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

Company:	Nilgiri Estates	Date:	20-02-2021
Site:	Nilgiri Estates	Prepared by:	Kavitha
Report From / To	13-02-2021 to 20-02-2021	Approved by:	Anil
Report Date	20-02-2021		

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#
175157	21-01-2021	01	SS Boards	Hold by MD
175187	11-02-2021	1 to 9	Sliding windows	Not found
175191	12-02-2021	01	UV Plastisizer sheet	Online purchase
175192	12-02-2021	01	Street light ms pole box	Sample to be receive

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$
175184	08-01-2021	1 to 8	Sanitary	We will pick up from SSLLP
175189	11-02-2021	1 to 8	Sanitary	We will pick up from SSLLP
175190	11-02-2021	1 to 17	CP fittings	We will pick up from SSLLP
175194	12-02-2021	01	Plane falceiling	Supplier arranging the material
175195	12-02-2021	1 to 8	Sanitary	We will pick up from SSLLP
175198	13-02-2021	01	Altek lappam	Supplier arranging the material
175199	15-02-2021	1 to 2	Steel	Supplier arranging the material
175202	16-02-2021	1 to 3	Shade Grass	Supplier arranging the material
175204	17-02-2021	1 to 8	Sanitary	We will pick up from SSLLP
175205	17-02-2021	1 to 17	CP Fittings	We will pick up from SSLLP

No. of gate passes issued this week:	02	From No.	2678	To No.	2619
Delivery van site visit on:	15-02-2021,17-02-2021&18-02-2021				
Inward report (MRN/other) & stock report emailed in PDF format to purchase?	Yes				
DC register Sl. No. during the week	From No.	12048	To No.	12062	

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			

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'

Certified by:

Project Manager
Nilgiri Estates

MODI Properties

Stock List – Till Date : 20-02-2021
Company : Nilgiri Estates
Location : Nilgiri Estate

Category / Item Name	Balance Qty	Rate	Balance Value
Building material	**200**		**3,500**
1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	200	18	3,500
Carpentry - doors	**7**		**10,711**
2339 - Carpentry - doors - Panel Door 30 mm - 26 In x 82 In - Nos	1	1,746	1,746
2340 - Carpentry - doors - Panel Door 30 mm - 32 In x 80 In - Nos	1	2,484	2,484
2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	1	2,149	2,149
2360 - Carpentry - doors - Panel Doors - Others - Nos	4	1,083	4,332
Carpentry - hardware	**40**		**8,861**
2092 - Carpentry - hardware - Door Stopper - NA - nos	15	89	1,339
2100 - Carpentry - hardware - Fischer - 6mm - pkts	9	106	956
2115 - Carpentry - hardware - Measuring tape - 30mtrs - nos	2	300	600
2117 - Carpentry - hardware - Measuring tape - 5mtrs - nos	4	108	432
2169 - Carpentry - hardware - SS Mortise Lock - other - nos	2	1,986	3,971
2285 - Carpentry - hardware - SS Hinges - Others - nos	8	195	1,562
Carpentry - windows	**192**		**56,448**
2400 - Carpentry - windows - Al.sliding Windows 3 track - 6 ft X 4 ft - Sft	192	294	56,448
Carpentry - wood	**199**		**2,990**
2237 - Carpentry - wood - Sal wood Beading - other - rft	199	15	2,990
Cement	**540**		**127,440**
3002 - Cement - PPC - 50kgs - bags	540	236	127,440
Consumables	**2**		**400**
4112 - Consumables - Sanitizer - 500 ml - Nos	2	200	400
Electrical - other	**149**		**30,666**
4581 - Electrical - other - Gate lamp - NA - nos	40	650	26,000
4585 - Electrical - other - Insulation tape - NA - nos	10	8	80
4596 - Electrical - other - MCB - 16Amps - nos	6	125	750
4631 - Electrical - other - Modular Plate - 6way - nos	13	51	663
4789 - Electrical - other - Modular switch Blank plates - NA - nos	50	10	500
4790 - Electrical - other - Modular socket - 15 A - nos	10	77	770
4791 - Electrical - other - Modular socket - 6 A - nos	1	49	49
4795 - Electrical - other - Modular Telephone Jack - NA - Nos	6	40	240
4796 - Electrical - other - Modular TV Socket - NA - Nos	3	38	114
4804 - Electrical - other - Earth Powder - NA - bags	10	150	1,500
Electrical - wires	**1,255**		**20,605**
4708 - Electrical - wires - Telephone wire - 2pair - bundles	5	601	3,005
4710 - Electrical - wires - TV wire - RG-6 - mtrs	400	10	4,000
4782 - Electrical - wires - A1 service Wire - 7/20 - mts	850	16	13,600
Miscellaneous	**134**		**1,596**
6040 - Miscellaneous - Tefflon tape - NA - nos	114	14	1,596
6086 - Miscellaneous - M.S.Cloth Hangers - Others - No	20	0	0
Paints	**5**		**7,999**

