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
164173	22.11.2021	1	FRP Manholes	Po not issue
164208	29.11.2021	1	Mi CC camera, Wifi Rooters	Po not issue
164216	30.11.2021	1	GI Cable tray ladder type	Po not issue
164231	02.12.2021	1	Smart TV	Po not issue
164246	04.12.2021	1	Wall tiles	Po not issue
164249	06.12.2021	1	Split AC	Po not issue
164260	08.12.2021	1	Goods Lift	Po not issue
164262	08.12.2021	1	Split AC	Po not issue
164263	08.12.2021	1	Organic Waste converter	Po not issue
164264	08.12.2021	1	Digital energy meter	Po not issue
164265	08.12.2021	1	Electromagnetic flow meter, Water meters	Po not issue
164266	08.12.2021	1 to 3	Chiller piping material	Po not issue
164273	08.12.2021	1	Rusr remover	Po not issue
164275	10.12.2021	1 to 3	Hinges, Flat patti	Po not issue
164280	11.12.2021	1	BTU Meter	Po not issue
164282	11.12.2021	1 to 3	75 mm L-Angle, Flat patti	Po not issue
164284	11.12.2021	1 to 4	Yard hydrant material	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	Work in progress.
163704	07.08.2021	1	ACP Cladding	Suppliers is asking for Quotation, 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.
164125	10.11.2021	1 to 2	Sadwich panel with white PU Foam	Rates to be finazlied
164166	20.11.2021	1 to 2	SS Table stand	Spoken with supplier, Supplier is arranging for material.
164174	22.11.2021	1 to 4	Butterfly Valves	Partly received from supplier, supplier is arranging Balance material.
164175	22.11.2021	1	Rubber pads	Spoken with supplier, Supplier is arranging for material.
164198	26.11.2021	1	3C 300Sq mm HT Cable	Supplier not reachable.
164206	29.11.2021	1 to 3	Ridge sheet, PUF sanwich panel, aerocan panel	Spoken with supplier, Supplier is arranging for material.
164207	29.11.2021	1	Metal Doors	Supplier is arranging for material.
164210	29.11.2021	1	Microwave	Supplier is arranging for material.
164212	29.11.2021	1 to 4	Panel boards	Supplier not reachable.

164224	01.12.2021	1	Smoke grey tile grout	Supplier is arranging for material.
164225	01.12.2021	1	Door closer	Supplier is arranging for material.
164232	02.12.2021	1	Road cleaning machine	Supplier no Reachable
164238	03.12.2021	1	Solid bricks	Partly received from supplier.
164241	04.12.2021	1 to 5	Copper flat,double compression gland	Supplier is arranging for material.
164268	08.12.2021	1 to 2	MS base plates,Anchor bolts	Supplier is asking for purchase order.

No. of gate passes issued this week:	Nil	From No.	To No.	
Delivery van site visit on:	5th 7th 08th 10th			
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	800	3792	4266	
2.	10mm	.617	7.404	100	740.4	6293.4	
3.	12mm	.89	10.68	300	3204	4982.4	
4.	16mm	1.58	18.96	100	1896	3792	
5.	20mm	2.47	29.64	150	4446	5335.2	
6.	25mm	3.86	46.32	70	3242.4	4632	
7.	32mm	6.32	75.84	0	0	0	
8.	Binding wire				1560	560	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	250	PPC/PSC last weeks stock	459

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	VH	Sidevi	Sanjay
Date	14/12/2021	14/12/21	14/12/21

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!

VH.