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

Company:	GVRC	Date:	16.01.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	15.01.2022 to 21.01.2022	Approved by:	Ramesh Reddy
Report Date	22.01.2022		

List of requisitions numbers missing in the report:

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
164297	13.12.2021	1	Lenovo laptop charger	Po not issue
164301	15.12.2021	1	Clamshell cards	Po not issue
164302	16.12.2021	1 to 2	Fischers,wooden screw	Po not issue(In po another material is issued)
164305	17.12.2021	1	Alarm Gong Valve	Po not issue (Hold by waseem sir)
164323	21.12.2021	1	Led Sign Boards	Po not issue
164332	24.12.2021	1	Visiting Cards	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
164394	07.01.2022	1 to 4	SS single hydrant	Po not issue (Hold by Wassem)
164402	10.01.2022	1	Breathing analysis	Po not issue
164415	11.01.2022	1	LED TV	Po not issue
164425	17.01.2022	1	Macharla yellow stone	Po not issue
164427	17.01.2022	1 to 4	House pipe	Po not issue
164430	17.01.2022	1 to 7	Vim bar,Gi buckets	Po not issue
164435	18.01.2022	1	Aluminium ladders	Po not issue
164436	18.01.2022	1 to 2	1hp pump with suitable pipe,Diesel hand pump	Po not issue
164437	18.01.2022	1 to 14	Electrical safety material	Po not issue
164438	19.01.2022	1 to 2	L angles,GI Sheet	Po not issue
164439	19.01.2022	1	HDPE Pipe	Po not issue
164442	19.01.2022	1 to 9	Electrical wires	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	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.
164207	29.11.2021	1	Metal Doors	Supplier is asking purchase order.
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	Work in progress
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.
164263	08.12.2021	01	Organic waste converter	Supplier is arranging for material.
164281	11.12.2021	7 to 10	Channel bracket,GI U clamp,Nuts and washers and Ancor bolts	Partly received from supplier.

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.
164333	28.12.2021	01 to 03	MS Round pipes	Spoken with supplier,Supplier is arranging for material.
164348	27.12.2021	1	Vacuum degasser	Under processing
164357	29.12.2021	1	Al windows	Under Fabrication
164371	31.12.2021	1 to 8	Chiller materials	Partly received from supplier.
164390	07.01.2022	1 to 11	Armoured cable and nail clamps	Supplier not responding.
164401	11.01.2022	1 to 3	Single phase starter	Supplier not responding.
164413	11.01.2022	1 to 3	Hammer drill,tool box	Spoken with supplier,Supplier is arranging for material.

No. of gate passes issued this week:	02	From No.	5774	To No.	5775
Delivery van site visit on:	15th 17th 18th 21st				
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	1378	6534	13202	
2.	10mm	.617	7.404	333.19	2467	5856	
3.	12mm	.89	10.68	0	0	6423	
4.	16mm	1.58	18.96	139	2648	4842	
5.	20mm	2.47	29.64	73	2156	7464	
6.	25mm	3.86	46.32	1773	8034	10215	
7.	32mm	6.32	75.84	0	0	0	
8.	Binding wire				1125	1800	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	400	PPC/PSC last weeks stock	230

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Sridevi	
Date			

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!

APPROVED BY
22 JAN 2022
V. Ramesh Reddy
PROJECT MANAGER
G.V.R.C.