

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

|                                                                                                              |                               |                           |                                                                                              |                            |                      |                       |
|--------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------|----------------------------------------------------------------------------------------------|----------------------------|----------------------|-----------------------|
| Company:                                                                                                     | Mehta& Modi Realty Kowkur LLP | Date:                     | 20-05-2023                                                                                   |                            |                      |                       |
| Site:                                                                                                        | Greenwood Heights             | Prepared by:              | Devi                                                                                         |                            |                      |                       |
| Report From / To                                                                                             | 13-05-2023 To 20-05-2023      | Approved by:              | A.Suresh                                                                                     |                            |                      |                       |
| Report Date                                                                                                  | 20-05-2023                    |                           |                                                                                              |                            |                      |                       |
| 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. | Reason for not preparing PO/WO                                                               |                            |                      |                       |
| 20230513021                                                                                                  | 13-05-2023                    | 1                         | Basket Ball Pole 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. | Details of discussion with supplier <sup>s</sup>                                             |                            |                      |                       |
| 20230412001                                                                                                  | 12-04-2023                    | 1                         | Flush doors Po no 20230412001 sup:sri balaji enterprises delivery in next week               |                            |                      |                       |
| 20230426006                                                                                                  | 26-04-2023                    | 1 to 4                    | Upvc windows Po no 20230426021 sup : rainbow upvc windows delivery in next week              |                            |                      |                       |
| 20230506007                                                                                                  | 06-05-2023                    | 1 to 6                    | CP Material PO no 20230506023 sup: SSLLP delivery on Monday.                                 |                            |                      |                       |
| 20230506013                                                                                                  | 06-05-2023                    | 1 to 4                    | CP Material Po no 20230506053 sup: SSLLP delivery on next week.                              |                            |                      |                       |
| 20230506019                                                                                                  | 06-05-2023                    | 1 to 5                    | CP Material Po no 20230506059 sup: SSLLP delivery on next week.                              |                            |                      |                       |
| 20230509030                                                                                                  | 09-05-2023                    | 1                         | Glass Balcony Railing Po no 20230509030 sup: Chouhan steel furniture delivery on next week.  |                            |                      |                       |
| 20230509049                                                                                                  | 09-05-2023                    | 1                         | Steel Railing Po no 20230509049 sup: Leela Steel Railing & Furnitures delivery on next week. |                            |                      |                       |
| 20230512032                                                                                                  | 12-05-2023                    | 1                         | Tandoor Rough stone Po no 20230512034 sup: Rajadhani tiles company delivery on Monday.       |                            |                      |                       |
| 20230513022                                                                                                  | 13-05-2023                    | 1                         | Tan brown granite Antiskid Po no 20230513024 sup: Aakar Granites delivery on sunday          |                            |                      |                       |
| 20230515003                                                                                                  | 13-05-2023                    | 1                         | Inter locking Pavers Po no 20230515001 sup: Purnima Mosaic tiles delivery on next week.      |                            |                      |                       |
| 20230515032                                                                                                  | 15-05-2023                    | 1 to 4                    | MS Grills Po no 20230515039 sup:SSLLP delivery on next week.                                 |                            |                      |                       |
| 20230515057                                                                                                  | 15-05-2023                    | 1 to 8                    | Electrical wires Po no 20230516004 sup: SSLLP delivery on next week.                         |                            |                      |                       |
| 20230515059                                                                                                  | 15-05-2023                    | 1 to 8                    | Electrical wires Po no 20230516003 sup:SSLLP delivery on next week.                          |                            |                      |                       |
| 20230517021                                                                                                  | 17-05-2023                    | 1 to 3                    | Electrical material Po no 20230517022 sup: SSLLP delivery on Monday.                         |                            |                      |                       |
| No. of gate passes issued this week:                                                                         |                               | 01                        | From No. Nil To No. Nil                                                                      |                            |                      |                       |
| Delivery van site visit on:                                                                                  |                               | 13-05-2023 TO 20-05-2023  |                                                                                              |                            |                      |                       |
| 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         | 145 | PPC/PSC last weeks stock | 182 |
| Details   |  | Project Manager      |  | Admin Officer/Manager |     | Admin Audit              |     |
| Sign      |  | A.Suresh             |  | Devi                  |     |                          |     |
| Date      |  | 20-05-2023           |  | 20-05-2023            |     |                          |     |

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 negotiation/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!