

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

Company:	Nilgiri Estates	Date:	04-04-2022			
Site:	Nilgiri Estates	Prepared by:	Sadhana			
Report From / To	27-03-2022 to 02-04-2022	Approved by:	Akheel			
Report Date	04-04-2022					
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 PO/WO		
175490	05-03-2022	01 to 05	Desk, Double cot Bed, Night stand desk	Estimate to be prepare		
175491	05-03-2022	01 to 05	Double cot bed, pillows, pillow covers, bedsheets, Sofas	Estimate to be prepare		
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 ^s		
175325	20-07-2021	01	Solar Module	Supplier will Arrange the material ASAP		
175488	26-02-2022	01	CC Cameras	We will pick up from the SSLLP		
175492	07-03-2022	01	Sliding windows	Sudharshan will arrange the material on Wednesday.		
175498	19-03-2022	01	Cloth Hangers	We will pick up from the SSLLP		
175499	19-03-2022	01 to 04	Sanitary	We will pick up from the SSLLP		
175500	29-03-2022	01 to 05	General	We will pick up from the SSLLP		
175501	29-03-2022	01	Side table lamps	We will pick up from the SSLLP		
No. of gate passes issued this week: Nil From No. To No.						
Delivery van site visit on: 31-03-2022, 30-03-2022						
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
Items not ordered but received: NIL						
Other corrections & remarks:						
Details of steel & cement stock : Cement bags : 07 bags are present.						
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in tons	Previous weeks stock in tons
1.	8mm	.395	4.74	0.00	0.00	0.00
2.	10mm	.617	7.404	0.00	0.00	0.00
3.	12mm	.89	10.68	0.00	0.00	0.00
4.	16mm	1.58	18.96	0.00	0.00	0.00
5.	20mm	2.47	29.64	0.00	0.00	0.00
6.	25mm	3.86	46.32	0.00	0.00	0.00
7.	32mm	6.32	75.84	0.00	0.00	0.00
8.	Binding wire	-		0.00	0.00	0.00
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	04-04-2022		04-04-2022			

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

Certified by:

Project Manager
Nilgiri Estates