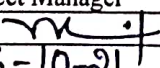
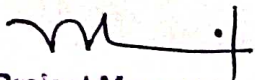


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Nilgiri Estates	Date:	16-10-2021			
Site:	Nilgiri Estates	Prepared by:	Sadhana			
Report From / To	10-10-2021 to 16-10-2021	Approved by:	Akheel			
Report Date	16-10-2021					
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		
175397	08-10-2021	01	Tandoor stone	PO To be issued		
175398	12-10-2021	01 to 19	CPVC Pipes	Requisition sent to MD 'S approval		
175399	12-10-2021	01 to 22	PVC Pipes	Requisition sent to MD's approval		
175400	12-10-2021	01 to 02	WPC Door frames	Requisition 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		
175325	20-07-2021	01	Solar Module	We will discuss with supplier he will arranging the material ASAP		
173394	08-10-2021	01	Earth pit manhole covers	We will pick up from the Praful Sanitary		
175401	12-10-2021	01 to 04	Panel doors	We will pick up from the SSLLP		
No. of gate passes issued this week:		0	From No.	To No:		
Delivery Van Site Visit on :		12-10-2021, 13-10-2021.				
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: 0 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	16-10-21					

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