

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

|                  |                              |              |            |
|------------------|------------------------------|--------------|------------|
| Company:         | Mehta&Modi Realty Kowkur LLP | Date:        | 16-10-2021 |
| Site:            | Greenwood Heights            | Prepared by: | K. Sneha   |
| Report From / To | 10-10-21 To 16-10-21         | Approved by: | A. Suresh  |
| Report Date      | 16-10-2021                   |              |            |

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>a</sup> |
|---------|------------|--------------------------|----------------------------|---------------------------------------------|
| 140740  | 27-08-2021 | 1                        | MS Sliding Gates           | Under Fabrication.                          |
| 140792  | 25-09-2021 | 1-6                      | PVC False Ceiling material | Estimate with MD for Approval               |
| 140816  | 12-10-2021 | 1                        | Speciality gate light      | Requisition sent to MD's Approval           |
| 140823  | 12-10-2021 | 1                        | MS Railing                 | Requisition sent to MD's Approval           |
| 140824  | 12-10-2021 | 1                        | Cinder concrete            | Requisition sent to MD's Approval           |

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                                                                            |
|---------|------------|--------------------------|----------------------|----------------------------------------------------------------------------------------------------------------|
| 140717  | 13-08-2021 | 1                        | Powder coated grills | PO No. 79763, Under Fabrication.                                                                               |
| 140798  | 25-09-2021 | 1                        | L-Angle              | PO No. 81135, Sup. Dilpreet Tubes, They will deliver the material by Tuesday.                                  |
| 140804  | 29-09-2021 | 1                        | FRP Thadakaas        | PO No 81336, sup. Meera Fibretek Pvt. Ltd, We will get it from supplier when material available from supplier. |
| 140805  | 30-09-2021 | 1-6                      | Fan Rods             | PO No 81619 sup. Elegant enterprises, We will get it from supplier by Monday.                                  |
| 140815  | 12-10-2021 | 1                        | Grout                | PO No: 81674, We will get it from SSSLP stores by Monday                                                       |
| 140817  | 12-10-2021 | 1&1                      | Indigo floor Paint   | PO No 81645&81647 Sup. Veesamsetty Srinivas, We will get it from material by Tuesday.                          |

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 | 160 bags     | OPC last weeks stock |                          | PPC/PSC stock              |                      | PPC/PSC last weeks stock |
| Details   |              | Project Manager      |                          | Admin Officer/Manager      |                      | Admin Audit              |
| Sign      |              |                      |                          |                            |                      |                          |
| Date      |              | 18-10-2021           |                          | 18-10-2021                 |                      | 18-10-2021               |

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiva@modiproperties.com](mailto:ashaiva@modiproperties.com) and [rajkumar@modiproperties.com](mailto:rajkumar@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 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 faults from site, For 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 MRN in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

A. SURESH  
PROJECT MANAGER

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Asst. Engineer  
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