

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

|                                                                                                             |                          |                           |                                                                                    |                                                          |
|-------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------|
| Company:                                                                                                    | GVRC                     |                           | Date:                                                                              | 07.01.2023                                               |
| Site:                                                                                                       | Innopolis                |                           | Prepared by:                                                                       | S.Nagamani/Sridevi                                       |
| Report From / To                                                                                            | 31.12.2022 to 06.01.2023 |                           | Approved by:                                                                       | Mr.Madhu                                                 |
| 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                 | S.no                      | Item Description                                                                   | Reason for not preparing PO/WO <sup>#</sup>              |
| 206452                                                                                                      | 18.11.2022               | 1                         | Micro SD Card                                                                      | PO not issue                                             |
| 206481                                                                                                      | 26.11.2022               | 1                         | Laptop adaptor                                                                     | PO not issue                                             |
| 206536                                                                                                      | 12.12.2022               | 1                         | AMF pane AUX 2000                                                                  | Po not issue                                             |
| 206540                                                                                                      | 12.12.2022               | 1                         | Hand pump                                                                          | Po not issue                                             |
| 206547                                                                                                      | 15.12.2022               | 1                         | 33KV indoor type 3 core 400 sqmm cable jointing kit                                | Po not issue                                             |
| 206570                                                                                                      | 23.12.2022               | 1                         | Fire rated door                                                                    | Po not issue                                             |
| 206575                                                                                                      | 23.12.2022               | 1 to 2                    | Anti vibration rubber pad(10mm),rubber mats                                        | Po not issue                                             |
| 206579                                                                                                      | 23.12.2022               | 1                         | Fire rated door                                                                    | Po not issue                                             |
| 206602                                                                                                      | 29.12.2022               | 1                         | Screed concreting on terrace                                                       | Po not issue                                             |
| 206615                                                                                                      | 31.12.2022               | 1 TO 3                    | GI Strips                                                                          | Po not issue                                             |
| 206622                                                                                                      | 04.01.2023               | 1 to 2                    | Nitrie rubber                                                                      | Po not issue                                             |
| 206623                                                                                                      | 04.01.2023               | 1 to 2                    | Rubber adhesive, black ducting tape                                                | Po not issue                                             |
| 206624                                                                                                      | 04.01.2023               | 1                         | MS L angle                                                                         | Po not issue                                             |
| 206625                                                                                                      | 04.01.2023               | 1 to9                     | Air release valve, rubber bellow, butterfly valve,ASA flange,ASA flange, MS nipple | Po not issue                                             |
| 206629                                                                                                      | 04.01.2023               | 1 to 3                    | GI flat ,gi flat strip,gi strip                                                    | Po not issue                                             |
| 206638                                                                                                      | 05.01.2023               | 1                         | Tile adhesive                                                                      | Po not issue                                             |
| 206642                                                                                                      | 05.01.2023               | 1                         | Open well submersible                                                              | Po not 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>\$</sup>        |
| 206132                                                                                                      | 27.07.2022               | 1                         | Escalator                                                                          | Work order                                               |
| 206279                                                                                                      | 17.09.2022               | 1 to 2                    | Fire rated door (single leaf),fire door double leaf                                | Spoken with supplier, supplier is arranging for material |
| 206313                                                                                                      | 03.10.2022               | 1                         | Transformer                                                                        | Spoken with supplier, supplier is arranging for material |
| 206314                                                                                                      | 04.10.2022               | 1                         | Lift                                                                               | Spoken with supplier, supplier is arranging for material |
| 206328                                                                                                      | 08.10.2022               | 1                         | Ms fabrication work                                                                | Work order                                               |
| 206332                                                                                                      | 10.10.2022               | 1 to 5                    | Main pcc-2,Sub pcc-2A,sub pcc-2B,Sub pcc-2C,main APFC-2A                           | Spoken with supplier, supplier is arranging for material |
| 206391                                                                                                      | 01.11.2022               | 1 to 3                    | Effluent treatment plant                                                           | Supplier is arranging material                           |
| 206392                                                                                                      | 02.11.2022               | 1                         | Atrium shed works                                                                  | Work order                                               |

