

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

| Company:                                                                                                    | Mehta&Modi Realty Kowkur LLP |                           | Date:                              | 26-06-2021                                                                         |                      |                          |
|-------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------|------------------------------------|------------------------------------------------------------------------------------|----------------------|--------------------------|
| Site:                                                                                                       | Greenwood Heights            |                           | Prepared by:                       | N.Shravya                                                                          |                      |                          |
| Report From / To                                                                                            | 20-06-2021                   |                           | Approved by:                       | A.Suresh                                                                           |                      |                          |
| Report Date                                                                                                 | 26-06-2021                   |                           |                                    |                                                                                    |                      |                          |
| 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 <sup>#</sup>                                        |                      |                          |
| 140539                                                                                                      | 26-04-2021                   | 2                         | Macharla stone                     | PO not issued.                                                                     |                      |                          |
| 140588                                                                                                      | 25-05-2021                   | 1-5                       | CC Cameras                         | PO not issued.                                                                     |                      |                          |
| 140596                                                                                                      | 01-06-2021                   | 1                         | Study table                        | PO not issued.                                                                     |                      |                          |
| 140598                                                                                                      | 03-06-2021                   | 1                         | Ink for printers                   | PO not issued.                                                                     |                      |                          |
| 140616                                                                                                      | 11-06-2021                   | 1                         | Carpet                             | Online purchase.                                                                   |                      |                          |
| 140617                                                                                                      | 11-06-2021                   | 1                         | Window curtain                     | Online purchase.                                                                   |                      |                          |
| 140618                                                                                                      | 11-06-2021                   | 1                         | Wake fit Wlide book self           | Requisition not found.                                                             |                      |                          |
| 140619                                                                                                      | 11-06-2021                   | 1                         | Wakefit sunny home                 | Online purchase.                                                                   |                      |                          |
| 140621                                                                                                      | 11-06-2021                   | 1                         | Dark wal nut center table          | Online purchase.                                                                   |                      |                          |
| 140624                                                                                                      | 11-06-2021                   | 1                         | Bathroom mats                      | Online purchase.                                                                   |                      |                          |
| 140629                                                                                                      | 12-06-2021                   | 1                         | CC cameras towers                  | PO not issued.                                                                     |                      |                          |
| 140638                                                                                                      | 19-06-2021                   | 1                         | Tea cup coasters                   | PO not issued.                                                                     |                      |                          |
| 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                                                |                      |                          |
| 140640                                                                                                      | 19-06-2021                   | 6                         | Dust bin covers                    | PO No.77886,Partial delivery, we will get it from SLLP when material is available. |                      |                          |
| 140641                                                                                                      | 19-06-2021                   | 3,4                       | A4 Size papers & covers            | PO No.77888,Partial delivery, we will get it from SLLP when material is available. |                      |                          |
| 140646                                                                                                      | 09-02-2021                   | 1-4                       | WPC Door frames                    | PO No.78046, Sup:Adilabad timber Mart, They will deliver material on Monday.       |                      |                          |
| No. of gate passes issued this week:                                                                        |                              |                           | 2                                  | From No.                                                                           | 3703 To No. 3704     |                          |
| Delivery van site visit on:                                                                                 |                              |                           | 20 <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                               |                                                                                    |                      |                          |
| 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                                                                                                   | 0 bags                       | OPC last weeks stock      |                                    | PPC/PSC stock                                                                      |                      | PPC/PSC last weeks stock |
| Details                                                                                                     |                              | Project Manager           |                                    | Admin Officer                                                                      |                      | Admin Audit              |
| Sign                                                                                                        |                              |                           |                                    | MEHTA & MODI REALTY KOWKUR LLP                                                     |                      |                          |
| Date                                                                                                        |                              | 26-06-2021                |                                    | 26-06-2021                                                                         |                      | 26-06-2021               |

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajikumari@modiproperties.com](mailto:rajikumari@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