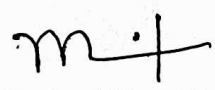


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Nilgiri Estates	Date:	10-04-2021			
Site:	Nilgiri Estates	Prepared by:	Kavitha			
Report From / To	03-04-2021 to 09-04-2021	Approved by:	Akhil			
Report Date	10-04-2021					
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	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#		
175157	21-01-2021	01	SS boards	Hold by 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		
175187	11-02-2021	01 to 09	Sliding Windows	PO to be used		
172194	12-02-2021	01	Plane Falceiling	Supplier will arranging the material		
175242	17-03-2021	01	Video Door phones	We will pick from SSSLP		
175243	20-03-2021	01	Bison Board	We will pick from supplier		
175246	27-03-2021	01	Panel Doors	We will pick from SSSLP		
No. of gate passes issued this week:		10	From No.	2630	To No.	2639
Delivery van site visit on:		06-2021,07-04-2021,10-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No	
Items not ordered but received:						
Other corrections & remarks:						
Details of steel & cement stock Cement Bags:350 bags						
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	m.f					
Date	10-04-21					

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!

Certified by:

Project Manager
Nilgiri Estates