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

Company:	1	MHPLSOV		Date:		07-08-2	1			
Site: Silv		Silver Oak Villas par	ver Oak Villas part-III			B.Meenakshi				
Report From / To 30-0		30-07-21 to 07-08-21	07-21 to 07-08-21(fri to sat)		Prepared by: Approved by:		K Purshotham			
Report Da	te (	07-08-21		ripproved by.		K ruisilotham				
List of req	uisitions numb	pers missing in the re	eport*:							
List of req	uisitions wher	e PO/WO not prepar	ed 3 working	days after rea	nicition:					
Req No	. Req I	Date Serial no o	of Item	Description	uisition.	Dansor	forms	4	DO 7770#	
		item in Re	q			Reason for not preparing PO/WO#				
185011		-21 1	MI came	ra 2 Nos						
List of requ	uisitions where	e PO/WO is prepared	d and items hav	ve not been re	ceived at	site hevor	d the l	and time.		
Req No. Req I		ate Serial no o	f Item	Item Description		eived at site beyond the lead time:				
		item in Rec	1.			Details of discussion with supplier <sup>s</sup>				
185014			Curb ston	Curb stone		Holding for a while site not ready				
185026	09-07-	-21 1	Hume Pir	Hume Pipes 28nos balance		Material Ready at Supplier delivery by monday			m. h 1	
NT C			balance			at Supplier derivery by monday				
	passes issued		Nil/5	From No.	N	ill 7	To No.		Nill	
	in site visit on				30.07.2	1,31.07.21		21	14111	
inward repo	ort (MRN/othe	er) & stock report em	ailed in pdf fo	rmat to purch	ase?		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Yes / No		
Items not or	rdered but rec	eived:						103/110		
Other corre	ctions & rema	rks:								
Details of s	teel & cement	stock								
Sl. No	Tor size	Wt per mtr	Wt. for 12 m	ntr Stock at	site S			in Previous stock in Kgs		
		kgs	rod – kgs	- no of						
1.	8mm	.395	4.	.74 -	-	-80				
2.	10mm	.617	7.4	104 -	-					
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 win			Nill	N	fill		Nill		
OPC stock	Nill	OPC last	Nill	PPC/PSC		368		C/PSC last	373	
		weeks stock		stock		000		eks stock	313	
Details		Project Manage	Project Manager		Officer/M	anager	Admin Audit			
ign					unab		7 101	mi riuuit		
Date		07-08-21	07-08-21		07-08-21					

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, <a href="mailto:ashaliva@modiproperties.com">ashaiya@modiproperties.com</a> and <a href="mailto:raikumarn@modiproperties.com">raikumarn@modiproperties.com</a> 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 & 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!

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

		er Oak Villas part-III		ate:	07-08-	07-08-2021			
		r Oak Villas part-III		repared by:	B.Mee	B.Meenakshi			
Report From	1/To 30-0	7-21 to 07-08-21(fri to sat)		approved by:	K Purs	K Purshotham			
Report Date	07-0	08-2021							
List of requi	sitions numbers	s missing in the rep	ort*:						
List of requi	sitions where P	O/WO not prepare	d 3 working da	ays after requisit	tion:				
Req No.	Req Date	Serial no of item in Req	Item D	Description	Reaso	Reason for not preparing PO/WO#			
		O/WO is prepared							
Req No. Req Date		e Serial no of item in Req.		escription	Detail	Details of discussion with su			
	passes issued th	is week:	Nil / 5	From No.	Nill	To No.		Nill	
	site visit on:1			1.07.21,05.08.2					
Inward repor	rt (MRN/other)	& stock report ema	ailed in pdf for	mat to purchase	?		Yes / No		
Items not or	dered but receiv	/ed:							
Other correc	tions & remark	s:							
Details of ste	eel & cement st	ock							
Sl. No	Tor size	Wt per mtr	Wt. for 12 m	tr Stock at sit	e Stock at	site in	Previous stock in Kg		
		kgs	CONTRACTOR OF COLUMN	- no of rod				ock in Kgs	
1.	8mm	.395	rod – kgs	AND THE RESIDENCE OF THE PERSON OF THE PERSO				ock in Kgs	
2.	8mm 10mm		rod – kgs	- no of rod 74 -	s Kgs			ock in Kgs	
		.395 .617 .89	rod – kgs 4.	- no of rod 74 - 04 -	s Kgs			ock in Kgs	
2.	10mm	.395 .617	rod – kgs 4.1 7.4	- no of rod 74 - 04 - 68 -	s Kgs			ock in Kgs	
2. 3.	10mm 12mm	.395 .617 .89	rod – kgs 4.7.40 10.4	- no of rod 74 - 04 - 68 - 96 -	s Kgs			ock in Kgs	
2. 3. 4.	10mm 12mm 16mm	.395 .617 .89	rod – kgs 4. 7.4 10. 18.	- no of rod 74 - 04 - 68 - 96 - 64 -	s Kgs			ock in Kgs	
2. 3. 4. 5.	10mm 12mm 16mm 20mm	.395 .617 .89 1.58 2.47	rod – kgs 4. 7.4 10. 18. 29.	- no of rod 74 - 04 - 68 - 96 - 64 - 32 -	s Kgs			ock in Kgs	
2. 3. 4. 5. 6. 7.	10mm 12mm 16mm 20mm 25mm 32mm Binding wire	395 .617 .89 1.58 2.47 3.86 6.32	rod – kgs  4.  7.4  10.  18.  29.  46.  75.	- no of rod 74 - 04 - 68 - 96 - 64 - 32 - Nill	s Kgs Nill		Nill		
2. 3. 4. 5. 6. 7.	10mm 12mm 16mm 20mm 25mm 32mm	395 .617 .89 1.58 2.47 3.86 6.32	rod – kgs 4. 7.4 10. 18. 29. 46.	- no of rod 74 - 04 - 68 - 96 - 64 - 32 - 84 -	s Kgs		Nill PC/PSC last eeks stock	Nill	
2. 3. 4. 5. 6. 7.	10mm 12mm 16mm 20mm 25mm 32mm Binding wire	.395 .617 .89 1.58 2.47 3.86 6.32	rod – kgs  4.  7.4  10.  18.  29.  46.  75.	- no of rod 74 - 04 - 68 - 96 - 64 - 32 - 84 - Nill PPC/PSC stock	s Kgs Nill	W	PC/PSC last		
2. 3. 4. 5. 6. 7. 8. OPC stock	10mm 12mm 16mm 20mm 25mm 32mm Binding wire	.395 .617 .89 1.58 2.47 3.86 6.32 - OPC last weeks stock	rod – kgs  4.  7.4  10.  18.  29.  46.  75.	- no of rod 74 - 04 - 68 - 96 - 64 - 32 - 84 - Nill PPC/PSC stock Admin Off	s Kgs Nill Nill	W	PC/PSC last eeks stock		

Note: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiya@modiproperties.com</u> and <u>raikumarn@modiproperties.com</u> 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!

