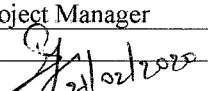
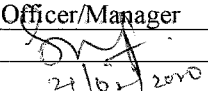


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	21.02.2020	
Site:	Silver Oak Villas	Prepared by:	R Sanjay Kumar	
Report From / To	01.04.19 to 21.02.2020	Approved by:	K Purshotham	
Report Date	21.02.2020			
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#
155198	21.11.19	1	Diesel Barrel	
155371	31.01.2020	1 to 9	Swimming pool matrial	
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 ^s
155244	13.12.19	1 to 3	Ultra Sprinkler HL 120 Box	Supplier is arranging for material
155289	31.12.19	1 to 33	PVC Material 40 Balance%	Supplier is arranging for material
155321	10.01.2020	1	Water tank 8 no's balance	Supplier is arranging for material
155325	17.01.2020	1	Hume pipe 35 no's balance	Supplier is arranging for material
155355	22.01.2020	1 to 38	CPVC Material 50 % Balance	Supplier is arranging for material
155338	25.01.2020	1 and 2	Door Beeding	Supplier is arranging for material
155351	25.01.2020	2	Al. Service wires	Supplier is arranging for material
155353	27.01.2020	1 and 2	Tandoor Stone	Supplier is arranging for material
155357	27.01.2020	1 to 3	Bathroom Tiles	Supplier is arranging for material
155367	29.01.2020	1 and 2	Door Beeding 50% balance	Supplier is arranging for material
155380	04.02.2020	1 to 38	CPVC matrial 90% balance	Supplier is arranging for material
155390	05.02.2020	1 & 2	Key board & Mouse	Supplier is arranging for material
155399	07.02.2020	1 to 12	Electrical wires 20 % balance	Supplier is arranging for material
155400	07.02.2020	1 to 9	Panel doors	Supplier is arranging for material
155404	07.02.2020	1	SS Letters	Supplier is arranging for material
155409	08.02.2020	1	Vertified tiles	Supplier is arranging for material
155411	10.02.2020	1 to 13	Electrical Wires	Supplier is arranging for material
No. of gate passes issued this week: 6 From No. 13652 To No. 13653				
Delivery van site visit on: 14.02.2020 17.40 hrs				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	12649	To No.	12663
Items not ordered but received: Nil				
Items sent to HO /vendor that are pending for repair: Submersible pump				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	21/02/2020	21/02/2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumam@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!