

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

Company:	GVRC	Date:	26.02.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	19.02.2022 to 25.02.2022	Approved by:	Ramesh Reddy
Report Date	26.02.2022		

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)
164492	02.02.2022	1	MS Rectangle plate	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
164568	16.02.2022	1 to 6	Hand dryer	Po not issue
164570	17.02.2022	1	machine, Bin, tissue paper	Po not issue
164580	18.02.2022	1	Chequered Plates	Po not issue
164593	19.02.2022	1	MS Sandwich panel white	Po not issue
164606	21.02.2022	1	SS Railing	Po not issue
164608	22.02.2022	1 to 2	Thermo wheel	Po not issue
164609	22.02.2022	1	Rest room cubical, urinal partition	Po not issue
164612	23.02.2022	1 to 5	Caution tape	Po not issue
164614	23.02.2022	1 to 4	MS ladders	Po not issue
			Dummy, ms b class round pipes	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.
164304	18.12.2021	01 to 3	Installation Works	Work In progress
164311	18.12.2021	01	False ceiling work	Work in progress
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
164519	07.02.2022	1	Sand stone LT Grey	Supplier asking Purchase order
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 sslp
164541	11.02.2022	1	B-Class pipes	Spoken with supplier, dispatch on

164551	14.02.2022	1	Ecodrain pipes	Wednesday.		
164575	17.02.2022	1	Ro dosing chemical	No stock		
164583	18.02.2022	1	Silicon gel tubes	Spoken with supplier, supplier is arranging for material.		
164594	19.02.2022	1	Safety shoes	Partly received from supplier		
164596	19.02.2022	1 to 3	Steel sing boards	No stock at sslp		
164599	21.02.2022	1 to 4	Cutting wheels, tester, cutting plier	Supplier is arranging for material		
164595	21.02.2022	1	Texture	Partly received from supplier		
				Supplier is arranging for material		
No. of gate passes issued this week:			06	From No. 6007 To No. 6012		
Delivery van site visit on:			19 th , 21 st , 22 nd , 23 rd and 24 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	510	2417.4	3175.8
2.	10mm	.617	7.404	2875	21286.5	518.28
3.	12mm	.89	10.68	2501	26710.68	480.6
4.	16mm	1.58	18.96	1542	29236.32	568.8
5.	20mm	2.47	29.64	625	18525	741
6.	25mm	3.86	46.32	210	9727.2	3705.6
7.	32mm	6.32	75.84	10	758.4	758.4
8.	Binding wire				20000	250
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	230	PPC/PSC last weeks stock 250
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign				Sidewi		
Date		26/2/22		26/2/22		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!