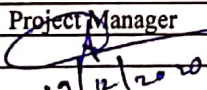
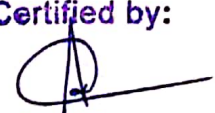


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Nilgiri Estates	Date:	19-12-2020			
Site:	Nilgiri Estates	Prepared by:	Kavitha			
Report From / To	13-12-2020 TO 19-12-2020	Approved by:	Vijay Raj			
Report Date	19-12-2020					
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	Sl no of Req.	Item Description	Reason for not preparing PO/WO#		
175043	10.11.2020	1	MI CC Camera	Online Purchase		
175071	07.12.2020	1 to 9	Sliding Windows	Sent to MD's approval		
175074	08.12.2020	1	Patchfixing lock	Sent to MD's approval		
175080	09.12.2020	1	SD Memory Card	Sent to MD's approval		
175084	14.12.2020	1	MS Frame	Sent to MD's approval		
175085	14.12.2020	1 to 13	Eco Drain pipes	Sent to MD's approval		
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 supplier5		
175003	07.10.2020	1 to 2	Mirrors	Supplier arranging material		
175004	07.10.2020	01	Notice boards	Supplier arranging material		
175029	28.10.2020	20	Mesh window	Supplier arranging material		
175051	30.11.2020	1 to 4	M.S Grills	Supplier arranging material		
175052	30.11.2020	1 to 4	Sliding Windows	Supplier arranging material		
175057	28.11.2020	1 to 2	ACE & OBD	We will pick up from sslp		
175069	07.12.2020	1 to 9	Pannel Doors	We will pick up from sslp		
175072	14.12.2020	1 to 6	M.S Grills	We will pick up from sslp		
175073	07.12.2020	1	Gate Lights	We will pick up from sslp		
175083	12.12.2020	1 to 2	Urea & D.A.P	Supplier arranging material		
No. of gate passes issued this week:		2604	From No.	2605	To No.	02
Delivery van site visit on:		16-12-2020 & 19-12-2020				
Inward report (MRN/other) & stock report emailed in PDF format to purchase?					Yes	
DC register Sl. No. during the week		From No.	11891	To No.	11906	
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	17/12/2020					

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

Certified by:

Project Manager
Nilgiri Estates