

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

Company:	Nilgiri Estates	Date:	02-10-2021			
Site:	Nilgiri Estates	Prepared by:	Sadhana			
Report From / To	26-09-2021 to 01-10-2021	Approved by:	Akheel			
Report Date	02-10-2021					
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		
175384	21-09-2021	01	Pen drive	Online purchase		
175388	29-09-2021	01	Aluminum service wire	Requisition sent to MD approval		
175389	29-09-2021	01	PVC Pipes	Requisition sent to MD 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		
175325	20-07-2021	01	Solar Power	Discuss with supplier they will Arranging the material ASAP.		
175379	17-09-2021	01	Openable door window	Discuss with supplier they will arranging the material on Thursday.		
175382	20-09-2021	01	Solvent Solution	We will pick up from the SSLLP		
175383	21-09-2021	01	Window Grills	We will pick up from the SSLLP		
175385	25-09-2021	01	Day break	We will pick up from the SSLLP		
175386	25-09-2021	01	Panel doors	We will pick up from the SSLLP		
175390	01-10-2021	01 to 08	Sanitary	We will pick up from the SSLLP		
175391	01-10-2021	01 TO 18	CP Fittings	We will pick up from the SSLLP		
No. of gate passes issued this week: 0 From No. To No.						
Delivery Van Site Visit on : 30-09-2021 , 01-10-2021.						
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: 15 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	02-10-21					

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