

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

Company:	GVRC	Date:	12.02.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	05.02.2022 to 11.02.2022	Approved by:	Ramesh Reddy
Report Date	12.02.2022		

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
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
164366	30.12.2021	1	GI Pipe Wrapping Material	Po not issue
164402	10.01.2022	1	Breathing analysis	Po not issue
164415	11.01.2022	1	LED TV	Po not issue
164436	18.01.2022	1 to 2	1hp pump with suitable pipe,Diesel hand pump	Po not issue
164448	20.01.2022	1	Steel grey granite	Po not issue
164471	27.01.2022	1	Duracell Batteries	Po not issue
164475	28.01.2022	1	Tool Kit	Po not issue
164476	28.01.2022	1	Camera	Po not issue
164484	31.01.2022	1	Steel	Po not issue
164486	02.02.2022	1 to 9	Tapes,waterlevel,line dori etc	Po not issue
164492	02.02.2022	1	MS Rectangle plate	Po not issue
164498	02.02.2022	1	HMT Junction box	Po not issue
164503	04.02.2022	1	HP Laptop charger	Po not issue
164513	07.02.2022	1	Jointing motor for ACC Blocks	Po not issue
164528	09.02.2022	1	2 Way angle cock	Po not issue
164530	09.02.2022	1	Bathroom Mirror	Po not issue(Estimation)
164534	11.02.2022	1	Electrical Gloves	Po not issue
164537	11.02.2022	1	SS railing	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 ^s
163601	30.06.2021	1	HT Works	Work in progress at main gate
163704	07.08.2021	1	ACP Cladding	Work order
164011	18.10.2021	1 to 15	Busduct material	Manual work order release.
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.
164304	18.12.2021	01 to 3	Installation Works	Work In progress
164311	18.12.2021	01	False ceiling work	Work in progress
164347	31.12.2021	1	Pressure switch	Supplier not reachable
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.
164457	22.01.2022	1	SS Railing	Under fabrication
164459	22.01.2022	1	Mouses	No stock at SSLLP
164482	31.01.2022	1	Hand Pallet Truck	Supplier asking for payment
164488	02.02.2022	1	SS Railing	Under fabrication
164494	03.02.2022	1	Fire Doors	Supplier is arranging for material.

164511	07.02.2022	1	Wall Reclining ladder	Supplier not reachable			
164512	07.02.2022	1	Gloves	Partly received material			
164514	07.02.2022	1 to 2	Frisko Grass, IV Creepers	Supplier is arranging for material.			
164518	08.02.2022	1 to 5	MS Round pipes, anchor bolts, clamps	Supplier is arranging for material.			
164519	07.02.2022	1	Sand stone LT Grey	Supplier asking Purchase order			
164522	07.02.2022	1	1.5 Hp SS pump	Supplier is arranging for material.			
No. of gate passes issued this week:			Nil	From No.		To No.	
Delivery van site visit on:			5 th 7 th 8 th 10 th 11 th				
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	780	3697.2	4123.8	
2.	10mm	.617	7.404	80	592.32	814.44	
3.	12mm	.89	10.68	50	534	875.76	
4.	16mm	1.58	18.96	40	757.2	1706.4	
5.	20mm	2.47	29.64	30	889.2	889.2	
6.	25mm	3.86	46.32	100	4632	5558.4	
7.	32mm	6.32	75.84	10	758.4	758.4	
8.	Binding wire				375	520	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	15	PPC/PSC last weeks stock	420
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		13/02/22		13/02/22			

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