

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

Company:	DR.NRK Biotech Pvt Ltd			Date:	13.05.2023		
Site:	Nextopolis			Prepared by:	S Shravya		
Report From / To	25.04.2023 to 13.05.2023			Approved by:	Naidu		
Report Date	13.05.2023						
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	All in one computer		Sent for approval		
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:				13.05.2023			
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	121	573	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	26	800	800	
6.	25mm	3.86	46.32	10	500	500	
7.	32mm	6.32	75.84		-	-	
8.	Binding wire				500	1000	
OPC stock		OPC last weeks stock		PPC/PSC stock	650	PPC/PS C last weeks stock	300
Details		Project manager		Admin Officer/Manager		Admin Audit	
Sign		Naidu		S.Shravya			
Date		13.05.2023		13.05.2023		13.05.2023	

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