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

Company: Nilgiri Estates					Date:			03-0	03-05-2021			
Site: Nilgiri Estates				Prepared by:			Kavitha					
Report From / To 25-04-2021 to 03-05-202			.021	1 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 No.   Req Date   Se		Serial no of item in Req	Item	Item Description		Reason for not preparing PO/WO*					
175157	21-01-20	21	01	SS boar	ds		Hold by MD					
175187	11-02-20	21	01 to 09	Sliding	Wind	lows		PO to be issued				
175250	10-04-20	21	01	Parking			-	Estimate to be prepare				
175252	10-04-20	21	01 to 04	MS Squ			+	PO to be issue				
175260	17-04-20	21	01	Labour			_	PO to be issue				
175265	19-04-20		01	Street L	Street Lights			Estimate to be prepare				
List of requi	sitions where	PO/W	O is prepared	and items ha	ive no	ot been recei	ved a	at site be	vond the	e lead time:		
Req No.	Req Da	ite	Serial no of item in Req.	Item	Item Description			Details of discussion with supplier <sup>s</sup>				
172194	12-02-20	21	01	Plane Fa	lceili	ing	Sur	plier wi	ll arrang	anging the material		
175243	20-03-20		01	Bison B				We will pick from su				
175246	27-03-20		01	Panel Do	oors		We will pick from SSLI					
175267	24-04-02		01 to 04	HDPE p	ipe		Supplier will arranging the		II arrangi	ing the material		
175268	175268 24-04-2021 0		01 to 03	Sanitary	Sanitary fittings		Supplier will arranging the material					
No. of gate passes issued this week:		eek:			From No.		642	To No	o. 2645			
Delivery van site visit on:				26-04-20	021, 2	27-04-2021 8	<b>£</b> 28-	-04-2021				
Inward repor	Inward report (MRN/other) &		ock report ema	iled in pdf f	ed in pdf format to purchase					Yes		
Items not ord	ered but recei	ived:										
Other correct	ions & remar	ks:										
Details of ste	el & cement s	tock	Cemer	nt bags at site	e:220	bags						
Sl. No	Tor size	V	Wt per mtr	Wt. for 12	t. for 12 mtr Stock at s		te	te Stock at site i		Previous stock in Kgs		
		-k	kgs rod – kg		no of rod		ds	s Kgs				
1.	8mm		.395		4.74			nil				
2.	10mm		.617		.404			nil				
3.	12mm		.89	10	0.68			nil				
4.	16mm		1.58	18	8.96			nil				
5.	20mm		2.47		9.64		nil					
6.	25mm		3.86		5.32		nil					
7.	32mm		6.32	75	5.84		_	nil				
8.	Binding wire						nil					
OPC stock			PC last			PPC/PSC	SC PF		F	PPC/PSC last		
			reeks stock			stock				veeks stock		
Details		P	Project Manager			Admin Officer/I		er/Manager Admin Audi		Admin Audit		
Sign												
Date			uisitions to Purchas			1.17						

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:ashalinotleavethe-site">ashalinotleavethe-site</a> without ompleting 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!

Page 1 of 1

Certified by:

Y

Project Manager

Nilgiri Estates

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□For refund from supplier	☐Return to su	ipplier for ref	und	Details of credit note from supplier – date & Amount Rs/-				
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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. make GST bills, etc and send to MD for approval once in a fortnight.

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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 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, Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Sign:

Company Name :Nilgiri Extates Project Name: Nilgiri Extate

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

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