|                                                                             |              |                      |                                                                            |                            |                                 |                          |                       |
|-----------------------------------------------------------------------------|--------------|----------------------|----------------------------------------------------------------------------|----------------------------|---------------------------------|--------------------------|-----------------------|
| 206460                                                                      | 22.11.2022   | 1                    | Electrical panel                                                           |                            | Work order                      |                          |                       |
| 206486                                                                      | 30.11.2022   | 1 to 2               | Furniture and fixtures                                                     |                            | Supplier asking payment         |                          |                       |
| 206494                                                                      | 05.12.2022   | 1                    | Electrical panel LT for chilled water purpose                              |                            | Work order                      |                          |                       |
| 206504                                                                      | 06.12.2022   | 1 to 10              | Electrical power supply                                                    |                            | Advance payment                 |                          |                       |
| 206507                                                                      | 06.12.2022   | 1 to 2               | Coffee powder, tea powder                                                  |                            | Sent driver to collect          |                          |                       |
| 206527                                                                      | 12.12.2022   | 1 to 12              | Electrical bus duct                                                        |                            | Delivery expected in 4-8 weeks  |                          |                       |
| 206528                                                                      | 12.12.2022   | 1 to 30              | Electrical bus duct installation                                           |                            | Delivery expected in 4-8 weeks  |                          |                       |
| 206529                                                                      | 29.12.2023   | 1 to 11              | Electrical LT supply works                                                 |                            | Work order                      |                          |                       |
| 206546                                                                      | 14.12.2022   | 1                    | Smartphone                                                                 |                            | Sent driver to collect          |                          |                       |
| 206607                                                                      | 30.12.2022   | 1 to 3               | Butterfly valve, ms flange, ms flange                                      |                            | Material will deliver by monday |                          |                       |
| 206610                                                                      | 30.12.2022   | 1 to 6               | CPVC fabt, CPVC coupling ,brass ball valve, CPVC TEE, gi nipple, cpvc pipe |                            | Material will deliver by monday |                          |                       |
| 206614                                                                      | 31.12.2022   | 1 to 2               | CI -Electrode                                                              |                            | Material will deliver by monday |                          |                       |
| 206617                                                                      | 02.01.2023   | 1 to 2               | Bamboo ladders                                                             |                            | Material will deliver by monday |                          |                       |
| 206626                                                                      | 04.01.2023   | 1                    | MS bend                                                                    |                            | Material will deliver by monday |                          |                       |
| 206627                                                                      | 04.01.2023   | 1 to 2               | Blue sheets                                                                |                            | Material will deliver by monday |                          |                       |
|                                                                             |              |                      |                                                                            |                            |                                 |                          |                       |
| No. of gate passes issued this week:                                        |              |                      | NIL                                                                        | From No.                   |                                 | To No.                   |                       |
| Delivery van site visit on:                                                 |              |                      | 31.12.2022 to 06.01.20                                                     |                            |                                 |                          |                       |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? |              |                      |                                                                            |                            | Yes                             |                          |                       |
| Items not ordered but received:                                             |              |                      |                                                                            |                            |                                 |                          |                       |
| 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                                                                       | 0                          | 0                               |                          | 4500                  |
| 2.                                                                          | 10mm         | .617                 | 7.404                                                                      | 405                        | 3000                            |                          | 6000                  |
| 3.                                                                          | 12mm         | .89                  | 10.68                                                                      | 374                        | 4000                            |                          | 6800                  |
| 4.                                                                          | 16mm         | 1.58                 | 18.96                                                                      | 421                        | 8000                            |                          | 8000                  |
| 5.                                                                          | 20mm         | 2.47                 | 29.64                                                                      | 269                        | 8000                            |                          | 8000                  |
| 6.                                                                          | 25mm         | 3.86                 | 46.32                                                                      | 226                        | 10500                           |                          | 10500                 |
| 7.                                                                          | 32mm         | 6.32                 | 75.84                                                                      | 92                         | 7000                            |                          | 7000                  |
| 8.                                                                          | Binding wire |                      |                                                                            |                            | 1400                            |                          | 2325                  |
| OPC stock                                                                   | Nil          | OPC last weeks stock | Nil                                                                        | PPC/PSC stock              | 650                             | PPC/PSC last weeks stock | 450                   |
| Details                                                                     |              | Project Manager      |                                                                            | Admin Officer/Manager      |                                 | Admin Audit              |                       |
| Sign                                                                        |              | T.Madhu              |                                                                            | S.Nagamani                 |                                 |                          |                       |
| 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 [rajikumam@modiproperties.com](mailto:rajikumam@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!