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

		C. Jo I I D	Dat	6,		17-08-20				
	Villa O	rchids-LLP		pared by:		K.SNEF	IA			
Company:	Villa O	rchias		proved by:		A.SURE	SH			
Site:	08-08-2	21 To 14-08-21	Ap	proved by.		71.001				
Report From										
		issing in the repo WO not prepared	rt*:							
List of requis	itions numbers PO/	WO not prepared	3 working day	s after requis	ition:		C			
List of requis	Req Date	WO not prepared  Serial no of	Item Des	cription		Reason	for no	t preparing PC	)/WO®	
Req No.	Red Date	item in Req.								
		-	-		-					
-	- PO/	WO is prepared a	nd items have r	ot been recei	ived at	site beyon	d the le	ead time:		
List of requis	Req Date	Serial no of	Item Des	scription		Details of	of disc	ussion with su	pplier <sup>s</sup>	
Req No.	Red Date	item in Req.								
	07-09-2021	1	MI Wifi cc	cameras	PO N	lo. 79493 S	Sup: M	K Mobiles pri	vate limited	
63707	07-09-2021	1	1411 11112		Wev	vill get it fr	om the	m by this wee	k.	
		1-1-1	Nil	From No.	-	·	o No.			
No. of gate p	asses issued this	week:	NII							
Delivery van	site visit on:		il lin adf form	at to purchas	e?			Yes		
Inward repor	rt (MRN/other) &	stock report ema	ned in pur form	at to paround						
Items not or	dered but received	d:							-	
Other correct	tions & remarks:								-	
Details of st	eel & cement stoc	ck		1 0 1 1		Stock at site	a in	Previous sto	k in Van	
Sl. No	Tor size	Wt per mtr	Wt. for 12 mtr	Stock at	1 -	Kgs Free		1 Tevious stor	lous stock in kgs	
	Complete Control Control	kgs	rod – kgs	site – no	01 1					
				rods	-	Vil		Nil		
1.	8mm	.395	4.7			Vil		Nil		
2.	10mm	.617	7.40			Nil		Nil		
3.	12mm	.89	10.6			Nil		Nil		
4.	16mm	1.58	18.9		_	Nil		Nil		
5.	20mm	2.47	29.6			Vil		Nil		
6.	25mm	3.86	46.3		_	Nil		Nil		
7.	32mm	6.32	75.8			Vil		Nil		
8.	Binding wire			Nil PPC/PSC			pp	PC/PSC last		
OPC stock		OPC last			-			eks stock	-	
		weeks stock		Stock Admin O	C or/A	fanagar	_	lmin Audit		
Details		Project Manage	er		IIICEI/N	Tallagei	AC	mmi Audit		
Sign		A.Suresh	1	K.Sneha	21		+			
Date		17-08-2021	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	17-08-202			1 0	Cand this		

Send a copy of the missing requisitions to Purchase immediately. 2. Notes: 1. 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 5. Mention PO & MRN no. on DCs / bills. 6. Report Requisitions, clearly showing the items not received on a daily basis. 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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Prepared by	Mounika (7 08-21 Villa Orchids LLP	per entrage a process and the state of the s	the Balling Miller Control and the Control and		
Report Date	Villa Orchids LLP	per Patrick Committee of Marine Control of Marine Committee of the Committ	to the first of the state of th	The state of the s	The state of the s
791145		and the second s	the application that is a factor and the same and the same and the application of the same and t	Material	10
List of requisi	tions Where PO/WO	() not prepared 3 working days after requisi	tion:	delivered?	If material is not delivered .
Requisition	Requisition	Material Desceription	Purchase Officer - Remarks	And the second s	Juddied?
No.	Date	properties the territories of the contract of the second second of the second second of the second o	THE WAS A SECTION OF THE PROPERTY OF THE STATE OF THE SECTION OF T		
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APPROVECEY

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A COMESTI PROJECT MANAGER