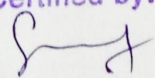


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta & Modi Realty kowlur LLP	Date:	06-03-2021
Site:	GHT	Prepared by:	N.SHRAVYA
Report From / To	28-02-2021 to 06-03-2021	Approved by:	A.SURESH
Report Date	06-03-2021		
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
140456	22-02-2021	1-4	Jaisalmer
			Reason for not preparing PO/WO ⁰
			Rated Enquiry
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
140440	17-02-2021	1-2	Cups & Saucers
140459	23-02-2021	1-2	Safety Net
140476	01-03-2021	1-2	LED Lights
140478	03-03-2021	1-7	Colin
			Details of discussion with supplier ⁵
			Local purchase; we will get it on tuesday
			PO No:75288, we will get it by Tuesday.
			PO No.75328, Sup: Reflections Electicals, We will get it from them when stock is available
			PO No. 75349 We will get it from SLLP when stock is available.
No. of gate passes issued this week:	0	From No.	-
Delivery van site visit on:	01/03,02/03,04/03,6/03/2021.		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		
DC register Sl. No. during the week	From No.	10695	To No. 10712
Items not ordered but received:	NIL		
Items sent to HO /vondor that are pending for repair:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	06-03-2021	06-03-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com. 3. Admin offices shall not leave the site without completing ashaiya@modiproperties.com and rajikumar@modiproperties.com on every Saturday. 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 follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 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!

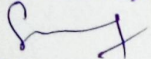
Certified by:

N. Shravya
Asst. Engineer
MENTA & MODI REALTY KOWKUR LLP

APPROVED BY

06 FEB 2021
A. SURESH
PROJECT MANAGER

Reply to remarks on requisition by site report.					
Prepared by:	Minish				
Report from/to	21-02-21 TO 27-02-21				
Report Date	05-03-2021			Date	06/3/21
Site:	GHT			Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisitions					
140412	01-02-21	U Clamp Patti	Delivered	NO	
140440	17-02-21	Cups&Saucer	Cash purchase by Raghu/Selva	NO	
140451	22-02-21	Automatic submersible pump	Delivered	YES	
140454	22-02-21	MS Binding wire	Delivery on 06-03-21	NO	
140456	22-02-21	Jaisalmer	Not Yet decided by Project Manager	NO	
140459	23-02-21	Safety nets	Delivered	NO	
140460	23-02-21	Micro fibre door mats	Online Purchase	NO	
140434	12-02-21	Mirror glass	collect from SLLP	YES	
140457	22-02-21	CPVC	Delivered	YES	
140458	22-02-21	PVC	Delivered	YES	
140462	23-02-21	Wall Mixture	Delivered	YES	
140465	23-02-21	Crompton fans	Contact supplier	YES	
140466	23-02-21	Mirror glass	collect from SLLP	YES	
140468	23-02-21	Sal wood beeding	collect from SLLP	YES	
140469	23-02-21	40amps isolator	Delivery on 06-03-21	YES	

Certified by:



N. Shravya
Asst. Engineer
MENTA & MODI REALTY KOWKUR LLP

APPROVED BY

05 FEB 2021

A. SURESH
PROJECT MANAGER