

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

Company:	GVRC	Date:	05.02.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	26.02.2022 to 04.03.2022	Approved by:	Ramesh Reddy
Report Date	05.03.2022		

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
164402	10.01.2022	1	Breathing analysis	Po not issue (Local purchase)
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 (Local purchase by Raghu)
164545	12.02.2022	1	MS Drums	Po not issue
164568	16.02.2022	1 to 6	Hand dryer machine,Bin,tissue paper	Po not issue
164612	23.02.2022	1 to 5	MS ladders	Po not issue
164625	25.02.2022	1 to 2	Timer for lights	Po not issue
164628	25.02.2022	1 to 6	PVC Glands,Nail Clamps	Po not issue
164631	24.02.2022	1 to 3	Flexible cable,single socket,plugs	Po not issue
164632	24.02.2022	1	Horizontal Centrifugal motor guard	Po not issue
164633	24.02.2022	1	PVC Cable gland	Po not issue
164636	26.02.2022	1	Foam Board 5mm	Po not issue
164638	26.02.2022	1	Self Screw	Po not issue
164640	26.02.2022	1	Office table,Revolving,low storage	Po not issue
164648	03.03.2022	1	Gun grey paint	Po not issue
164649	03.03.2022	1,2	CC Cameras,Memory card	Po not issue
164650	03.03.2022	1	Solar panel	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
163704	07.08.2021	1	ACP Cladding	Work order
164011	18.10.2021	1 to 15	Busduct material	Work in progress
164260	08.12.2021	01	Goods Lifts	Spoken with supplier,Supplier is arranging for material.
164448	20.01.2022	01 to 02	Steel gery granite	Supplier is arranging for material.
164457	22.01.2022	1	SS Railing	Under fabrication
164519	07.02.2022	1	Sand stone LT Grey	Delivered by next week
164530	09.02.2022	1	Bathroom mirror	Supplier is asking per advance payment
164534	11.02.2022	1	Electrical gloves	No stock
164541	11.02.2022	1	B class pipes	Spoken with supplier,dispatch on Friday
164570	17.02.2022	1	Chequered plates	Supplier is arranging for material
164580	18.02.2022	1	MS Sandwich panel white	Supplier is asking for payment.
164585	18.02.2022	1	Wash basin	Supplier is asking for advance payment.
164593	19.02.2022	1	SS Railing	Under Fabrication
164605	22.02.2022	1	40mm Square pipe	Supplier is arranging for material
164611	23.02.2022	1	MS Rectangular Plates	Supplier is arranging for material
164614	23.02.2022	1 to 4	Dummy flanges,MS B calss round pipes,bummy,bend	Supplier is arranging for material

164639	26.02.2022	1	SS Railing	Under Fabrication			
164647	03.03.2022	1	Shabad stone	Delivered by Thursday			
No. of gate passes issued this week:			From No.	To No.			
Delivery van site visit on:			26 th 28 th 01 st 2 nd 4 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	356	1687.44	2417.4	
2.	10mm	.617	7.404	2125	15733.5	21286.5	
3.	12mm	.89	10.68	1950	20826	26710.68	
4.	16mm	1.58	18.96	950	18012	29236.32	
5.	20mm	2.47	29.64	514	15234.96	18525	
6.	25mm	3.86	46.32	98	4539.36	9727.2	
7.	32mm	6.32	75.84	10	758.4	758.4	
8.	Binding wire				18000	20000	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	500.	PPC/PSC last weeks stock	230.
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		05/03/22		5/3/22			

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!