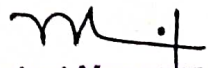


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Nilgiri Estates	Date:	07-08-21			
Site:	Nilgiri Estates	Prepared by:	Sadhana			
Report From / To	01-08-2021 to 07-08-21	Approved by:	Akheel			
Report Date	07-08-21					
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		
175321	15-07-2021	01	Laptop Bags	Online purchase		
175332	28-07-2021	02	Carpet Grass	PO to be issue		
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		
175279	07-05-2021	01	BT Road patching material	Rates finalise		
175307	28-06-2021	01	HP Laptop bags	We will pick up from supplier		
175325	20-07-2021	01	Solar power	Supplier will arranging the material		
175339	30-07-2021	01	Park lights(two side arms)	Supplier will arranging the material		
175341	31-07-2021	01	SS Door hinges	We will pick up from SSSLP		
175344	03-08-2021	01	PPC Cement bags	Supplier will arrange the material		
175345	04-08-2021	04	Ball cocks	We will pick up from supplier		
No. of gate passes issued this week:		Nil	From No.	To No.		
Delivery van site visit on:		06-08-2021, 07-08-2021				
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:25 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		07-08-21				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@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