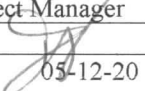
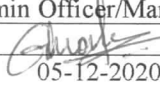


Kn Remarks from site on the 'Requisition by Site Report' of purchase division

| Company:                                                                                                    | Silver oak villas LLP                 | Date:                                             | 05-12-2020                      |                                                           |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------|---------------------------------|-----------------------------------------------------------|
| Site:                                                                                                       | Silver Oak Villas                     | Prepared by:                                      | G.Mona                          |                                                           |
| Report From / To                                                                                            | 27-11-2020 to 05-12-2020 (fri to sat) | Approved by:                                      | K. Purshotham                   |                                                           |
| Report Date                                                                                                 | 05-12-2020                            |                                                   |                                 |                                                           |
| 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#                           |
| 155998                                                                                                      | 17-09-2020                            | 1                                                 | LED TV                          |                                                           |
| 156001                                                                                                      | 17-09-2020                            | 1 to 3                                            | Sofa set for 992 B flat         |                                                           |
| 156024                                                                                                      | 24-09-2020                            | 1 to 7                                            | Curtain rods                    |                                                           |
| 156143                                                                                                      | 10-11-2020                            | 1                                                 | Badminton Court Poles           |                                                           |
| 156162                                                                                                      | 16-11-2020                            | 1                                                 | Road reflectors                 |                                                           |
| 156168                                                                                                      | 17-11-2020                            | 1                                                 | Vaccum pump (Mono block)        |                                                           |
| 156178                                                                                                      | 18-11-2020                            | 1                                                 | MI Cameras                      |                                                           |
| 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                       |
| 156035                                                                                                      | 29.09.2020                            | 1 to 5                                            | Play equipments pending         | Supplier delivery by Friday                               |
| 156104                                                                                                      | 30-10-2020                            | 1                                                 | WhiteCement07bags pending       | Present no stock at SSLLP<br>Supplier Delivery by Tuesday |
| 156152                                                                                                      | 12-11-2020                            | 1                                                 | Gate lights 14 no's pending     | Supplier delivery by Monday                               |
| 156173                                                                                                      | 18-11-2020                            | 1-20                                              | CPVC Material                   | Supplier delivery by Thursday                             |
| 156175                                                                                                      | 18-11-2020                            | 1                                                 | CERA Syphone set                | Supplier delivery by Thursday                             |
| 156181                                                                                                      | 19-11-2020                            | 1-7                                               | Sanitary material               | Present no Stock at SSLLP<br>Supplier delivery by Tuesday |
| 156183                                                                                                      | 20-11-2020                            | 10                                                | Acid Bottles 12 Nos pending     | Supplier delivery by Tuesday                              |
| 156184                                                                                                      | 20-11-2020                            | 1-8                                               | Stationary material pending     | Supplier delivery by Tuesday                              |
| 156190                                                                                                      | 24-11-2020                            | 2                                                 | Wash Basin 01 No Pending        | Supplier delivery by Monday                               |
| 156202                                                                                                      | 30-11-2020                            | 11                                                | Extension Nipple 10 Nos Pending | Present no Stock at SSLLP<br>Supplier delivery by Tuesday |
| 156203                                                                                                      | 30-11-2020                            | 1-7                                               | Sanitary Material Pending       | Present no Stock at SSLLP<br>Supplier delivery by Tuesday |
| 156205                                                                                                      | 30-11-2020                            | 1                                                 | Self Thread screws              | Supplier delivery by Friday                               |
| 156207                                                                                                      | 01-12-2020                            | 11                                                | Extension Nipple 10 Nos Pending | Present no Stock at SSLLP<br>Supplier delivery by Tuesday |
| 156208                                                                                                      | 01-12-2020                            | 1-6                                               | Sanitary material pending       | Present no Stock at SSLLP<br>Supplier delivery by Tuesday |
| 156209                                                                                                      | 02-12-2020                            | 1-17                                              | CP Material Pending             | Supplier delivery by Monday                               |
| 156210                                                                                                      | 02-12-2020                            | 1-6                                               | Sanitary material pending       | Present no Stock at SSLLP<br>Supplier delivery by Tuesday |
| No. of gate passes issued this week:                                                                        |                                       | 03                                                | From No.                        | 2126 To No. 2128                                          |
| Delivery van site visit on:                                                                                 |                                       | 28-11-2020(SOV),30 -11-2020(SOV),03-12-2020 (SOV) |                                 |                                                           |
| In 16.ward report (MRN/other) & stock report emailed in pdf format to purchase?                             |                                       |                                                   | Yes / No                        |                                                           |
| Items not ordered but received:                                                                             |                                       | Nil                                               |                                 |                                                           |
| DC register Sl. No. during the week                                                                         | From No.                              | 13591                                             | To No.                          | 13613                                                     |
| Items sent to HO /vendor that are pending for repair:                                                       |                                       |                                                   |                                 |                                                           |
| Other corrections & remarks:                                                                                |                                       |                                                   |                                 |                                                           |

| Details | Project Manager                                                                   | Admin Officer/Manager                                                             | Admin Audit |
|---------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------|
| Sign    |  |  |             |
| Date    | 05-12-20                                                                          | 05-12-2020                                                                        |             |

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 DC s / 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 MD s 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!