

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

Company:		DR.NRK Biotech Pvt Ltd		Date:	17.07.2023
Site:		Nextopolis		Prepared by:	S.Shravya
Report From / To		09.07.2023 to 17.07.2023		Approved by:	Ramkishan
Report Date		17.07.2023			
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	
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.	
20230703031	03.07.2023	01	Labour helmets male	Ready with supplier	
20230703029	03.07.2023	01	Db box	Ready with supplier	
			From No.	-	To No. -
No. of gate passes issued this week:			17.07.2023		
Delivery van site visit on:			Yes / No		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					
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
1.	8mm	.395	4.74	789	3744
2.	10mm	.617	7.404	172	1280
3.	12mm	.89	10.68	142	1526
4.	16mm	1.58	18.96	60	1137
5.	20mm	2.47	29.64	25	741
6.	25mm	3.86	46.32	20	326
7.	32mm	6.32	75.84		-
8.	Binding wire				125
OPC stock		OPC last weeks stock		PPC/PSC stock	150
					PPC/PS C last weeks stock
Details		Project manager		Admin Officer/Manager	
Sign		Ramkishan		S.Shravya	
Date		17.07.2023		17.07.2023	
				17.07.2023	

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