20-02-2021 14:08:58

Certified by:
Project Manager
Nilgiri Estates

Category / Item Name	Balance Qty	Rate	Balance Value
6501 - Paints - ACE External Emulsion - 20ltrs - buckets	3	2,227	6,681
6549 - Paints - White Cement - 25kgs - bags	1	600	600
6601 - Paints - Wall Care Putti - 20kgs - bags	1	718	718
Plumbing - CP	**96**		**52,881**
10043 - Plumbing - CP - Bottel trap - NA - nos	7	480	3,360
7026 - Plumbing - CP - Extension Nipple - 1/2 In - nos	6	42	252
7033 - Plumbing - CP - Pillar cock - NA - nos	10	522	5,220
7036 - Plumbing - CP - Shower arm - NA - nos	10	330	3,300
7037 - Plumbing - CP - Shower head - NA - nos	10	464	4,640
7041 - Plumbing - CP - Sq. Jali without hole - 6 In x6 In - nos	20	179	3,580
7042 - Plumbing - CP - Stop Cock - 1/2 In - nos	18	552	9,936
7045 - Plumbing - CP - Wall Mixer - other - nos	6	2,531	15,186
7377 - Plumbing - CP - Sink Cock With Swivel Spout - NA - Nos	9	823	7,407
Plumbing - CPVC	**42**		**3,430**
10062 - Plumbing - CPVC - CPVC Coupling - 1 In - nos	5	15	75
10067 - Plumbing - CPVC - CPVC Tee - 3/4 In - nos	2	17	34
10073 - Plumbing - CPVC - CPVC Elbow - 3/4 In - nos	5	11	55
10091 - Plumbing - CPVC - CPVC End cap - 3/4 In - nos	5	7	35
10092 - Plumbing - CPVC - CPVC End cap - 1 In - nos	3	12	36
10098 - Plumbing - CPVC - CPVC Ball Valve - 1 In - nos	3	155	465
10099 - Plumbing - CPVC - CPVC Solutions - NA - Ltrs	5	464	2,320
10101 - Plumbing - CPVC - CPVC Clamp - 3/4 In - nos	2	7	14
10102 - Plumbing - CPVC - CPVC Clamp - 1 In - nos	2	8	16
10132 - Plumbing - CPVC - CPVC Tank Connector - 1 1/4 In - nos	2	60	120
10214 - Plumbing - CPVC - Elbow - 1 1/4 In - nos	3	40	120
10251 - Plumbing - CPVC - CPVC Reducer Elbow - 3/4 in X 1/2 in - Nos	5	28	140
Plumbing - GI	**3**		**930**
10006 - Plumbing - GI - Ball Valve - 1/2 In - nos	3	310	930
Plumbing - other	**95**		**2,280**
7353 - Plumbing - other - Green Hose pipe - Other - Mtrs	95	24	2,280
Plumbing - PVC	**33**		**4,675**
10023 - Plumbing - PVC - Bend Plain - 3 In - nos	6	40	240
10030 - Plumbing - PVC - Bend Plain - 4 In - nos	4	65	260
10185 - Plumbing - PVC - Elbow - NA - Nos	5	35	175
7193 - Plumbing - PVC - Coupling - 3 In - nos	4	30	120
7194 - Plumbing - PVC - Coupling - 4 In - nos	2	48	96
7269 - Plumbing - PVC - Single Socket Pipe 10ft - 3 In - nos	4	185	740
7270 - Plumbing - PVC - Single Socket Pipe 10ft - 4 In - nos	4	321	1,284
7437 - Plumbing - PVC - Chamber Raisers - Others - nos	4	440	1,760
Plumbing - sanitary	**53**		**47,111**
7302 - Plumbing - sanitary - Health Faucet - NA - nos	11	455	5,005
7310 - Plumbing - sanitary - Sink - other - nos	7	2,783	19,481
7319 - Plumbing - sanitary - Wall hung rag bolts - NA - nos	12	288	3,456
7321 - Plumbing - sanitary - Washbasin - other - nos	6	1,664	9,984
7323 - Plumbing - sanitary - Washbasin rag bolts - NA - pairs	1	145	1,595
7348 - Plumbing - sanitary - Pedastal - NA - nos	6	1,265	7,590

