Internal memo no. 903/24/C - purchase division Date: 14-11-2022

Subject: Division of work between teams.

Keywords: Purchase division, Division of works

1. Purchase bas been split into 3 teams, they are:
   1. Procurement team at HO – Prabhakar, Anwar & Riyaz.
   2. Purchase team at Cherlapally – it is further split into 2 teams headed by Minish & Venkateswarulu.
   3. Purchase team at Genome Valley headed by Hanumanthu.
2. Broadly the work between these teams shall be divided as follows:
   1. Procurement team shall be exclusively responsible for negotiations for product research and negotiations for a limited set of technical items. They shall also negotiate rates for all other items. Procurement team is barred from issuing Pos or making request for payment.
   2. Purchase team at Cherlapally shall be responsible for issuing all Pos, following up for delivery, clearing bills, etc. They shall also be responsible for day to day negotiations of all items being purchased.
   3. Purchase team at Genome Valley shall maintain stock of material, issue material and make invoices for material supplied from SSLLP to GV sites. They shall not be empowered to order any material directly. They will raise requisitions for material required, which shall be ordered by procurement/purchase team at Cherlapally.
3. Procurement shall be exclusive responsible for negotiations of the following:
   1. Pumps
   2. Contracts for supply of water and electricity.
   3. Equipment like generators, lifts, housekeeping machines, large machinery.
   4. All items relate to MEP like HVAC, fire fighting system, ETP, STP, HSD, structural glazing, electrical panels, HT/LT cables, chillers bus duct, transformers, solar power, etc.
   5. Riyaz shall be responsible for specialized MEP items which are not used regularly in housing projects.
   6. Prabhakar shall be responsible for regular items used in housing projects.
   7. Purchase team shall order the following materials at the rates predetermined by procurement team:
      * 1. CP, sanitary, hobs, chimneys.
        2. Copper wires, aluminum wires, switches, MCBs, distributions boards, etc., used for house wiring.
        3. Door frames, hardware, door shutters.
        4. Tiles for flooring & bathroom.
        5. Paints – limited to items stocked at SSLLP.
        6. Building material like aggregates, bricks, M sand, etc.
   8. Prabhakar shall be responsible for ordering all online items. Online items must be inwarded at SSLLP stores before they can be issued.
4. The contract details of purchase and procurement team are given under:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Staff name | Assigned to team | Mobile no. | Email id |
|  | Venkateswarulu | NA | 9866755299 | venkateswarulu@modiproperties.com |
|  | Sneha | Venkateswarulu | 7816026828 | sneha@modiproperties.com |
|  | Deepa | Venkateswarulu | 7095957395 | deepa@modiproperties.com |
|  | Mounika | Venkateswarulu | 9392840912 | mounika@modiproperties.com |
|  | Raghu | Venkateswarulu | 8919278620 | raghu@modiproperties.com |
|  | Minish Parikh | NA | 9515546784 | minish@modiproperties.com |
|  | Vanaja | Minish | 7729877893 | vanaja@modiproperties.com |
|  | Sreeja | Minish | 9676521340 | sreeja@modiproperties.com |
|  | Ashajyothi | Minish | 9392010522 | ashajyothi@modiproperties.com |
|  | Selva Kumar | Minish | 9246364748 | selva@modiproperties.com |
|  | Riyaz |  | 7702538383 | [riyazuddin@modiproperties.com](mailto:riyazuddin@modiproperties.com) |
|  | Anwar |  | 9000172534 | anwar@modiproperties.com |
|  | Prabhakar |  | 9502277299 | prabhakar@modiproperties.com |
|  | Waseem |  | 9347576914 | waseem@modiproperties.com |
|  | Ramesh Reddy |  | 9848134856 | rameshreddy@modiproperties.com |
|  | Hanumanthu |  | 8332809057 | hanumanthu@modiproperties.com |

1. The projects assigned to the purchase team along with details of weekly zoom meetings is given under. The zoom meetings shall be held once a week. Respective team leader to join the zoom meeting once a month:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Project shortform | Team leader | Req./PO assigned to | Weekly Zoom meeting |
|  | GMR | Venkateswarulu | Venkat | Thursday 3 to 4pm |
|  | MHPL | Venkateswarulu | Venkat | Thursday 3 to 4pm |
|  | SOV | Venkateswarulu | Sneha | Tuesday 3 to 4pm |
|  | NGH | Venkateswarulu | Deepa | Monday 3 to 4pm |
|  | GHT | Venkateswarulu | Deepa | Monday 11am to 12pm |
|  | AGH | Venkateswarulu | Sneha | Tuesday 11am to 12pm |
|  | NE | Venkateswarulu | Mounika | Thursday 4 to 5pm |
|  | MPL | Venkateswarulu | Deepa | Monday 4 to 5pm |
|  | Vista | Venkateswarulu | Deepa | Monday 2.30 to 3.30pm |
|  | Serene | Venkateswarulu | Mounika | Wednesday 3 to 4pm |
|  | VOC | Venkateswarulu | Mounika | NA |
|  | SSLLP | Minish | Minish | NA |
|  | GVDC | Minish | Minish | Monday 3 to 4pm |
|  | GVRC | Minish | Minish | Wednesday 11am to 12pm |
|  | GV1 | Minish | Minish | Thursday 3 to 4pm |
|  | MRGV | Minish | Vanaja | Monday 3 to 4pm |
|  | MCMET | Minish | Sreeja | Monday 3 to 4pm |
|  | HO | Minish | Sreeja | NA |
|  | PM Complex | Minish |  |  |
|  | MCS | Minish | Ashajyothi | Thursday 3 to 4pm |
|  | GVSH | Minish | Ashajyothi | Saturday 11am to 12pm |
|  | KNM | Minish | Ashajyothi | NA |
|  | BRT | Minish |  |  |
|  | SDNMKJ |  |  |  |
|  | JMKGEC |  |  |  |
|  | MGA |  |  |  |
|  | NRK |  |  |  |
|  | Greens Towers |  |  |  |
|  | MBMC |  |  |  |
|  | BRGV |  |  |  |
|  | Plot 280 |  |  |  |
|  | AMTZ |  |  |  |
|  | AMTZ4554 |  |  |  |
|  | AMTZ801 |  |  |  |
|  | PM Complex |  |  |  |
|  |  |  |  |  |

1. Team Minish shall be exclusively responsible for negotiation of the following items: TOR steel, RMC, Cement & structural steel where quantity exceeds 250 kgs, repairs of pumps.
2. Team Venkateswarulu shall be exclusively responsible for negotiations of the following items: Granite, regularly used chemicals stocked at SSLLP, fastners, repair of all equipment, air conditioners upto 2 tons, furniture + kitchens, UPVC windows/French windows.
3. Daily schedule for purchase managers and officers:
   1. Coordination meeting – 10 to 10.30am.
   2. Followup for delivery – 10.30am to 11.30am.
   3. Preparing Pos/WOs – 11-30am to 1.30pm & 2 to 4pm.
   4. Processing of bills for payment – 4 to 5pm.
   5. Miscellaneous work and p ending works – 5pm to 6pm.
4. Preparing advice for approval for credit to supplier is top priority. In case of pending in processing the bills, 2pm to 6pm every Saturday have been exclusively dedicated to this work.

Soham Modi.