

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

Company:	Nilgiri Estates	Date:	27-11-2021
Site:	Nilgiri Estates	Prepared by:	Sadhana
Report From / To	21-11-2021 to 27-11-2021	Approved by:	Akheel
Report Date	27-11-2021		

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
175431	15-11-2021	01	Canon Camera	Online Purchase
175438	22-11-2021	01 , 02	Bathroom tiles	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
175325	20-7-2021	01	Solar module	We will discuss with supplier he will arranging the material ASAP
175411	30-10-2021	01	Steel Grey Granite	We will pick up from the SSLLP
175439	22-11-2021	01 to 15	CP Fittings	We will pick up from the SSLLP
175440	22-11-2021	01 to 08	Sanitary	We will pick up from the SSLLP
175441	22-11-2021	01 TO 04	Maindoor Beedings	We will pick up from the SSLLP

Delivery Van Site Visit on : 24-11-2021 , 25-11-2021

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

Items not ordered but received: Nil

Other corrections & remarks:

Details of steel & cement stock Cement bags at site 10 bags

pSl. 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	

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 must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

Certified by:

Project Manager
Nilgiri Estates

MODI Properties

Stock List - Till Date : 27-11-2021

Company : Nilgiri Estates

Location : Nilgiri Estate

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Category / Item Name	Balance Qty	Rate	Balance Value
Building material	420		7,350
1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos	420	18	7,350
Carpentry - doors	4		7,530
2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	3	2,149	6,447
2360 - Carpentry - doors - Panel Doors - Others - Nos	1	1,083	1,083
Carpentry - hardware	2		391
2285 - Carpentry - hardware - SS Hinges - Others - nos	2	195	391
Electrical - conducting	55		2,130
4775 - Electrical - conducting - Bends - 25 mm - nos	5	6	30
4778 - Electrical - conducting - PVC Pipe - 1 In x 1.2 mm - nos	50	42	2,100
Electrical - other	10		80
4585 - Electrical - other - Insulation tape - NA - nos	10	8	80
Electrical - wires	3		5,022
4818 - Electrical - wires - Cu multistand wires yellow - 3 20 or 2.5 sq mm -	3	1,674	5,022
Miscellaneous	116		1,624
6040 - Miscellaneous - Teflon tape - NA - nos	116	14	1,624
Plumbing - CP	8		1,072
7040 - Plumbing - CP - Sq. jali with hole - 6 In x6 In - nos	8	134	1,072
Plumbing - other	6		0
7371 - Plumbing - other - Ball Cock - Brass - 1/2In - Nos	6	0	0
Plumbing - sanitary	4		580
7323 - Plumbing - sanitary - Washbasin rag bolts - NA - pairs	4	145	580
Tools	10		100
9537 - Tools - Hacksaw blade - double - nos	10	10	100
Total Stock Value...			25,879

Certified by:


Project Manager
Nilgiri Estates