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

Company:		Villa	rohida I I D		,								
Site: VOC		VOC	orchids LLP		Date:			26-03					
P)		2022		Prepared by:			K.Sneha						
Report Date 26-03-		2022 To 26-03-2022		Approved by:			A.Suresh						
List of requis	itions mu	20-03-	2022 issing in the repo										
List of requis	itions wh	oro POA	issing in the repo	rt*:-							a special angles of the second		
Reg No.	Rec	Date	WO not prepared	ifter requisi	tion:			Annual Salaharita Sala					
	, Acc	Date	Schai no oi	Item Des		escription		Reason for not preparing PO/WO#					
•			item in Req.					of developed the particular and					
List of requis	itions wh	ere PO/	WO is a		*				Angeles reduces diagnos angles com				
	Rec	Date	WO is prepared a Serial no of	nd items have	e not	been receiv	ved at	site bey	ond the	lead time:			
Req No.		Dute	Serial 110 01	Item Description		iption	on Details of disc			scussion with supplier ⁸			
			item in Req.			4							
No. of gate p	asses issu	ed this v	veek:		-					-			
Delivery van site visit on:						rom No.		- To N).	-		
Inward repor	t (MRN/c	other) &	stock report ema	-						ett a paparassali a = - pa riigiantaansen tambiga - mijlingatiig ann valitiigati aja arapastayla ette			
Items not ord	ered but	roccine d	stock report ema	iled in pdf fo	rmat	to purchase	?			Yes			
Other correct			:-			The same and the s	******		J				
Details of ste	el & cem	ant et ==											
Sl. No	Tor size	ent stoc								and the state of t			
	TOI SIZE		per mit		ntr	Stock at si	ite !	Stock at site in		Previous stock in Kgs			
1.	8mm		kgs	rod – kgs		- no of ro	ds 1	Kgs					
2.	10mm		.395	4	.74	Nil	1	Nil		Nil			
3.	12mm		.617	7.	404	Nil		Nil		Nil			
4.	12mm		.89		0.68	Nil	1	Nil		Nil			
5.	20mm		1.58	18.96		Nil		Nil		Nil			
6.	25mm		2.47	27.		Nil		Nil		Nil			
7.	32mm		3.86	46.32		Nil		Nil		Nil			
8.	Binding wire		6.32	75.5		Nil		Nil		Nil			
OPC stock	Binding wire		OPCI			Nil		Nil		Nil			
OI C SLOCK			OPC last			PPC/PSC		-		PPC/PSC last	-		
Details		weeks stock			stock				weeks stock				
Sign		Project Manager			Admin Officer/Manager			er	Admin Audit				
Date			A.Suresh			K.Sneha							
	+		26-03-2022			26-03-202	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 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!

2-8 MAR 2022

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Certified by:

K. Sneha

Asst. Engineer MEHTA & MODI REALTY KOWKUR LLP

Page 1 of 1

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Report from to		II da aa aa aa		1		
Report Date		13-03-22 TO 19-03-22		1		
	VOC 1.1 P		T	Dute		
	VORTAL		1	Remarks by S	hiva Krishna	
Requisition	Requisition					If material is not
	Dute	Maria I D			Material	delivered - is delay
ast of requisi	totta where P	OAVO Material Descacription	Purchase Manager - Remarks		delivered	justified?
Roy NO	Reg Date	Material Descacription O/WO not prepared 3 working days after requisitions Item Description				
	red isate	tem Description		1		
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Certified by: Snehal

K. Sneha
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP