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

Compan		assumices from sit	e on the 'Requi	sition by Site R	eport' of p	urchase div	ision		
Site	Lincon	Villa Orchids-LLP		Date	-				
Renow F		Villa Orchids		Date	The second secon	24-07-2021			
Page 18		18-07-21 To 24-07-	21	Prepared by:	and the latest and th	K SNEHA			
Report Date 24		24-07-2021	-1	Approved by		A SURESH			
List of re	quisitions num	bers missing in the r	ppovi*						
Ban N	quisitions who	re PO/WO not prepa	red 1 months						
wed v	io. Req	Date Serial no	of Working	3 working days after requisition					
		item in Re	o Hem	Item Description		Reason for not preparing PO/WO*			
					-				
Pag N	quisitions wher	e PO/WO is prepare	d and items be		1.				
wed w	o. Req I	Date Serial no c	WO is prepared and items have not been received at site beyond the lead time.  Serial no of Item Description Description						
63691	Marie San Communication of Street, and Street,	Hem in D.	n nem	Item Description		Details of discussion with supplier <sup>6</sup>			
03031	7-05-21	1	Complete Com	Video door of					
63703	21.00		video do	***		Po no:76990 we will get it from SSLLP stores when material available at SSLLP stores.			
03/03	04-07-2	1 1	Video do						
63704			Tideo do	or phones	Po no:78	Po no: 78362 we will get it from SSLLP Stores			
63704 21-07-21		1 1-8	Colin	Colin		when material available at SSLLP Stores			
No. of gate passes issued this			-		Po No :78869 we will get I from SSLLP Store from Monday				
Dellers	e passes issued	this week	Nil	From No.	from Mo				
Livery v	an site visit on		THE RESIDENCE OF THE PARTY OF T		-	To No	).	4	
inward rep	ort (MRN/othe	er) & stock report en	nailed in pdf for	mat to purchas	02		**	-	
Control of the Contro	- mercen per second	CITCU. "	To the pair to	mat to purchas	e/		Yes		
Other corre	ections & rema	rks:							
Details of s	steel & cement	stock			-				
Sl. No Tor size		Wt per mtr	Wt per mtr Wt. for 12 mtr		I e		1-		
		kgs	rod - kgs	tr Stock at site – no c		at site in	Previous stock in Kgs		
			rou kgs	rods	f Kgs				
1.	8mm	.395	4	74 Nil	Nil	-	NO.		
2.	10mm	.617	7.40		Nil		Nil		
3.	12mm	.89	10.6	Contract of the Contract of th	Nil	-	Nil		
4.	16mm	1.58	18.9	AND REAL PROPERTY AND ADDRESS OF THE PARTY AND	Nil		Nil Nil		
5.	20mm	2.47	29.6		Nil	-			
6.	25mm	3.86	46.3	Marine Company of the	Nil		Nil		
7.	32mm	6.32	75.8	And in contrast of the last of	Nil		Nil Nil		
8.	Binding wir		75.0	Nil	Nil		Nil		
PC stock		OPC last		PPC/PSC	-	l p	DDC/DCC1		
		weeks stock		stock			eeks stock		
tails		The country of the control of the co	Project Manager		Admin Officer/Manager		Admin Audit		
etails		Project Manage		Admin Off	icer/Mana	ver A	dmin Andre		
gn		A.Suresh A		K. Sneha	Snc Snc	er A	dmin Audit		

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 Jompteting 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!

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A. SURESH

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Snehof

repared by report Date	Mounika 17.07.21				
te	Villa Orchida LL	P		Dog	: 24/07/21
of requis	itions Where PO/	WO not prepared 3 working days after requ	estion		If material is not delivered
Requisition	Requisition Date	Material Descacription	Purchase Officer - Remarks	definered?	is delay justified?
No					
	Where PO/	WO is prepared and items have not receive	sd at eate		
ist of requi	sitions where	Wiles Dear shares	No stock with Supplier	No	
6369	04.07.21	Video Door phones Video Door phones	No stock with Supplier	Ho	
6370					

APPROVED BY

2 4 JUL 2021

A. SURESH

FROJECT MANAGER

snelog