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

Company:	GVRC	Date:	19.02.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	12.02.2022 to 18.02.2022	Approved by:	Ramesh Reddy
Report Date	19.02.2022		

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
164436	18.01.2022	1 to 2	1hp pump with suitable pipe,Diesel hand pump	Po not issue(Rates enquiry)
164475	28.01.2022	1	Tool Kit	Po not issue
164476	28.01.2022	1	Camera	Po not issue
164486	02.02.2022	1 to 9	Tapes,waterlevel,line dori etc	Po not issue(In po Another material is showing)
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
164545	12.02.2022	1	MS Drums	Po not issue
164553	15.02.2022	1	MS Round plates	Po not issue
164557	16.02.2022	1 to 4	Safety material	Po not issue
164566	16.02.2022	1	Clamshell cards	Po not issue
164568	16.02.2022	1 to 6	Hand dryer machine,Bin,tissue paper	Po not issue
164570	17.02.2022	1	Chequered Plates	Po not issue
164571	17.02.2022	1	Wipro flood lights	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 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
164348	27.12.2021	1	Vacuum degasser	Under processing
164357	29.12.2021	1	Al windows	Under Fabrication
164457	22.01.2022	1	SS Railing	Under fabrication
164488	02.02.2022	1	SS Railing	Under fabrication
164494	03.02.2022	1	Fire Doors	Supplier is arranging for material.
164512	07.02.2022	1	Gloves	Partly received material
164514	07.02.2022	1 to 2	IV Creepers	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.
164529	09.02.2022	1	Eco-drain pipes	No stock
164530	09.02.2022	1	Bathroom Mirror	Supplier ia arranging for material.
164535	11.02.2022	1	First aid kit	No stock at ssllp
164541	11.02.2022	1	B-Class pipes	Spoken with supplier,dispatch on Wednesday.
164547	12.02.2022	1 to 6	1"ms patti,ms angle,ms hinges,cutting wheel,	Supplier is arranging for material.
164548	10.12.2022	1 to 2	Exhaust fan	Spoken with supplier,dispatch on Monday.
164551	14.02.2022	1	Ecodrain pipes	No stock
164564	16.02.2022	1	Carpet grass	Supplier is arranging for material.
164565	16.02.2022	1	2way angle cock	No stock at ssllp

No. of gate passes issued this week:	06	From No.	6001	To No.	6006	
Delivery van site visit on:	12th 13th 15th 16th 18th					
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	670	3175.8	3697.2	
2.	10mm	.617	7.404	70	518.28	592.32	
3.	12mm	.89	10.68	45	480.6	534	
4.	16mm	1.58	18.96	30	568.8	757.2	
5.	20mm	2.47	29.64	25	741	889.2	
6.	25mm	3.86	46.32	80	3705.6	4632	
7.	32mm	6.32	75.84	10	758.4	758.4	
8.	Binding wire				250	375	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	250	PPC/PSC last weeks stock	15
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		Vb		Sridevi		[illegible]	
Date		19/2/22		19/02/22		19/2/22	

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!