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

omnon	Silver O	ak Villas LLP	ak Villas I I P Date:					07-08-2021			
Company: Silver O Site: Silver O				Prepared by:			B.Meenakshi				
		1 to 07-08-2021(f		Approved by:			K Purshotham				
Report From /	sat)	1 10 07-00-2021(1	11 10	-FF							
· D ·	07-08-2	021								11.52	
Report Date			*.								
ist of requisiti	ons numbers mis	ssing in the report VO not prepared	2 working d	lave af	ter requisit	tion:					
	ons where PO/W	Serial no of	Item I	Descrir	otion		Reason	for not	preparing PO	/WO <sup>#</sup>	
Req No.	Req Date	item in Req									
156480	21-06-2021	1 to 5	Window		S						
156515	15-07-2021	1	Laptop ba					-			
156519	16-07-2021	1	Laptop ba		740						
156524	19-07-2021	1 .	Laptop ba	ags							
156535	24-07-2021	1 to 3	Chairs and			e			£.		
156526	24-07-2021	1 to 5	Ikea cabir			l l					
156536	02 00 2021	1 to 5	Al windo	WS							
156546	03-08-2021	WO is prepared an	d items have	re not 1	neen receiv	ved at	site bevo	nd the le	ead time:		
	ions where PO/V	Serial no of	Ttom I	Descri	ntion	. Cu ut	Details	of discu	ussion with su	pplier <sup>\$</sup>	
Req No.	Req Date	item in Req.			ption	26.					
156502	08-07-2021	1	Garbage	box					Wednesday		
156507	14-07-2021	1	SS sink v		aste	Mate	aterial ready at Ssllp delivery by monday				
156533	22-07-2021	1	SS sink			Mate	erial ready	at Ssllp	llp delivery by monday		
156537	26-07-2021	1 to 9	Flipper r		ne spare	Material ready with supplier but supplier sat adavance payment not received.				pplier said	
156545	05-08-2021	1 to 9	Cylindric		ks	No stock at ssllp					
			pending	E.	rom No.	50	953	To No.		5953	
No. of gate pa	asses issued this	week:	1/ 5				,55				
D 11			30.07.21	,31.07	.21,05.08.	21			Yes / No		
Delivery van	site visit on:1					-0					
Delivery van	site visit on:1	stock report emai	led in pdf fo	ormat	to purchas	e!			168/190		
Inward report	(MRN/other) &	stock report emai	led in pdf f	ormat	to purchas	se?			168/110		
Inward report Items not ord	ered but received		led in pdf fo	ormat	to purchas	se?			1687110		
Inward report Items not ord Other correct	ered but received ions & remarks:	1:	led in pdf f	ormat	to purchas	se?			168/140		
Inward report Items not ord Other correct Details of ste	ered but received ions & remarks: el & cement stoc	l: :k					Stock at	site in		ock in Kgs	
Inward report Items not ord Other correct	ered but received ions & remarks:	d: k Wt per mtr	Wt. for 12		Stock at s	site	Stock at Kgs	site in	Previous sto	ock in Kgs	
Inward report Items not ord Other correct Details of ste	ered but received ions & remarks: el & cement stoc Tor size	k Wt per mtr	Wt. for 12 rod – kgs	mtr	Stock at s	site	Kgs	site in		ock in Kgs	
Inward report Items not ord Other correct Details of ste Sl. No  1.	ered but received ions & remarks: el & cement stoc Tor size	k Wt per mtr kgs	Wt. for 12 rod – kgs	mtr 4.74	Stock at s	site	Kgs	site in		ock in Kgs	
Inward report Items not ord Other correct Details of ste Sl. No	t (MRN/other) & ered but received ions & remarks: el & cement stoc Tor size  8mm 10mm	k Wt per mtr kgs .395 .617	Wt. for 12 rod – kgs	mtr 4.74 7.404	Stock at s	site	Kgs - -	site in		ock in Kgs	
