

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

Company:	Nilgiri Estates	Date:	08-05-2021
Site:	Nilgiri Estates	Prepared by:	Kavitha
Report From / To	3-05-2021 TO 8-05-2021	Approved by:	Akhil
Report Date	08-05-2021		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

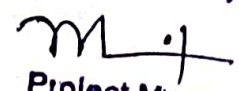
Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO
175157	21-01-2021	01	SS boards	Hold by MD
175250	10-04-2021	01	Parking Benches	Estimate to be prepare
175252	10-04-2021	01 to 04	MS Square pipe	PO to be issue
175260	17-04-2021	01	Labour Quarters	PO to be issue
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
175243	20-03-2021	01	Bison Board	We will pick from suppli
175246	27-03-2021	01	Panel Doors	We will pick from SLLP
175267	24-04-02021	01 to 04	HDPE pipe	Supplier will arranging the material
175277	04-05-2021	01	Hand glouses	We will pick from suppli

No. of gate passes issued this week:		From No.	NIL	To No.		
Delivery van site visit on:	5-05-2021					
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:210 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 raikumam@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

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

vanilla