<u>Remarks from site on the 'Requisition by Site Report' of purchase division</u>

| | | | |
|---|---|---|---|
| Company: | Mehta& Modi Realty Kowkur LLP | Date: | 17.12.2022 |
| Site: | Greenwood Heights | Prepared by: | Asma |
| Report From / To | 10-12-2022 To 17-12-2022 | Approved by: | A.Suresh |
| Report Date | 17.12.2022 | | |

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# |
|---|---|---|---|---|
| 142284 | 17-10-2022 | 1 | Fire rated door | Po to be issue |
| 142294 | 20-10-2022 | 1 | Modular kitchen work order | Po to be issue |
| 142376 | 19-11-2022 | 1 | Fire rated double leaf door with glass | Po to be issue |
| 142415 | 01-12-2022 | 1 | Work order for utility grill | Po to be issue |
| 142456 | 13-12-2022 | 1 | Flat files | Po to be issue |
| 142460 | 14-12-2022 | 1 | Smart phones | Po to be issue |
| 142461 | 15-12-2022 | 1 to 9 | Electrical wires | 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$ |
|---|---|---|---|---|
| 142218 | 28-09-2022 | 1 to 3 | Steel MS Grills | Po no 92445 sup: SSLLP delivery in week |
| 142238 | 04-10-2022 | 1 | Glass balcony railing | Po no 92682 sup: chouhan steel installation work will finish in week |
| 142260 | 09-10-2022 | 1 | Nitco biblios tiles | Po no 92763 sup: SSLLP delivery in week |
| 142272 | 10-10-2022 | 1 | Vitrifies tagus tile | Po no 93256 sup : SSLLP delivery in next week |
| 142314 | 31-10-2022 | 1 to 3 | Blancowhite & black bery | Po no 93485 sup: SSLLP delivery in nextweek |
| 142331 | 03-11-2022 | 1 | Cc hume pipes | Po no 93724 sup: mody realty mallapur delivery in next week |
| 142357 | 12-11-2022 | 1 to 10 | Panel doors & hardwares | Po no 93982 sup: SSLLP delivery in week |
| 142358 | 12-11-2022 | 1 2 | MS grills | Po no 93902 sup : SSLLP delivery in next week |
| 142370 | 16-11-2022 | 1 | Water Proofing cement | Po no 94382 sup : NISA INFRA delivery on delivery in next week |
| 142389 | 22-11-2022 | 1 to 3 | Utility Tiles | Po no 94269 sup:SSLLP delivery on next week. |
| 142390 | 23-11-2022 | 1 to 4 | Malaysian Bathroom tiles | Po no 94417 sup:SSLLP delivery in this week. |
| 142392 | 23-11-2022 | 1 to 4 | Ulta sprinkles Bathroom wall tiles | Po no 94418 sup: SSLLP delivery in this week. |
| 142393 | 23-11-2022 | 1 | Wall putty bags | Po no 94416 sup: SSLLP delivery in next week |
| 142401 | 26-11-2022 | 1 to 8 | Panel doors | Po no 94399 sup:SSLLP delivery on next week. |
| 142405 | 29-11-2022 | 1 | MS grills | Po no 94534 sup: SSLLP delivery in next week |
| 142409 | 01-12-2022 | 1 to 10 | Plumbing cp material | Po no 94598 sup: SSLLP delivery in next week |
| 142410 | 01-12-2022 | 1 to 6 | Plumbing cp material | Po no 94601 sup:SSLLP delivery in next week |
| 142430 | 05-12-2022 | 1 | Steel railing | Po no 94747sup:mohan ram delivery in week |
| 142442 | 07-12-2022 | 1 | Tan brown granite | Po no 20221213004 sup: SSLLP delivery in next week |

| | | | | | |
|---|---|---|---|---|---|
| No. of gate passes issued this week: | 01 | From No. | Nil | To No. | Nil |
| Delivery van site visit on: | 10-12-22 to 14-12-22 , 17-12-22 | | | | |
| 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. - | Wt. for 12 mtr | Stock at site | Stock at site in | Previous stock in Kgs |
|---|---|---|---|---|---|---|

| | | kgs | rod – kgs | – no of rods | 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 | 288 | PPC/PSC last weeks stock | 535 |
| Details | | Project Manager | | Admin Officer/Manager | | Admin Audit | |
| Sign | | A.Suresh | | Asma | | | |
| Date | | 17-12-2022 | | 17-12-2022 | | | |

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!

APPROVED BY
17 DEC 2022
A. SURESH
PROJECT MANAGER