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

Company:	GVRC	Date:	18.12.2021
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	11.12.2021 to 17.11.2021	Approved by:	Ramesh Reddy
Report Date	18.12.2021		

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
164249	06.12.2021	1	Split AC	Po not issue
164256	08.12.2021	1 to 2	L-Patti,SS Screws	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
164295	13.12.2021	1 to 2	Copper armoured cable	Po not issue
164297	13.12.2021	1	Lenova laptop charger	online purchase by Suneel sir.
164299	15.12.2021	1	185 sq mm copper multi standard flexible wire	Po not issue
164301	15.12.2021	1	Clam shell cards	Po not issue
164303	18.12.2021	1	RMC	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.
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.
164225	01.12.2021	1	Door closer	Supplier is arranging for material.
164232	02.12.2021	1	Road cleaning machine	Supplier not Reachable
164238	03.12.2021	1	Solid bricks	Partly received from supplier.
164241	04.12.2021	1 to 3	Copper flat,double compression	Supplier is arranging for material.

			glands	
164254	08.12.2021	1 to 4	GI U-Clamps	Supplier not Reachable
164260	08.12.2021	1	Goods Lift	Supplier is arranging for material.
162461	08.12.2021	1 to 10	Bain marie,spoons,cups,tissue paper,Etc	Supplier is arranging for material.
164268	08.12.2021	1 to 2	MS base plates,Anchor bolts	Supplier is asking for purchase order.
164267	08.12.2021	1	Tandoor stone	Spoken with supplier,suppliers is arranging for material.
164268	08.12.2021	1 to 2	MS Base paltes,Anchor bolts	Supplier not Reachable
164272	07.12.2021	1	ISMB of C section	Supplier not Reachable
164273	09.12.2021	1 to 2	Drums,Rust remover	Supplier is arranging for material.

No. of gate passes issued this week:	02	From No.	5748	To No.	5749
Delivery van site visit on:	11th,13th,14th,16th,18th,19th.				
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	492	2346	3792
2.	10mm	.617	7.404	74	549	740.4
3.	12mm	.89	10.68	250	2675	3204
4.	16mm	1.58	18.96	72	1362	1896
5.	20mm	2.47	29.64	110	3256	4446
6.	25mm	3.86	46.32	46	2134	3242.4
7.	32mm	6.32	75.84	0	0	0
8.	Binding wire				1145	1560

OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	713	PPC/PSC last weeks stock	250

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Saidevi	
Date	20/12/21	20/12/21	20/12/21

Notes: 1. • Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, asharya@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!