

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

|                                                                                                             |              |                                |                                                              |                                                   |                      |                          |   |
|-------------------------------------------------------------------------------------------------------------|--------------|--------------------------------|--------------------------------------------------------------|---------------------------------------------------|----------------------|--------------------------|---|
| Company                                                                                                     |              | Modi Reality Genome Valley LLP |                                                              | Date                                              |                      | 27 03 2021               |   |
| Site                                                                                                        |              | BRGV                           |                                                              | Prepared by                                       |                      | Sridevi                  |   |
| Report From / To                                                                                            |              | 20 03 2021 to 26 03 2021       |                                                              | Approved by                                       |                      | Madhu                    |   |
| Report Date                                                                                                 |              | 27 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                                             | Reason for not preparing PO/WO*                   |                      |                          |   |
|                                                                                                             |              |                                |                                                              |                                                   |                      |                          |   |
|                                                                                                             |              |                                |                                                              |                                                   |                      |                          |   |
|                                                                                                             |              |                                |                                                              |                                                   |                      |                          |   |
|                                                                                                             |              |                                |                                                              |                                                   |                      |                          |   |
|                                                                                                             |              |                                |                                                              |                                                   |                      |                          |   |
| 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*              |                      |                          |   |
| 94782                                                                                                       | 20.03.2021   | 01                             | Nerium plants                                                | Spoken with supplier, will get by within two days |                      |                          |   |
| 94783                                                                                                       | 23.03.2021   | 01,02,03,04                    | White enamel paint, black enamel paint, Therpaint oil, Brush | Spoken with supplier, will get by Monday          |                      |                          |   |
| 94784                                                                                                       | 23.03.2021   | 01                             | Hollow bricks (4"x8"x16")                                    | Spoken with supplier, will get by Wednesday       |                      |                          |   |
| 94784                                                                                                       | 23.03.2021   | 01                             | Solid bricks (6"x8"x16")                                     | Spoken with supplier, will get by Monday          |                      |                          |   |
|                                                                                                             |              |                                |                                                              |                                                   |                      |                          |   |
|                                                                                                             |              |                                |                                                              |                                                   |                      |                          |   |
| No. of gate passes issued this week:                                                                        |              |                                | Nil                                                          | From No.                                          | -                    | To No.                   | - |
| Delivery van site visit on:                                                                                 |              |                                | 22 <sup>nd</sup> 24 <sup>th</sup> 26 <sup>th</sup>           |                                                   |                      |                          |   |
| 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                                                         | 200                                               | 936                  |                          |   |
| 2                                                                                                           | 10mm         | 617                            | 7.404                                                        |                                                   |                      |                          |   |
| 3                                                                                                           | 12mm         | 89                             | 10 68                                                        | 280                                               | 2984                 |                          |   |
| 4.                                                                                                          | 16mm         | 1 58                           | 18.96                                                        |                                                   |                      |                          |   |
| 5                                                                                                           | 20mm         | 2 47                           | 29.64                                                        |                                                   |                      |                          |   |
| 6                                                                                                           | 25mm         | 3 86                           | 46.32                                                        |                                                   |                      |                          |   |
| 7                                                                                                           | 32mm         | 6.32                           | 75 84                                                        |                                                   |                      |                          |   |
| 8                                                                                                           | Binding wire |                                |                                                              |                                                   |                      |                          |   |
| OPC stock                                                                                                   |              | OPC last weeks stock           |                                                              | PPC/PSC stock                                     |                      | PPC/PSC last weeks stock |   |
| Details                                                                                                     |              | Project Mahager                |                                                              | Admin Officer/Manager                             |                      | Admin Audit              |   |
| Sign                                                                                                        |              | nd. Salunagi                   |                                                              | Sridevi                                           |                      |                          |   |
| Date                                                                                                        |              | 27.03.2021                     |                                                              | 27 03 2021                                        |                      |                          |   |

Notes 1 \* Send a copy of the missing requisitions to Purchase immediately 2 Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [asharya@modiproperties.com](mailto:asharya@modiproperties.com) and [rajkumarn@modiproperties.com](mailto:rajkumarn@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 MDs approval/input, 8 5 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!