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

Company:	GV Discovery center pvt.ltd	Date:	26-02-2022
Site:	Genopolis	Prepared by:	J.Soundarya
Report From / To	20-02-2022 to 26-02-2022 (Sunday to Saturday)	Approved by:	Bharath
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
13476	12-02-2022	1,2	HILTI Re500 with GUN	Po to be issue
13469	07-02-2022	1,2	MS Rolling shutter & Motor	Po to be issue
13483	19-02-2022	1,2	Flex tapes, water level pipe	Po to be 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.
13486	22-02-2022	1	LED Light	Material is ready with supplier, we will get material by Monday.
13484	21-02-2022	1 to 8	Safety shoes, helmets, jackets	Material is ready at SSLLP, we will get material within two working days.
13483	19-02-2022	1 to 4	Curing pipe, Recorn	Material is ready at SSLLP, we will get material by Monday.
13482	19-02-2022	1 to 3	Water bottles, Coffee powder, Lemon powder	Material is ready at SSLLP, we will get material by Monday.
13481	18-02-2022	1	Pendrive	Online purchase
13479	19-02-2022	1 to 11	Cleaning materials	Material is ready at SSLLP, we will get material by Monday.
13478	19-02-2022	1 to 9	Stationary items	Material is ready at SSLLP, we will get material by Monday.
13474	09-02-2022	2,4,,5,6,7,8	Cricket net, MS hook,flat	Partly material received.
13473	09-02-2022	1	Air blower	Online purchase
13472	09-02-2022	1 to 5	Drill bit & Tool kit	Spoken with supplier,we will get material by Wednesday.
13441	28-12-2021	1	L-patti	Spoken with supplier, we will get material within two working days.
13453	17-01-2022	1 to 5	Safety shoes, helmets, jackets	Material is ready at SSLLP, we will get material within two working
13452	21-01-2022	4,5	12mm thick glass door	Spoken with supplier, we will get material by Tuesday.

No. of gate passes issued this week:	-	From No.	-	To No.	-
Delivery van site visit on:	22nd 25th 26th				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No

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	253	1200	2408

2.	10mm	.617	7.404	190	1406	6933	
3.	12mm	.89	10.68	132	1409	1409	
4.	16mm	1.58	18.96	1800	20096	34128	
5.	20mm	2.47	29.64	110	3260	0	
6.	25mm	3.86	46.32	67	694	3103	
7.	32mm	6.32	75.84	65	4929	8190	
8.	Binding wire				20	20	
OPC stock		OPC last weeks stock		PPC/PSC stock	0	PPC/PSC last weeks stock	0
Details		Project manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		26-02-2022		26-02-2022		26-02-2022	

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

26 FEB 2022
BHARAT VARUR
PROJECT MANAGER
G.V.D.C.