Certified by:

Project Manager
Nilgiri Estates

20-02-2021 14:08:58

Category / Item Name	Balance Qty	Rate	Balance Value
Stationery : other	**100**		**500**
7560 - Stationery - other - Pen - N/A - nos	100	5	500
Tiles	**[illegible]**		**[illegible]**
9059 - Tiles - Vitrified Floor Tiles - 2 ft x 2 ft - Boxes	43	363	15,563
9080 - Tiles - Utility floor or Kitchen dado country almond - 12 in X 12 in X	142	522	[illegible]
9087 - Tiles - Kitchen floor maharaja beige - 12 in X 12 in X 12 pieces -	28	297	8,328
9098 - Tiles - Earth Beige - 600 mm X 1200 mm - Boxes	[illegible]	[illegible]	[illegible]
9102 - Tiles - Urbanwood light - 200mm x 1200mm - Boxes	87	0	0
9108 - Tiles - Urbanwood natural - 200mm x 1200mm - Boxes	87	0	0
		Total Stock Value :	**[illegible]**

Certified by:
Project Manager
Nilgiri Estates

Company Name :Nilgiri Estates
Project Name: Nilgiri Estate

Site Bills and D.C.'s Inward/Outward Register

Inward Date	Time	Inward No	Bill / DC	Bill / DC no.	Bill / DC date	Material Inward no.	Material Inward date	Supplier Name	Received By	Receiver Sign	Issued on Date	Issued on Time	Issued to name	Issued to sign.	Admin sign.
8/2/21	15:39	12030	DC	13485	8/2/21	22439	8/2/21	Summit Sales Up	Security		9/2/21	17:45	Kavitha		
"	17:14	12031	DC	3551	"	22442	8/2/21	"	Security		"	"	Kavitha		
9/2/21	11:14	12032	DC	13502	9/2/21	22443	9/2/21	Global Safety solutions	Security		10/2/21	17:50	Kavitha		Kavitha
"	"	12033	"	13503	"	22444	"	Summit Sales Up	"		"	"	"		
"	"	12034	"	13504	"	22445	"	"	"		"	"	"		
"	"	12035	"	13505	"	22446	"	"	"		"	"	"		
9/2/21	12:27	12036	DC	3552	9/2/21	22450	9/2/21	Summit Sales Up	Security		"	"	"		
"	17:10	12037	DC	3553	"	22451	"	"	"		"	"	"		
"	"	12038	"	3554	"	22452	"	"	"		"	"	"		
11/2/21	9:19	12039	DC	1047	11/2/21	22453	11/2/21	Purnima Mosaic	Security		12/02/21	17:30	Kavitha		Kavitha
"	12:49	12040	"	13549	"	22454	"	Summit Sales Up	"		"	"	"		
"	"	12041	"	13550	"	22455	"	"	"		"	"	"		
"	"	12042	"	13551	"	22456	"	"	"		"	"	"		
"	"	12043	"	13552	"	22457	"	"	"		"	"	"		
"	"	12044	"	247	"	22458	"	Anistha Associates	"		"	"	"		
"	"	12045	Invoice	4210	"	22459	"	Shiv Shakti Machine	"		"	"	"		
"	"	12046	"	852	"	22460	"	Praful Sanitary	"		"	"	"		
12/02/21	16:38	12047	DC	13594	12/02/21	22463	12/02/21	Summit Sales Up	Security		13/02/21	"			Kavitha
15/02/21	16:00	12048	Invoice	614	15/02/21	22464	15/02/21	Ganesh hitec traders	Security		16/02/21	17:00	Kavitha		
17/02/21	16:00	12049	DC	13436	17/02/21	22466	17/02/21	Summit Sales Up	Security		18/02/21	18:05	Kavitha		
"	16:00	12050	"	3561	"	22467	"	"	"		"	"	"		
"	16:47	12051	"	4357	"	22468	"	Shiv Shakthi Machine	"		"	"	"		
"	"	12052	"	13663	"	22469	"	Summit Sales Up	"		"	"	"		
"	"	12053	"	13664	"	22470	"	"	"		"	"	"		
"	"	12054	"	13665	"	22471	"	"	"		"	"	"		
"	"	12055	"	13669	"	22472	"	"	"		"	"	"		Kavitha
"	"	12056	"	13670	"	22473	"	"	"		"	"	"		
"	"	12057	"	13671	"	22474	"	"	"		"	"	"		
"	"	12058	"	13672	"	22475	"	"	"		"	"	"		
"	"	12059	"	13673	"	22476	"	"	"		"	"	"		
18/02/21	13:40	12060	DC	3532	18/02/21	22478	18/02/21	Summit Sales Up	Security		19/02/21	17:00	Kavitha		
"	16:30	12061	Invoice	870	"	22479	"	Praful Sanitary	"		"	"	"		

