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

Company:	Nilgiri Estates	Date:	05-03-2022
Site:	Nilgiri Estates	Prepared by:	Sadhana
Report From / To	27-02-2022 to 05-03-2022	Approved by:	Akheel
Report Date	07-03-2022		

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
175488	26-02-2022	01	Video door phones	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	20-07-2021	01	Solar Module	Supplier will Arrange the material ASAP
175486	22-02-2022	01 to 05	Sanitary	We will pick up from the SSLLP
175487	22-02-2022	01 to 17	CP Fittings	We will pick up from the SSLLP

No. of gate passes issued this week:	Nill	From No.		To No.	
Delivery van site visit on:	28-02-2022 , 03-03-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
Items not ordered but received:	NILL				
Other corrections & remarks:					

Details of steel & cement stock : Cement bags : 07 bags are present.

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in tons	Previous weeks stock in tons
1.	8mm	.395	4.74	0.00	0.00	0.00
2.	10mm	.617	7.404	0.00	0.00	0.00
3.	12mm	.89	10.68	0.00	0.00	0.00
4.	16mm	1.58	18.96	0.00	0.00	0.00
5.	20mm	2.47	29.64	0.00	0.00	0.00
6.	25mm	3.86	46.32	0.00	0.00	0.00
7.	32mm	6.32	75.84	0.00	0.00	0.00
8.	Binding wire	-		0.00	0.00	0.00

OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	Sadhana	
Date	07/03/22	07/03/22	

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 ompleting 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:
[signature]
Project Manager
Nilgiri Estates