

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

Company:	Nilgiri Estates	Date:	03-05-2021			
Site:	Nilgiri Estates	Prepared by:	Kavitha			
Report From / To	25-04-2021 to 03-05-2021	Approved by:	Akhil			
Report Date	03-05-2021					
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		
175187	11-02-2021	01 to 09	Sliding Windows	PO to be issued		
175250	10-04-2021	01	Parking Benches	Estimate to be prepare		
175252	10-04-2021	01 to 04	MS Square pipe	PO to be issue		
175260	17-04-2021	01	Labour Quarters	PO to be issue		
175265	19-04-2021	01	Street Lights	Estimate to be prepare		
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		
172194	12-02-2021	01	Plane Falceiling	Supplier will arranging the material		
175243	20-03-2021	01	Bison Board	We will pick from supplier		
175246	27-03-2021	01	Panel Doors	We will pick from SSLLP		
175267	24-04-02021	01 to 04	HDPE pipe	Supplier will arranging the material		
175268	24-04-2021	01 to 03	Sanitary fittings	Supplier will arranging the material		
No. of gate passes issued this week:						
		From No.	2642	To No. 2645		
Delivery van site visit on: 26-04-2021, 27-04-2021 & 28-04-2021						
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
Items not ordered but received:						
Other corrections & remarks:						
Details of steel & cement stock Cement bags at site:220 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		nil	
2.	10mm	.617	7.404		nil	
3.	12mm	.89	10.68		nil	
4.	16mm	1.58	18.96		nil	
5.	20mm	2.47	29.64		nil	
6.	25mm	3.86	46.32		nil	
7.	32mm	6.32	75.84		nil	
8.	Binding wire				nil	
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
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 rajkumam@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

OUTWARD - GATE PASS

No.: 2642

Date:	24-04-2001	Time:	11:55 AM	
Company:	NE			
Project site:	NE			
Destination:	MPL			
Forward No.:	570	Vehicle type	Vehicle No	Vehicle driver
			TS10UB5649	Madhu babu
	Material Description	Quantity	Units	Approx. rate
1.	Desk - width - 8', height 5'	02	NOS	1800
2.	Table - 5' x 2' 1/2'	01	NOS	
3.	Table - 3' x 3' 1/2'	01	NOS	
4.	Table - 3' x 3' 1/2'	01	NOS	
5.	Table - 2' 1/4' x 4'	01	NOS	
6.				
7.				
8.				
9.				
10.				
	Total	05	NOS.	1200/-
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 MDS six instructions Material Send to MPL				
Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:	M.	Sahana		
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.: 2643

26-04-2021

Time:

NE

NE

HO

Vehicle type

Vehicle No

Vehicle driver

Teelo

TS10UB5649

Madhu babu/ajm

Material Description

Quantity

Units

Approx. rate

Amount

Coffee machine Table

01

Nos

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 instruction material sending to HO.

Gate pass approved by:

Project manager

Admin in-charge

Security

Sign:

Inward No.

Admin sign:

Security sign.

Received by other site on:

Project accountant

Accounts manager

Admin - Audit

MD

Sign:

Approved by

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.: 2645

Date:	26-04-21.	Time:	11:03
Company:	NE		
Project/site:	NE		
Destination:	HO		
Outward No.:	573	Vehicle type	Vehicle No
	Jeeto type	TS10UB5649	Vehicle driver
	Material Description	Quantity	Units
1.	Desk top (including connecting)	01	Nos
2.	CPU	01	Nos
3.	key board	01	Nos
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Total	03	Nos
Charges/refund		Purpose for transfer	
☐ No charge		☐ Return to supplier for exchange	
☐ For refund from supplier		☐ Return to supplier for refund	
☐ Transfer to other site/project		☐ On loan to be returned	
☒ 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.	
☐ Transfer to another phase of firm/company/project		☐ No charges to be collected	
☐ No charge		☐ for repairs & service	
☐ Other:		Details:	
Remarks: As per MD Sir instructions System send to HO.			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	M. J.	Sadhana	
Received by other site on:	Inward No.	Admin sign:	Security sign.
Approved by	Project accountant	Accounts manager	Admin - Audit
Sign:			MD

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, removal once in a fortnight.

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
21/1/21	14:26	17175	DC	14533	21/1/21	22588	21/1/21	Current date up security	(Signature)	(Signature)	21/1/21	12:00	Koribla	(Signature)	Sadhana
21/1/21	10:55	17176	DC	14427	21/1/21	22589	21/1/21	Current date up security	(Signature)	(Signature)	21/1/21	8:00	Koribla	(Signature)	Sadhana
"	14:00	17174	"	14493	"	22591	"	"	(Signature)	(Signature)	"	"	"	(Signature)	Sadhana
21/1/21	7:43	17178	DC	480	21/1/21	22593	21/1/21	Rejection of material	(Signature)	(Signature)	21/1/21	13:15	Balthara	(Signature)	Sadhana
"	"	17179	"	481	"	22594	"	"	(Signature)	(Signature)	"	"	"	(Signature)	Sadhana
21/1/21	15:00	17130	DC	16234	21/1/21	22598	21/1/21	Current date up security	(Signature)	(Signature)	21/1/21	8:00	Sadhana	(Signature)	Sadhana
"	"	17131	"	15606	"	22599	"	"	(Signature)	(Signature)	"	"	"	(Signature)	Sadhana
"	"	17132	"	15393	"	22580	"	"	(Signature)	(Signature)	"	"	"	(Signature)	Sadhana
21/1/21	10:54	17133	DC	84538	21/1/21	22582	21/1/21	Current date up security	(Signature)	(Signature)	21/1/21	19:30	Sadhana	(Signature)	Sadhana
"	"	17134	"	14547	"	22583	"	"	(Signature)	(Signature)	"	"	"	(Signature)	Sadhana
"	"	17135	"	14541	"	22584	"	"	(Signature)	(Signature)	"	"	"	(Signature)	Sadhana
"	"	17136	"	14582	"	22585	"	"	(Signature)	(Signature)	"	"	"	(Signature)	Sadhana
"	"	17137	"	14583	"	22586	"	"	(Signature)	(Signature)	"	"	"	(Signature)	Sadhana
21/1/21	15:24	17138	DC	14595	21/1/21	22587	21/1/21	Current date up security	(Signature)	(Signature)	21/1/21	18:00	Sadhana	(Signature)	Sadhana
"	"	17139	"	14596	"	22588	"	"	(Signature)	(Signature)	"	"	"	(Signature)	Sadhana
21/1/21	10:10	17140	DC	14	21/1/21	22589	21/1/21	Current date up security	(Signature)	(Signature)	21/1/21	19:30	Sadhana	(Signature)	Sadhana