Company Name :Nilgiri Estates
Project Name: Nilgiri Estate

Site Bills and D.C.'s Inward/Outward Register

Inward Date	Time	Inward No	Bill / DC	Bill / DC no.	Bill / DC date	Material Inward no.	Material Inward date	Supplier Name	Received By	Receiver Sign	Issued on Date	Issued on Time	Issued to name	Issued to sign.	Admin sign.
18/02/21	17:18	12062	DC	3533	18/02/21	72480	18/02/21	Summit Sales Up	Security	[illegible]	19/02/21	17:00	Kavitha	[illegible]	Kavitha.

OUTWARD - GATE PASS   No.: 2618

Date:	19/02/21	Time:	11:09
Company:	Niligiri Estates.		
Project/site:	Nilagiri Estates.		
Destination:	U Vivid world		

Outward No.:	Vehicle type	Vehicle No	Vehicle driver
546	Bike	TS07FDV7491	Vishal /

	Material Description	Quantity	Units	Approx. rate	Amount
1.	HP 12A Tonner Carilages.	01	NOS.		
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					
	Total				

Charges/refund	Purpose for transfer	Other details (to be filled by Admin – audit)
☐No charge	☐Return to supplier for exchange	☐Material received by inward no.________ & date ________.
☐For refund from supplier	☐Return to supplier for refund	Details of credit note from supplier – date _____ & Amount Rs. ____________/-
☐Transfer to other site/project	☐On loan to be returned	Return of material - inward no. __________ & date ______
☐Transfer to other site/ project	Cost of material to be collected: ☐Collect 100% cost - new material ☐Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ____________, Amount ______________ date ___________
☐Transfer to another phase of firm/company/project	☐No charges to be collected	NA
☐ No charge	☐for repairs & service	☐Material received by inward no. _________ & date_________ _________.
☑ Other:	Details:	Details:

Remarks: Refilling and Returnable.

Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	[signature]	Kavitha	
Received by other site on:	Inward No.	Admin sign:	Security sign.

Approved by	Project accountant	Accounts manager	Admin - Audit	MD
Sign:				

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

OUTWARD - GATE PASS No.: 2619

Date:	19-02-2021	Time:	
Company:	Nilgiri Estates		
Project/site:	Nilgiri Estates - NF		
Destination:	MPL - Mallapur		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
547	Tractor	TS08UG 2675	Venkanna

	Material Description	Quantity	Units	Approx. rate	Amount
1.	ultra sprinkal Dark	128	Boxes	28,500/-	28,500/-
2.	Luna HL	27	Boxes	6048/-	6,048/-
3.	Luna light (10"x15")	02	Boxes	448/-	448/-
4.	Malaysian brown dark	35	Boxes	7800/-	7800/-
5.	Malaysian brown HL	25	Boxes	5600/-	5600/-
6.	Luna sprinkler light	11	Boxes	2400/-	2400/-
7.	Luna Dark	02	Boxes	448/-	448/-
8.	ultra sprinkle HL	01	Boxes	224/-	224/-
9.					
10.					
	Total				

Charges/refund	Purpose for transfer	Other details (to be filled by Admin – audit)
☐No charge	☐Return to supplier for exchange	☐Material received by inward no.________ & date ________.
☐For refund from supplier	☐Return to supplier for refund	Details of credit note from supplier – date ______ & Amount Rs. ____________/-
☑Transfer to other site/project	☐On loan to be returned	Return of material - inward no. ____________ & date ______
☐Transfer to other site/ project	Cost of material to be collected: ☐Collect 100% cost - new material ☑Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ____________, Amount ____________ date ____________
☐Transfer to another phase of firm/company/project	☐No charges to be collected	NA
☐ No charge	☐for repairs & service	☐Material received by inward no. ________ & date________ ________.
☐ Other:	Details:	Details:

Remarks: AS Per MD Sir Instructions

Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:	[signature]	Kavitha	[signature]	
Received by other site on:	Inward No.	Admin sign:	Security sign.	
Approved by	Project accountant	Accounts manager	Admin - Audit	MD
Sign:				

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.