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

| Company: | S | Serene construction Il | p D | ate: | 30-04-2022 | | | |
|-----------------|---|-------------------------|------------------------------|----------------------|-------------------|--|---------------|--|
| | | Serene farms | Pı | repared by: | M. Naveen | M. Naveen Reddy | | |
| | | 5-04-2022 to 30-04-2 | 2022 A | pproved by: | | Syed golam sarwar | | |
| Report Date | | 0-04-2022 | | | | ₹ | | |
| | | pers missing in the rep | oort*: | | | | | |
| | | e PO/WO not prepare | | vs after requisition | n: | | | |
| Req No. | Req D | | | m Description | | Reason for not preparing PO/WO# | | |
| 1 | 1 | item in Req | 1 | | | | | |
| 150635 | 21-04 | | | in rods | PO not n | nade | | |
| 150634 | 21-04 | -22 1 to 6 | curt | tains | PO not made | | | |
| 150629 11-04-22 | | | Sub | mersible pump | PO not made | | | |
| 100025 | 1101 | | | mersione pump | 1 0 1101 11 | 1440 | | |
| | | | | | | | | |
| List of requi | sitions wher | e PO/WO is prepared | and items have | not been received | at site beyond t | he lead time: | | |
| Req No. | Req D | | | m Description | | ails of discussion with supplier ^{\$} | | |
| req 110. | Req L | item in Req. | | item Bescription | | Details of discussion with supplier | | |
| 150626 | 28-04 | | | electrical | | Supplier is arranging materials | | |
| 150628 | 31-03 | | | VC | | Supplier is arranging materials | | |
| 150631 | 18-04 | | | trical | | Supplier is arranging materials | | |
| 150637 | 28-04 | | | pers | | Supplier is arranging materials | | |
| 150636 | 28-04-2 | | Plumbing | 5015 | A | Supplier is arranging materials | | |
| 150050 | 20 04 2 | 2 1 | Tramong | | Supplier | is arranging mac | 211413 | |
| No. of gate p | passes issued | this week: | Nil | From No. | To | No. | | |
| Delivery van | | | | | 20/04/22 | | - | |
| | | er) & stock report em | ailed in pdf for | mat to purchase? | | Yes / No | | |
| Items not ord | | · | | | L | 100,110 | | |
| Other correc | | | | · · · | | | | |
| | | | | | | - | | |
| Sl. No | ils of steel & cement stock Tor size Wt per mtr | | Wt. for 12 mtr Stock at site | | Stools at aita is | Stock at site in Previous stock | | |
| SI. NO | 101 Size | | 1 | - no of rods | · · | | Stock III Kgs | |
| 1. | 8mm | kgs .395 | rod – kgs | 74 - | Kgs | | | |
| 2. | 10mm | .617 | 7.40 | | - | - | | |
| 3. | 12mm | .89 | 10.6 | | | - | | |
| | | | | | - | | | |
| 4. | 16mm | 1.58 | 18.9 | | - | | | |
| 5. | 20mm | 2.47 | 29.6 | | - | | - | |
| 6. | 25mm | 3.86 | 46.3 | | - | | | |
| 7. | 32mm | 6.32 | 75.8 | 84 - | - | - | | |
| 8. | Binding w | | | | - | | T | |
| OPC stock | nil | OPC last | nil | PPC/PSC | nil | PPC/PSC last | nil | |
| | | weeks stock | | stock | | weeks stock | | |
| Details | | Project Manag | Project Manager | | er/Manager | Admin Audit | | |
| | | | | | | 1 | | |
| Sign | | | | | | | | |

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and <a href="mailto:r

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

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

| Company: MOD llp | | ODI FARM HOUSE | DI FARM HOUSE(HYD) | | Date: | | 30-04-2022 | | | |
|------------------|---------------------------------|------------------------|---------------------------------|------------------|-----------------------------|---------------------------------|--|-----------------------|-----|--|
| Site: Seren | | rene farms | e farms | | Prepared by: | | M. Naveen Reddy | | | |
| | | -04-2022 to 30-04-20 | -2022 to 30-04-2022 | | Approved by: | | Syed golam sarwar | | | |
| | | -04-2022 | | | | | | | | |
| | sitions numbe | rs missing in the repo | ort*: | | | | | | | |
| List of requis | sitions where | PO/WO not prepared | 3 workii | ng days | after requisition | 1: | | | | |
| Req No. | Req Da | | | Item Description | | | Reason for not preparing PO/WO# | | | |
| 150627 | 30.03. | | C | Camera charger | | | PO not made | | | |
| 150624 | 11.03.2 | | | Basket ball | | | PO not made | | | |
| 150633 | 21-04-2 | | Swimming pool cleaning material | | | PO not made | | | | |
| List of requis | sitions where | PO/WO is prepared a | and items | have no | t been received | at site bey | ond the le | ead time: | | |
| Req No. | Req Da | | Serial no of Item Description | | | | Details of discussion with supplier\$ | | | |
| 150627 | 28-04-2 | 2 1 | 1 Torch lights | | | Supplier is arranging materials | | | | |
| 150632 | 21-04-2 | 22 1 to 8 | 1 to 8 | | lysol | | Supplier is arranging materials | | | |
| | passes issued to site visit on: | his week: | Nil | | From No. | 20/04 | To No. | | | |
| | | ·) & stock report ema | iled in pd | f format | to purchase? | 20/04 | 11 4 4 | Yes / No | | |
| - | lered but rece | | | | | | | | | |
| | tions & remar | | | | | | | | | |
| | eel & cement | | | | | | | | | |
| Sl. No | Tor size | Wt per mtr kgs | Wt. for rod – kg | | Stock at site – no of rods | Stock at site in Kgs | | Previous stock in Kgs | | |
| 1. | 8mm | .395 | | 4.74 | _ | - | | - | | |
| 2. | 10mm | .617 | | 7.404 | - | - | | - | | |
| 3. | 12mm | .89 | | 10.68 | - | - | | - | | |
| 4. | 16mm | 1.58 | | 18.96 | | - | ······································ | - | | |
| 5. | 20mm | 2.47 | | 29.64 | - | - | | - | | |
| 6. | 25mm | 3.86 | | 46.32 | - | - | | - | | |
| 7. | 32mm | 6.32 | | 75.84 | - | - | | _ | | |
| 8. | Binding win | | | | | | | | | |
| OPC stock | nil | OPC last | nil | | PPC/PSC | nil | | PC/PSC last | nil | |
| | <u> </u> | | weeks stock | | stock | | weeks stock | | L | |
| Details | | Project Manage | Project Manager | | Admin Officer/Ma | | nager Admin Audit | | | |
| Sign | - | | | | | | | | | |
| Date | | | ; | | | | roperties.com | | | |

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!

M. Naveen Reddy
Mod Farm House (Hyd) LLO

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