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|---|---|---|---|---|---|
| Prepared by: | | T.D. Murthy | | | |
| Report Date | | 01-04-2021 | | | |
| Site | | Silver Oak Villas LLP | | | |
| | | | | | |
| List of requisitions Where PO/WO not prepared 3 working days after requisition: | | | | | |
| Requisition No | Requisition Date | Material Descscription | Purchase Officer - Remarks | Material delivered? | If material is not delivered - is delay justified? |
| 156333 | 21-01-2021 | SS Name Plates | Hold by M.D. | | |
| 156334 | 22-01-2021 | Window Curtains | Online purchase | | |
| 156340 | 25-01-2021 | Laptop Charger & Executive Bags | Online purchase | | |
| 156394 | 22-02-2021 | Broom Holder | Online purchase | | |
| 156403 | 09-03-2021 | Mike | Delivered | | |
| 156420 | 18-03-2021 | French window | Estimate with M.D. | | |
| 156422 | 20-03-2021 | HDPE UV Stabilizer cover | Online purchase | | |
| | | | | | |
| List of requisitions Where PO/WO is prepared and items have not received at site | | | | | |
| 156345 | 27-01-2021 | Weighing machine & Sailine stand | Local purchase by Raghu | | |
| 156418 | 18-03-2021 | Self Thread screws | Monday delivery | | |
| 156421 | 19-03-2021 | Door Closer | Today delivery | | |
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T.D. Murthy
1/4/21

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

| | | | |
|---|---|---|---|
| Company: | Silver oak villas LLP | Date: | 27-03-2021 |
| Site: | Silver Oak Villas | Prepared by: | G.Mona |
| Report From / To | 19-03-2021 to 27-03-2021 | Approved by: | K.Purshotham |
| 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 | | Item Description | Reason for not preparing PO/WO# |
|---|---|---|---|---|
| 156333 | 21-01-2021 | 1 | SS name plate | |
| 156334 | 22-01-2021 | 1-5 | Window Curtains | |
| 156340 | 25-01-2021 | 1 | Laptop Charger & Executive Bags | |
| 156394 | 22-02-2021 | 7 | Broom Holders | |
| 156403 | 09-03-2021 | 1 | Mike | |
| 156420 | 18-03-2021 | 1 | Fench Door | |
| 156422 | 20-03-2021 | 1 | HDPE UV Stabilized Cover | |

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$ |
|---|---|---|---|---|
| 156345 | 27-01-2021 | 1-3 | Weighing machine& sailine stand | Material ready with supplier, delivery will be within a week. |
| 156418 | 18-03-2021 | 1-3 | Self thread screws | Material ready with supplier, delivery will be done by Wednesday |
| 156421 | 19-03-2021 | 1 | Door closers | Material ready with supplier, delivery will be done by Thursday |
| | | | | |

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|---|---|---|---|---|---|
| No. of gate passes issued this week: | 1/5 | From No. | 3089 | To No. | 3089 |
| Delivery van site visit on: | 19-03-2021,22-03-2021, 24-03-2021 | | | | |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | Yes / No | | | | |
| 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 | - | | |
| 2. | 10mm | .617 | 7.404 | - | | |
| 3. | 12mm | .89 | 10.68 | - | | |
| 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 | 0 | PPC/PSC last weeks stock | 0 |
| Details | | Project Manager | | Admin Officer/Manager | | Admin Audit | |
| Sign | | | | | | | |
| 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, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!

Scan/ TDs

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|---|---|---|---|---|---|
| Prepared by: | | T.D. Murthy | | | |
| Report Date | | 01-04-2021 | | | |
| Site | | Silver Oak Villas - III | | | |
| | | | | | |
| List of requisitions Where PO/WO not prepared 3 working days after requisition: | | | | | |
| Requisition No | Requisition Date | Material Descscription | Purchase Officer - Remarks | Material delivered? | If material is not delivered - is delay justified? |
| 183554 | 24-03-2021 | 18 & 6mm Plywood Sheets | PO issued no. 75961 | | |
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| | | | | | |
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| List of requisitions Where PO/WO is prepared and items have not received at site | | | | | |
| 183530 | 17-02-2021 | Drill bits - 5mm - 06nos | Monday delivery. | | |
| 183559 | 24-03-2021 | 3/4" CPVC pipe - 40 nos | Delivered | | |
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T.D. Murthy

1/4/21

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

| | | | |
|---|---|---|---|
| Company: | Silver oak villas LLP | Date: | 27-03-2021 |
| Site: | Silver Oak Villas ph-III | Prepared by: | B Meenakshi |
| Report From / To | 19-03-21 to27-03-21(fri to sat) | Approved by: | K Purshotham |
| 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# |
|---|---|---|---|---|
| 183554 | 24-03-2021 | 1 and 2 | 18and 6mm Ply Wood sheets | |
| | | | | |
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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$ |
|---|---|---|---|---|
| 183530 | 17-02-2021 | 1 | Drill bits 5mm 6 Nos | Stock not available At supplier |
| 183559 | 24-03-2021 | 1 | 3/4" CPVC pipe 40 nos pending | Stock available at SSLLP delivery by Monday |
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|---|---|---|---|---|---|
| No. of gate passes issued this week: | Nil / 5 | From No. | Nill | To No. | Nill |
| Delivery van site visit on: | | 23.03.21,26.03.21,27.03.21 | | | |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | | | | | Yes / No |

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 | - | - | |
| 2. | 10mm | .617 | 7.404 | - | - | |
| 3. | 12mm | .89 | 10.68 | - | - | |
| 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 | - | | Nill | Nill | Nill |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| OPC stock | Nill | OPC last weeks stock | Nill | PPC/PSC stock | 420 | PPC/PSC last weeks stock | 482 |

| Details | Project Manager | Admin Officer/Manager | Admin Audit |
|---|---|---|---|
| Sign | | | |
| 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, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!

# Reg: Bills received from SSLLP Worth 27,95,601/-

From: meenakshi . (meenakshi@modiproperties.com)

To: sohammodi@modiproperties.com; purchase@modiproperties.com; minish@modiproperties.com

Cc: praveen@modiproperties.com; report-audit@modiproperties.com; purshotham@modiproperties.com; sov-const@modiproperties.com

Date: Friday, February 12, 2021, 06:14 PM GMT+5:30

To,
Soham Sir.

We have received Steel DC's and invoice copies of TMT Steel worth 8,66,415/- &1,92,9186/-

Dc and Invoice no:13390 &15705 (Po no :74300)-Amt:1,92,9186/-
Dc and Invoice no:13548 &15886 (Po no :74675)-Amt: 8,66,415/-

At site we don't have the physical quantity as per received Dc's, How can we Adjust in stock.

Please advice.

Regards,
Meenakshi,
Sov.