

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

| Company:                                                                                                     | Mehta& Modi Realty Kowkur LLP | Date:                     | 07-01-2023                             |                                                          |        |     |
|--------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------|----------------------------------------|----------------------------------------------------------|--------|-----|
| Site:                                                                                                        | Greenwood Heights             | Prepared by:              | Asma                                   |                                                          |        |     |
| Report From / To                                                                                             | 31-12-2022 To 07-01-2023      | Approved by:              | A.Suresh                               |                                                          |        |     |
| Report Date                                                                                                  | 07-01-2023                    |                           |                                        |                                                          |        |     |
| 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                                           |        |     |
| 142460                                                                                                       | 14-12-2022                    | 1                         | Smart phones                           | 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>         |        |     |
| 142218                                                                                                       | 28-09-2022                    | 1 to 3                    | Steel MS Grills                        | Po no 92445 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              |        |     |
| 142358                                                                                                       | 12-11-2022                    | 1 2                       | MS grills                              | Po no 93902 sup : SSLLP delivery in this 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                    | Ultra sprinkles Bathroom wall tiles    | Po no 94805sup: SSLLP delivery in next week.             |        |     |
| 142401                                                                                                       | 26-11-2022                    | 4 to 8                    | Hardware of doors                      | Po no 94399 sup: SSLLP delivery in week                  |        |     |
| 142405                                                                                                       | 29-11-2022                    | 1                         | MS grills                              | Po no 94534 sup: SSLLP delivery in next week             |        |     |
| 142409                                                                                                       | 01-12-2022                    | 1                         | Cp plumbing material                   | Po no 94958 sup:SSLLP delivery in next week              |        |     |
| 142434                                                                                                       | 06-12-2022                    | 1                         | Conceled tank                          | Po no 94763 sup:SSLLP delivery in week                   |        |     |
| 142442                                                                                                       | 07-12-2022                    | 1                         | Tan brown granite                      | Po no 20221213004 sup: SSLLP delivery in next week       |        |     |
| 142474                                                                                                       | 17-12-2022                    | 1                         | Ss sink with drain board               | Po no 95266 sup: cosmo durables delivery in next week    |        |     |
| 142475                                                                                                       | 17-12-2022                    | 1 to 9                    | Cp plumbing material                   | Po no95187 sup:SSLLP delivery in next week               |        |     |
| 142476                                                                                                       | 17-12-2022                    | 1                         | Marbo opera beige tiles                | Po no 95273 Sup:SSLLP delivery in next week              |        |     |
| 142481                                                                                                       | 22-12-2022                    | 1 to 4                    | Ms grills                              | Po no 95321 sup: SSLLP delivery in next week             |        |     |
| 142484                                                                                                       | 22-12-2022                    | 1                         | Conceled ball cock                     | Po no 95433 sup:maha lakshmi traders delivery in week    |        |     |
| 142488                                                                                                       | 26-12-2022                    | 1                         | Lights above main door                 | Po no 95492 Sup:SSLLP delivery in week                   |        |     |
| 142495                                                                                                       | 27-12-2022                    | 1 to 3                    | Hardware locks doorsets                | Po no 95553 sup:SSLLP delivery in next week              |        |     |
| 142502                                                                                                       | 28-12-2022                    | 1                         | Glass balcony railing                  | Po no 95632 sup:mohanram delivery in week                |        |     |
| 142503                                                                                                       | 29-12-2022                    | 1                         | Ms square pipe                         | Po no 95763 sup:sri arihant steels delivery in next week |        |     |
| 142504                                                                                                       | 29-12-2022                    | 1                         | Ms square rod                          | Po no 95642 sup: bhagwati steel tubes delivery in week   |        |     |
| No. of gate passes issued this week:                                                                         |                               | 01                        | From No.                               | Nil                                                      | To No. | Nil |
| Delivery van site visit on:                                                                                  |                               | 31-12-22 TO 07-01-2023    |                                        |                                                          |        |     |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase?                                  |                               |                           |                                        | Yes                                                      |        |     |

| 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              | 158                  | PPC/PSC last weeks stock | 199 |
| Details                                                                     |              | Project Manager      |                          | Admin Officer/Manager      |                      | Admin Audit              |     |
| Sign                                                                        |              | A.Suresh             |                          | Asma                       |                      |                          |     |
| Date                                                                        |              | 07-01-2023           |                          | 07-01-2023                 |                      |                          |     |

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!

  
 APPROVED BY  
 07 JAN 2023  
 A. SURESH  
 PROJECT MANAGER