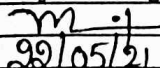
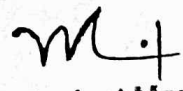


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Nilgiri Estates	Date:	22-05-2021			
Site:	Nilgiri Estates	Prepared by:	Kavitha			
Report From / To	15-05-2021 TO 22-05-2021	Approved by:	Akhil			
Report Date	22-05-2021					
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 [#]		
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		
175279	07-05-2021	01	BT Road patching material	Req-sent to MD's approval		
175285	13-05-2021	1 to 3	Panel doors	Req-sent to MD's approval		
175283	13-05-2021	1 to 8	Sanitary	Req-sent to MD's approval		
175282	13-05-2021	1 to 13	Electrical wires	Req-sent to MD's approval		
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 ^{\$}		
175187	11-02-2021	1 to 9	Sliding Windows	We will pick up from SSSLP		
175243	20-03-2021	01	Bison Board	We will pick from suppli		
175280	10-05-2021	01	Vetrified tiles	We will pick up from SSSLP		
175284	13-05-2021	01	Lappum bags	We will pick up from SSSLP		
No. of gate passes issued this week:			From No.	NIL	To No.	
Delivery van site visit on:						
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:180bags						
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	22/05/21					

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