

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

|                  |                               |              |            |
|------------------|-------------------------------|--------------|------------|
| Company:         | Mehta& Modi Realty Kowkur LLP | Date:        | 13.06.2022 |
| Site:            | Greenwood Heights             | Prepared by: | Asma       |
| Report From / To | 04.06.2022to 11.06.2022       | Approved by: | A.Suresh   |
| Report Date      | 13.06.2022                    |              |            |

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 <sup>#</sup> |
|---------|------------|---------------------------|------------------------------------------------|---------------------------------------------|
| 141893  | 24-5-2022  | 1,2                       | Electrical hand dryer                          | Po to be issue                              |
| 141896  | 24-5-2022  | 1to 3                     | Sofa set                                       | Po to be issue                              |
| 141897  | 24-5-2022  | 1                         | Center table( wakefit-make)                    | Po to be issue                              |
| 141898  | 24-5-2022  | 1                         | Bar stool                                      | Po to be issue                              |
| 141899  | 24-5-2022  | 1                         | 4 chairs with table set                        | Po to be issue                              |
| 141890  | 24-5-2022  | 1                         | Wenge chair                                    | Po to be issue                              |
| 141889  | 24-5-2022  | 1,2                       | Sofa set                                       | Po to be issue                              |
| 141888  | 24-5-2022  | 1                         | 4 seater dinnig table with chairs wenge colour | Po to be issue                              |
| 141922  |            | 1 & 2                     | Cafeteria Cabinets & Bar Cabinets              | Po to be issue                              |
| 141933  | 02.06.2022 | 1 to 32                   | Pvc material                                   | Po to be issue                              |
| 141932  | 02.06.2022 | 1 & 2                     | Wenge colour particle board                    | 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 <sup>s</sup>                         |
|---------|------------|---------------------------|-------------------------------------|--------------------------------------------------------------------------|
| 141900  | 24-5-2022  | 1                         | Cock tail table                     | Po no 89072 sup: SSSLP Delivery on this week                             |
| 141895  | 24-5-2022  | 1                         | Piliated blinds off white colour    | Po no 89056 sup BVRinfra projects Dilevary on friday                     |
| 141891  | 24-5-2022  | 1                         | Bean bags                           | Po no 88948 sup: SSSLP Delivery on this week                             |
| 141285  | 18.05.2022 | 3&4                       | Cafeteria                           | Po no 88357 sup: SS commercials delivery on 1 <sup>st</sup> week of JUNE |
| 141283  | 15.03.2022 | 1 & 3                     | Yoga mat & Digital weighing machine | Po no 88933& 88935 sup Delivery on wenesday                              |
| 141277  | 15-03-2022 | 1                         | Waiting room ( notice board)        | Po no:86632 We will get it from SSSLP Stores from next monday            |
| 141278  | 15-03-2022 | 1,,3                      | Association office                  | Po no 88364,88371 sup:Maa sai seating Delivery on monday                 |
| 141887  | 24-5-2022  | 1                         | Nilkamal ratan type chair           | :Po no 89012 sup: Sunil enterprises delivery on wenesday                 |
| 141349  | 05-04-2022 | 1                         | Glass railing                       | Po no:87097Sup:Mr.MohanRam Deliver on monday                             |
| 141886  | 24.05.2022 | 1 & 2                     | Soap Dispenser & Hand Dryer         | Po no Sup : Sky limit group Delivery on this week                        |
| 141885  | 24.05.2022 | 1                         | Mirror with frame                   | Po no : 88654 sup: SSSLP delivery on Wenesday                            |
| 141381  | 11-04-2022 | 1-2                       | split AC'S                          | Po no sup: sunrise & sr electronics Deliver on Thursday                  |
| 141332  | 29.03.2022 |                           | Automatic passenger lift            | Po no 88443 sup : johnson lifts Delivery on this month                   |
| 141921  | 30.05.2022 | 1                         | JBL CSLM 20                         | Po no 89001sup: SSSLP Delivery on this week                              |
| 141934  | 02.06.2022 | 1 to 11                   | Channal Brackets                    | Po no 88928 sup: SFSHardware Delivery at monday                          |

No. of gate passes issued this week:

01

From No.

10460

To No.

10460

Delivery van site visit on:

04 .06.2022 to 11.06.2022

**12 JUN 2022**  
A. SURESH  
PROJECT MANAGER

| Inward report (MRN/other) & stock report emailed in pdf format to purchase? |              |                      |                          |                            | Yes                  |                          |     |
|-----------------------------------------------------------------------------|--------------|----------------------|--------------------------|----------------------------|----------------------|--------------------------|-----|
| Other corrections & remarks:                                                |              |                      |                          |                            |                      |                          |     |
| Details of steel & cement stock                                             |              |                      |                          |                            |                      |                          |     |
| Sl. 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                        | Nil                  | Nil                      |     |
| 2.                                                                          | 10mm         | .617                 | 7.404                    | Nil                        | Nil                  | Nil                      |     |
| 3.                                                                          | 12mm         | .89                  | 10.68                    | Nil                        | Nil                  | Nil                      |     |
| 4.                                                                          | 16mm         | 1.58                 | 18.96                    | Nil                        | Nil                  | Nil                      |     |
| 5.                                                                          | 20mm         | 2.47                 | 29.64                    | Nil                        | Nil                  | Nil                      |     |
| 6.                                                                          | 25mm         | 3.86                 | 46.32                    | Nil                        | Nil                  | Nil                      |     |
| 7.                                                                          | 32mm         | 6.32                 | 75.84                    | Nil                        | Nil                  | Nil                      |     |
| 8.                                                                          | Binding wire |                      |                          | Nil                        | Nil                  | Nil                      |     |
| OPC stock                                                                   |              | OPC last weeks stock |                          | PPC/PSC stock              | 257                  | PPC/PSC last weeks stock | 372 |
| Details                                                                     |              | Project Manager      |                          | Admin Officer/Manager      |                      | Admin Audit              |     |
| Sign                                                                        |              | A.Suresh             |                          | Asma                       |                      |                          |     |
| Date                                                                        |              | 13.06.2022           |                          | 13.06.2022                 |                      |                          |     |

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajumarn@modiproperties.com](mailto:rajumarn@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!

