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

Site   Nilgiri Estates   Prepared by:   Ravitha	Company:		Nilgiri Estates			Date:			05-04-203	05-04-2021		
Report   Too   27-03-2021 to 03-04-2021   Approved by:	Site: Ni											
Report   Date   O5-04-2021	Report From / To 27-		27-03-2									
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*	Report Date 05-0			4-2021					1			
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*	List of requ	isitions numb	ers mi	ssing in the ren	ort*:		<del></del>					
Reeq No.   Reeq Date   Item Description   Reason for not preparing PO/WO*	List of requ	isitions wher	e PO/W	VO not prepare	d 3 working	days	after requisi	tion:				
17517   21-01-2021	Ked No.	Req L	ate	Item			Description		Reason f	or no	ot preparing PO/MO#	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:   Req No.			021	01 99		C Boards		Held by MD				
175187	List of requ	isitions wher	e PO/W	O is prepared	and items ha	ve no	t been receiv	ved at	site beyond	tha	land time.	
Item in Req.   Item in Rep.   Item	Req No.	Req Bate		Scriat no of   Item L			Description		Details of discussion with the			
175187							a Description		Details of discussion with supplier			
172194   12-02-2021   01   Plane Falceiling   Supplier will arranging the material		11-02-2021				Windows		DO to be issued				
175233		12-02-2021				alceiling						
175242		15-03-2021			OBD Day bre		ak	We will pick from SSLLP			ig the material	
175243   20-03-2021   01   Bison board   We will pick from supplier		17-03-2021			Video door r		lones	We will pick from SSLLP			BLLP	
175246   27-03-2021   01 to 09   Panel doors   We will pick from supplier		20-03-2021			- 1400 do				We will pick from SSLLP			
No. of gate passes issued this week:   5 / 5   From No.   12119   To No.   12122	175246	246 27-03-2						wet	we will pick from supplier			
Delivery van site visit on:   O2-04-2021,29-03-2021,01-04-2021	74				T dilet do	015		wev	will pick from	n SS	LLP	
Delivery van site visit on:   O2-04-2021,29-03-2021,01-04-2021											7 1 1 mg 1 mg	
Delivery van site visit on:   O2-04-2021,29-03-2021,01-04-2021				i Ve I		_			10 :			
Delivery van site visit on:   O2-04-2021,29-03-2021,01-04-2021	No. of gate	passes issued	this we	eek:	5/5				11 1	1 "	e in the last	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?   Yes / No	Delivery var	n site visit on	•		00.0				9 To	No.	12122	
Other corrections & remarks:   Details of steel & cement stock   cement-365 bags	Inward repo	rt (MRN/othe	er) & st	ock report em	ailed in ndf f	1-202	1,29-03-202	1,01-	04-2021		and the second	
Other corrections & remarks:           Details of steel & cement stock         cement-365 bags           Sl. No         Tor size         Wt per mtr kgs         Wt. for 12 mtr rod - kgs         Stock at site in Kgs         Previous stock in Kgs           1.         8mm         .395         4.74         .47	Items not or	dered but rec	eived:	Toport chia	ined in par i	ormai	to purchase	?	*		Yes / No	
Details of steel & cement stock   Cement-365 bags	Other correct	tions & rema	rke.	The state of the s			- 1		76 1 1 1	16. 1	2 5 124 2 5 5 5 6 6 6	
Sl. No	Details of st	eel & cement	stock	2000 2004 200	<u> </u>		. (2)					
No. of the limit	Sl. No	Tor size		V4	5 bags	5	p=1 <sup>1</sup>				200	
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 last weeks stock       PPC/PSC stock       PPC/PSC last weeks stock         Details       Project Manager       Admin Officer/Manager       Admin Audit					Wt. for 12				Stock at site in Previous stoc		Previous stock in Vas	
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       PPC/PSC       PPC/PSC last weeks stock         OPC stock       OPC last weeks stock       Project Manager       Admin Officer/Manager       Admin Audit	1.	8mm									land stock in kgs	
3. 12mm									1 141	-		
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							W			1.5	1 2 2 3 3	
5.         20mm         2.47         29.64           6.         25mm         3.86         46.32           7.         32mm         6.32         75.84           8.         Binding wire         OPC last weeks stock         PPC/PSC stock         PPC/PSC last weeks stock           Details         Project Manager         Admin Officer/Manager         Admin Audit			MAN CO.				4		4 6 7		A 14	
6. 25mm 3.86 46.32 7. 32mm 6.32 75.84  8. Binding wire  OPC stock OPC last weeks stock  Details Project Manager Admin Officer/Manager Admin Audit  Oate									H = 1		No. of the second secon	
7. 32mm 6.32 75.84  8. Binding wire  OPC stock  OPC last weeks stock  Details  Project Manager  Admin Officer/Manager  Admin Audit  Oate									- 100		- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	
8. Binding wire  OPC stock OPC last weeks stock OPC last stock OPC last weeks stock OPC last									a filologica			
OPC stock OPC last weeks stock PPC/PSC stock PPC/PSC last weeks stock Project Manager Admin Officer/Manager Admin Audit				6.32	7:	5.84			1 15		39. 37. 4	
Details PPC/PSC stock PPC/PSC last weeks stock Project Manager Admin Officer/Manager Admin Audit Date		Billding Wi		DO I	. 1. 5	14 Y			1 1	- 1		
Details Project Manager Admin Officer/Manager Admin Audit Date Stock weeks stock  Admin Officer/Manager Admin Audit	OI C STOCK	-	41	per man removale.	1.0		PPC/PSC				PDC/DSC1	
Sign Admin Officer/Manager Admin Audit Date	Details					9	stock	K I K		L'I	eeks steels	
Date			P	Project Manager			Addition weeks stock				dmin A . I'	
		219				(4)		1		+A	unin Audit	
		a comu c f d								-		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, <a href="mailto:ashaiya@modiproperties.com">ashaiya@modiproperties.com</a> and 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 & \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

Project Manager Nilgiri Estates