

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

Company:	DR.NRK Biotech Pvt Ltd		Date:	21.08.2023		
Site:	Nextopolis		Prepared by:	S.Shravya		
Report From / To	15.08.2023 to 20.08.2023		Approved by:	ramkishan		
Report Date	21.08.2023					
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:				Details of discussion with supplier.		
Req No.	Req Date	Serial no of item in Req.	Item Description			
				Delivery in this week		
20230809037	09.08.2023	01	Vinyl flooring	Ready with supplier		
20230814020	14.08.2023	01	Manhole covers	Under production		
20230620027	20.06.2023	01	Fire rated doors			
			From No.	To No.		
No. of gate passes issued this week:			19.08.2023			
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	Previous stock in Kgs
1.	8mm	.395	4.74	352	1668	3744
2.	10mm	.617	7.404	-	-	1280
3.	12mm	.89	10.68	108	1156	1526
4.	16mm	1.58	18.96	10	189	1137
5.	20mm	2.47	29.64	20	592	741
6.	25mm	3.86	46.32	7	324	324
7.	32mm	6.32	75.84		-	-
8.	Binding wire				125	
OPC stock		OPC last weeks stock		PPC/PSC stock	250	PPC/PS C last weeks stock 300
Details		Project manager		Admin Officer/Manager		Admin Audit
Sign		ramkishan		S.Shravya		
Date		21.08.2023		21.08.2023		21.08.2023

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

