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

Company:	GVRC	Date:	08.01.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	31.12.2021 to 07.01.2022	Approved by:	Ramesh Reddy
Report Date	08.01.2022		

List of requisitions numbers missing in the report: 164067

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#**
164173	22.11.2021	1	FRP Manholes	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
164281	11.12.2021	7 to 10	Channel bracket,GI U clamp,Nuts and washers and Ancor bolts	Po not issue
164301	15.12.2021	1	Clamshell cards	Po not issue
164256	08.12.2021	1 to 2	3/4 L-Patti,SS Screw	Po not issue
164302	16.12.2021	1 to 2	Fischers,wooden screw	Po not issue
164305	17.12.2021	1	Alarm Gong Valve	Po not issue
164313	18.12.2021	1	Bathroom wall tiles	Po not issue
164323	21.12.2021	1	Led Sign Boards	Po not issue
164332	24.12.2021	1	Visiting Cards	Po not issue
164340	27.12.2021	1 to 12	Screws,ss Hinges	Po not issue
164347	27.12.2021	1	Pressure omicron make transmitter	Po not issue
164348	27.12.2021	1	Vacuum degasser	Po not issue
164349	27.12.2021	1	STP/ETP Material	Po not issue
164366	30.12.2021	1	GI Pipe Wrapping Material	Po not issue
164369	31.12.2021	1 to 3	Cpvc plain elbow,couplings,Clamps	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.
164175	22.11.2021	1	Rubber pads	Spoken with supplier,Supplier is arranging for material.
164207	29.11.2021	1	Metal Doors	Supplier Not reachable
164212	29.11.2021	1 to 4	Panel boards	Partly Received from supplier,Supplier is arranging for material.
164213	29.11.2021	1 to 19	Panel boards	Supplier not reachable.
164261	08.12.2021	1 to 11	Bain marie,spoons,Glasses	Partly Received from supplier,Supplier is arranging for material
164260	08.12.2021	01	Goods Lifts	Spoken with supplier,Supplier is arranging for material.

164280	11.12.2021	01	BTU Meter	Supplier not reachable.
164289	13.12.2021	01	Solar module	Spoken with supplier,Supplier is arranging for material.
164304	18.12.2021	01 to 3	Installation Works	Work In progress
164311	18.12.2021	01	False ceiling work	Work in progress
164327	23.12.2021	01 to 03	MCB'S	Spoken with supplier,Supplier is arranging for material.
164345	27.12.2021	1	White Primer	Partly Received from SSLLP.
164371	31.12.2021	1 to 8	Chillers material	Partly Received from suppliers.

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	31st,2nd,4th,5th,6th.				
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	3002	14230	3792	
2.	10mm	.617	7.404	882	6534	0	
3.	12mm	.89	10.68	677	7231	0	
4.	16mm	1.58	18.96	283	5362	1403	
5.	20mm	2.47	29.64	278	8231	3675	
6.	25mm	3.86	46.32	271	12531	2779	
7.	32mm	6.32	75.84	0	0	0	
8.	Binding wire				2200	950	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	350	PPC/PSC last weeks stock	230

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Vt	Sridevi	
Date	08/01/22	08/01/22	

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!