

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

Company:	Nilgiri Estates	Date:	14.04.18	
Site:	Nilgiri Estate	Prepared by:	M.MAHESH	
Report From / To	16.12.17 to 14.4.18	Approved by:	Madhusudhan	
Report Date	14.04.18			
List of requisitions numbers missing in the report *:71095,71144,71206				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date		Item Description	Reason for not preparing PO/WO [#]
71189	29.3.18	1 to 9	Panel doors	Pending from Purchase dept
71193	30.3.18	1 to 11	CP Fitting	Pending from Purchase dept
71194	30.3.18	1 to 4	Sanitary material	Pending from Purchase dept
71198	31.3.18	1	ACC block	Pending from Purchase dept
71203	3.4.18	1	ACCL 3 phase	Pending from Purchase dept
71204	3.4.18	1 to 4	Machinery screws	Pending from Purchase dept
71214	06.04.18	1-4	Steel gray Granite	PO not made
71216	06.04.18	1	ODM marco beige tiles	PO not made
71218	07.04.18	1	Fury brown tiles	PO not made
71222	07.04.18	1-8	Sanitary material	PO not made
71223	07.04.18	1-17	CP material	PO not made
71131	10.04.18	1-2	Ironside oak (green laminate) flase sealing	Estimate to MD
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
71032	16.12.17	1	Footsol goal posts	Wrongly received sent to supplier dtd. 10.3.18
71042	18.12.17	4 core cable	2.5 sq mm 4 core cable	Supplier person Copper cable taken return
71053	27.12.17	1	12mm toughen glass with door & Hardware	Received 6 nos of glass door instead of 10 nos . here 4 nos have been fixed
71058	29.12.17	1	Luna DK	19 boxes pending Monday delivery
		3	Luna LT	Monday will shift from BNC
		4	Floor tiles 12”x12”	Monday delivery
71087	24.1.18	1	Curb stone 12” x 8”x 60 mm	Deliver after 1 week.
71139	27.2.18	1	SS.Sink	Ready with supplier vehicle send required
71141	27.2.18	1 to 5	Door frame	Making work going on, deliver on wednesday
71148	6.3.18	1	Aquatech machine with fittings	Purchase Asst have pick the material from supplier
71158	9.3.18	3	SWR 3” pipe	No stock with supplier
		4	SWR pipe 4”	No stock with supplier
71175	21.3.18	1,2	Gate light	Delivery on monday
71177	23.3.18	1 to 9	General material	Delivery on monday
71181	27.3.18	1 to 4	Steel gray granite	Delivery after wednesday
71184	27.3.18	1 to 4	MS Sq Pipe	Delivery on monday
71185	27.3.18	1 to 4	MS Sq Pipe	Delivery on monday
71188	29.3.18	1 to 8	Door frames	Making work going on
71189	29.3.18	1 to 9	Panel doors	Till now PO not made
71190	29.3.18	1 to 4	MS Hinges 8”	Ready with supplier
71192	29.3.18	1 to 10	Stationary material	No stock at SLLP

71193	30.3.18	1 to 11	CP Fitting	PO not made			
71194	30.3.18	1 to 4	Sanitary material	PO not made			
71195	31.03.18	29-30	HDPE PIPE	Material is ready with supplier			
71200	2.4.18	1	PVC Tray	Delivery on monday			
71201	2.4.18	1 to 11	Electrical conducting	Monday delivery			
71202	2.4.18	1 to 4	Main door beeding	Wednesday delivery			
71203	3.4.18	1	ACCL 3 phase	PO not made			
71204	3.4.18	1 to 4	Machinery screws	PO not made			
71206	3.4.18	1 to 3	PVC P-trap	Monday delivery			
71209	05.04.18	1	CC pipes	Supplier not lifting call			
71210	05.04.18	1	Vitrified tiles	PO made . tiles not yet received			
71211	05.04.18	1-2	New pattern A-Slab Bazar tiles	PO mail not received			
71212	05.04.18	1-2	New pattern A-Sandy brown tiles	PO mail not received			
71214	06.04.18	1-4	Steel gray Granite	PO not made			
71215	06.04.18	1	Fury brown tiles	PO mail not received			
71216	06.04.18	1	ODM marco beige tiles	PO not made			
71217	06.04.18	1-2	HEXA grey tiles	PO mail not received			
71218	07.04.18	1	Fury brown tiles	PO not made			
71219	07.04.18	1	Cloudy sena tiles	PO not made			
71221	07.04.18	1-8	HDPE material & Chambers	Only HDPE PO made & remaining material not made			
71222	07.04.18	1-8	Sanitary material	PO not made			
71223	07.04.18	1-17	CP material	PO not made			
71224	07.04.18	1-8	Panel doors	Supplier asking purchase dept to confirm the transport			
71225	07.04.18	1	PVC 45 degree bend	Supplier is having , purchase asst have to pick the material			
71127	09.04.18	1	RCC manhole	Supplier is having , purchase asst have to pick the material			
71128	09.04.18	1-8	Sanitary material	SSLLP is not having stock			
71129	09.04.18	1-17	CP material	PO not mail to site			
71131	10.04.18	1-2	Ironside oak (green laminate) flase sealing	PO not made			
71132							
No. of gate passes issued this week:			nil	From No.	nil	To No.	nil
Delivery van site visit on:							
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No		
Items not ordered but received:							
Other corrections & remarks:							
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date							

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