Inward report Items not ord Other correct Details of ste Sl. No  1.	t (MRN/other) & ered but received ions & remarks: el & cement stoc Tor size  8mm 10mm 12mm	k Wt per mtr kgs .395 .617 .89	Wt. for 12 rod – kgs	mtr 4.74 7.404 10.68	Stock at s	site	Kgs - -	site in		ock in Kgs	
Inward report Items not ord Other correct Details of ste Sl. No  1. 2.	t (MRN/other) & ered but received ions & remarks: el & cement stoc Tor size  8mm 10mm	k Wt per mtr kgs .395 .617 .89 1.58	Wt. for 12 rod – kgs	mtr 4.74 7.404 10.68 18.96	Stock at s - no of ro	site	Kgs	site in		ock in Kgs	
Inward report Items not ord Other correct Details of ste Sl. No  1. 2. 3. 4.	t (MRN/other) & ered but received ions & remarks: el & cement stoc Tor size  8mm 10mm 12mm	k Wt per mtr kgs .395 .617 .89 1.58 2.47	Wt. for 12 rod – kgs	mtr 4.74 7.404 10.68 18.96 29.64	Stock at s	site	Kgs	site in		ock in Kgs	
Inward report Items not ord Other correct Details of ste Sl. No  1. 2. 3. 4. 5.	t (MRN/other) & ered but received ions & remarks: el & cement stoc Tor size  8mm 10mm 12mm 16mm	k Wt per mtr kgs .395 .617 .89 1.58	Wt. for 12 rod – kgs	mtr 4.74 7.404 10.68 18.96 29.64 46.32	Stock at s - no of ro	site	Kgs	site in		ock in Kgs	
Inward report Items not ord Other correct Details of ste Sl. No  1. 2. 3. 4. 5. 6.	t (MRN/other) & ered but received ions & remarks: el & cement stock. Tor size  8mm 10mm 12mm 16mm 20mm 25mm	k Wt per mtr kgs .395 .617 .89 1.58 2.47	Wt. for 12 rod – kgs	mtr 4.74 7.404 10.68 18.96 29.64	Stock at s - no of ro	site	Kgs	site in	Previous sto	ock in Kgs	
Inward report Items not ord Other correct Details of ste Sl. No  1. 2. 3. 4. 5. 6. 7.	t (MRN/other) & ered but received ions & remarks: el & cement stoc Tor size  8mm 10mm 12mm 16mm 20mm 25mm 32mm	k Wt per mtr kgs .395 .617 .89 .1.58 .2.47 .3.86	Wt. for 12 rod – kgs	mtr 4.74 7.404 10.68 18.96 29.64 46.32	Stock at s - no of ro Nill	site	Kgs		Previous sto		
Inward report Items not ord Other correct Details of ste Sl. No  1. 2. 3. 4. 5. 6.	t (MRN/other) & ered but received ions & remarks: el & cement stock. Tor size  8mm 10mm 12mm 16mm 20mm 25mm	kk Wt per mtr kgs .395 .617 .89 1.58 2.47 3.86 6.32 - OPC last	Wt. for 12 rod – kgs	mtr 4.74 7.404 10.68 18.96 29.64 46.32	Stock at s - no of ro Nill PPC/PSO stock	site ods	Kgs Nill Nill	I	Previous sto	ock in Kgs	
Inward report Items not ord Other correct Details of ste Sl. No  1. 2. 3. 4. 5. 6. 7. 8. OPC stock	t (MRN/other) & ered but received ions & remarks: el & cement stock. Tor size  8mm 10mm 12mm 16mm 20mm 25mm 32mm Binding wire	k Wt per mtr kgs .395 .617 .89 .1.58 .2.47 .3.86 .6.32 - OPC last weeks stock	Wt. for 12 rod – kgs	mtr 4.74 7.404 10.68 18.96 29.64 46.32	Stock at s - no of ro Nill PPC/PSO stock	site ods	Kgs Nill Nill	I	Previous sto		
Inward report Items not ord Other correct Details of ste Sl. No  1. 2. 3. 4. 5. 6. 7. 8.	t (MRN/other) & ered but received ions & remarks: el & cement stock. Tor size  8mm 10mm 12mm 16mm 20mm 25mm 32mm Binding wire	kk Wt per mtr kgs .395 .617 .89 1.58 2.47 3.86 6.32 - OPC last	Wt. for 12 rod – kgs	mtr 4.74 7.404 10.68 18.96 29.64 46.32	Stock at s - no of ro Nill PPC/PSO stock Admin C	site ods	Kgs Nill Nill	I	Previous sto		

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