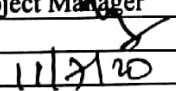
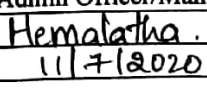


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Nilgiri Estates		Date:	11-07-2020	
Site:	Nilgiri Estates		Prepared by:	Hemalatha	
Report From / To	05-07-2020 TO 11-07-2020		Approved by:	Vijay Raj	
Report Date	11-07-20				
List of requisitions numbers missing in the report*: 72846, 72847					
List of requisitions where PO/WO not prepared 3 working days after requisition:					
Req No.	Req Date	Sl no of Req.	Item Description	Reason for not preparing PO/WO*	
72848	06.07.2020	01	Visiting Cards	Promotions to Follow up	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
Req No.	Req Date	Sl no of Req.	Item Description	Details of discussion with supplier ^s	
72764	09.05.2020	2,3	Pavers and Parking Tiles	Supplier is arranging Material	
72777	20.05.2020	1 to 4	Bathroom Tiles	Material available at MPL we will pick up with vehicle	
72819	24.06.2020	1,5 to 10	Sliding Windows	Material Not available at SSLLP	
72823	25.06.2020	01	RMC	Supplier is arranging Material	
72826	25.06.2020	01	Cement Blocks	Supplier is arranging Material	
72828	26.06.2020	1 to 5	M.S Street Light Poles	Supplier is arranging Material	
72834	27.06.2020	1	Grills	Material Not available at SSLLP	
72847	02.07.2020	01	Lights WIPRO	Material Not available at SSLLP	
72849	06.07.2020	1 to 5	Gates	Material Not available at SSLLP	
72850	07.07.2020	1 to 11	Electrical Conducting	Material available at SSLLP we will pick up with vehicle	
72851	07.07.2020	1 to 5	Granite	Material Not available at SSLLP	
72853	08.07.2020	1 to 33	PVC pipes	Material available at SSLLP we will pick up with vehicle	
72854	08.07.2020	1 to 36	CPVC Pipes	Material available at SSLLP we will pick up with vehicle	
72856	08.07.2020	1 to 13	Electrical Wires	Material available at SSLLP we will pick up with vehicle	
No. of gate passes issued this week:			-	From No.	- To No. -
Delivery van site visit on:			06-07-2020, 09-07-2020		
Inward report (MRN/other) & stock report emailed in PDF format to purchase?				Yes	
DC register Sl. No. during the week	From No.	11468	To No.	11485	
Items not ordered but received: NIL					
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign					
Date	11/7/20		11/7/2020.		

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

From : 04-07-2020 To : 11-07-2020

List Of Requisitions Site Wise - Nilgiri Estates

Page 1 Of 1

Req No	Req ID	Req Date	Item	PoNo	PoDate	DNo	DCDate	Remarks	W	Lead	Days	Delay
166058	58253	04-07-20	Display Ad	68608	04-07-20			Promotions to followup	C	0		
166058	58253	04-07-20	Display Ad	68609	07-04-20			Promotions to followup	C	0		
166058	58255	04-07-20	Display Ad						C	0		
166068	58403	11-07-20	Display Ad	68780	11-07-20			Requisition sent to MD's approval	NC	0		
72845	58300	06-07-20	Wifi router					PO to be issue	NC	0		
72848	58305	06-07-20	Visiting cards					Promotions to followup	C	0		
72849	58315	07-07-20	Gate frame	68740	09-07-20			PO to be issue	NC	0		
72850	58324	07-07-20	PVC pipe	68715	09-07-20			Requisition sent to MD's approval	NC	0		
72851	58334	07-07-20	Kitchen platform	68736	09-07-20			PO to be issue	NC	0		
72852	58342	08-07-20	Fishers	68727	09-07-20			PO to be issue	NC	0		
72853	58340	08-07-20	PVC pipe	68749	10-07-20			PO to be issue	NC	0		
72853	58340	08-07-20	PVC pipe	68750	10-07-20			PO to be issue	NC	0		
72854	58339	08-07-20	CPVC pipe	68751	10-07-20			PO to be issue	NC	0		
72855	58357	08-07-20	40 amps isolator	68735	09-07-20			PO to be issue	NC	0		
72856	58356	08-07-20	CU-Multistand wire	68734	09-07-20			Cancelled by Sunil	C	0		
72857	58374	10-07-20	Epson printer	68748	10-07-20			Requisition sent to MD's approval	NC	0		
72858	58369	10-07-20	A4 size paper	68778	11-07-20			Requisition sent to MD's approval	NC	0		
72859	58379	10-07-20	Raincoat	68779	24-06-20			Requisition sent to MD's approval	NC	0		
72859	58379	10-07-20	Raincoat					PO to be issue	NC	0		
72860	58384	10-07-20	Amar chitra katha set of books					PO to be issue	NC	0		
72861	58383	10-07-20	SS railing					Requisition sent to MD's approval	NC	0		
72862	58399	10-07-20	Hand wash	68762	10-07-20			PO to be issue	NC	0		
72864	58397	10-07-20	40 amps isolator						NC	0		

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