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

Company:	DR.NRK Biotech Pvt Ltd	Date:	08.05.2023
Site:	Nextopolis	Prepared by:	S.Shravya
Report From / To	01.05.2023 to 07.05.2023	Approved by:	Naidu
Report Date	08.05.2023		

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
186571	08.03.2023	01	Coffee machine	Po not issued
20230412020	12.04.2023	01	Smart tv	Po not issued

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.

No. of gate passes issued this week:	From No.	-	To No.	-
Delivery van site visit on:	08.05.2023			
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	187	325	758	
2.	10mm	.617	7.404	100	740	1110	
3.	12mm	.89	10.68	-	-	-	
4.	16mm	1.58	18.96	15	284	500	
5.	20mm	2.47	29.64	35	1037	800	
6.	25mm	3.86	46.32	10	463	500	
7.	32mm	6.32	75.84	-		-	
8.	Binding wire				1000	1000	
OPC stock		OPC last weeks stock		PPC/PSC stock	750	PPC/PSC last weeks stock	150

Details	Project manager	Admin Officer/Manager	Admin Audit
Sign	Naidu	S.Shravya	
Date	08.05.2023	08.05.2023	08.05.2023

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