

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

Company:	DR NRK Biotech Pvt Ltd	Date:	08.08.2023
Site:	Nextopolis	Prepared by:	S. Shravya
Report From / To	01.08.2023 to 07.08.2023	Approved by:	Ramkishan
Report Date	08.08.2023		

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.
				Under production
20230620027	20.07.2023	01	Fire rated doors	Ready with supplier
20230725020	25.08.23	01	Pad locks	Not in stock
20230724010	24.07.2023	04	Shafety shoe male-09	To No. -
			From No.	-

No. of gate passes issued this week:

Delivery van site visit on: 07.08.2023

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	Previous stock in Kgs
1.	8mm	.395	4.74	1054	1045	3744
2.	10mm	.617	7.404	767	5680	1280
3.	12mm	.89	10.68	108	1156	1526
4.	16mm	1.58	18.96	181	6400	1137
5.	20mm	2.47	29.64	181	5390	741
6.	25mm	3.86	46.32	7	324	326
7.	32mm	6.32	75.84		-	-
8.	Binding wire				125	300
OPC stock		OPC last weeks stock		PPC/PSC stock	95	PPC/PS C last weeks stock 280
Details	Project manager		Admin Officer/Manager		Admin Audit	
Sign	Ramkishan		S. Shravya			
Date	07.08.2023		07.08.2023		07.08.2023	

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

