

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

Company:	Nilgiri Estates	Date:	25-04-2022			
Site:	Nilgiri Estates	Prepared by:	Sadhana			
Report From / To	17-04-2022 to 23-04-2022	Approved by:	Akheel			
Report Date	25-04-2022					
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		
175503	08-04-2022	01 to 02	Mosquito mesh	PO to be issue		
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		
175325	20-07-2021	01	Solar Module	Supplier will Arrange the material ASAP		
175492	07-03-2022	01	Sliding windows	Sudharshan will arrange the material		
175498	19-03-2022	01	Cloth Hangers	Partially material received		
No. of gate passes issued this week:						
Nil		From No.	To No.			
Delivery van site visit on:						
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	25/04/22		25/04/22			

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

MODI Properties

Stock List - Till Date : 27-04-2022

Company : Nilgiri Estates

Location : Nilgiri Estate

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Category / Item Name	Balance Qty	Rate	Balance Value
Building material	420		7,350
1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	420	18	7,350
Carpentry - doors	1		2,149
2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	1	2,149	2,149
Carpentry - hardware	2		54
2092 - Carpentry - hardware - Door Stopper - NA - nos	1	89	89
2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	1	458	458
Carpentry - wood	0		0
2237 - Carpentry - wood - Sal wood Beading - other - rft	0	15	0
Electrical - other	32		14,492
4573 - Electrical - other - FP - Isolator - 40Amps - nos	7	456	3,192
4596 - Electrical - other - MCB - 16Amps - nos	5	125	625
4745 - Electrical - other - Wall Hanging Light - NA - nos	15	650	9,750
4746 - Electrical - other - LED Lights - NA - nos	5	185	925
Equipment - consumable durable	5		0
5001 - Equipment - consumable durable - CCTV Camera - NA - nos	5	0	0
Miscellaneous	14		168
6046 - Miscellaneous - Teflon tapes - NA - nos	14	12	168
Plumbing - PVC	16		400
7284 - Plumbing - PVC - Waste Pipe - other - nos	16	25	400
Plumbing - sanitary	5		14,912
10232 - Plumbing - sanitary - EWC + flush tank + seat cover - NA - nos	1	10,829	10,829
7319 - Plumbing - sanitary - Wall hung rag bolts - NA - nos	1	288	288
7348 - Plumbing - sanitary - Pedastal - NA - nos	3	1,265	3,795
Steel - other	0		0
8141 - Steel - other - M.S.Grills - Others - SFT	0	96	0
Total Stock Value...			40,018