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

Company	:		Oak Villas part		Date			20-11-2021						
						epared by: B.Meenak								
fri)		1				roved by:		K Purshotham						
Report Date 20.1			2021											
		imbers n	nissing in the re	port*:										
List of red	quisitions w	here PO	WO not prepare	ed 3 working	g days	after requis								
		q Date	Serial no o		n Des	cription	Reason for not preparing PO/				O/WC)#		
			item in Rec	1										
					Ni		L.,			•				
			WO is prepared								- 1'	•		
Req N		q Date	Serial no o		Item Description			Details of discussion with supplier ^s						
183694 11-10-202		0-2021	3	Malays	Malaysian brown HL			Stock is available and will be delivered by wednesday						
18370	19-1	0-2021	01	Metal d	Metal dust bin			Stock is available and will be delivered by Monday						
18370	05 22-1	0-2021	30	PVC pl	PVC plain elbow			Material available at supplier deliver by monday						
183710 26-10-2		0-2021	15,28		PVC rigid pipe and floor trap			l available	at	supplier	deliv	er b		
183713 29-10-202		0-2021	8 & 10	S.S Scr			monday Materia Tuesday	l available	at	supplier	deliv	er b		
183714 29-10-2		0-2021	3	Fishers				l available	at	supplier	deliv	er b		
183725 05-11-202		1-2021	1,2,4,6	CPVC r	CPVC material			l available	at	supplier	deliv	er b		
18372		1-2021	15,23,24,30,3	31 PVC ma				l available	at	supplier	deliv	er b		
18373	4 10-1	1-2021	1,2		VC reducer, ncealed stop cock		Materia monday	l available	at	supplier	deliv	er b		
No of out	e passes issi		<u> </u>	771.45										
			week:	Nil / 5		From No.	Nill	To N	0.		Nill			
Delivery van site visit on:1			& stock report emailed in pdf f			7.11.2021,19	2.11.2021							
	ordered but			ancu in pui i	Offila	to purchase	5!			Yes				
	ections & re													
	steel & ceme													
Sl. No	Tor size		Wt per mtr	Wt. for 12	mtr	Stock at si	ite Sto	ck at site in	7	Dear	-4 1	• ••		
			kgs	rod – kgs	- no of ro				Previous stock in Kg					
1.	8mm		.395		4.74	-	-	_	+					
2.	10mm		.617	7	7.404	-	-		+					
3.	12mm		.89	1	0.68	-	-							
4.	16mm		1.58		8.96	-	-							
5.	20mm		2.47	2	9.64	-	-		+					
6.	25mm		3.86		6.32	-	-		+					
7.	32mm		6.32	7	5.84	-	7_		+					
8.	Binding v					Nill PPC/PSC	Ni	1 .	+	Nill				
PC stock Nill		V	OPC last weeks stock	Nill	lill .					PPC/PSC last Nill				
etails		F	Project Manage	r		stock Admin Of	ficer/Ma	nager		weeks stock Admin Audit				
gn			Z				-1001/1410	nagei	Ad	ının Aud	lit			
te		1	9-1 2021			19-11-202) 1		-					
s: 1. * Send	a copy of the	missing rec	quisitions to Purcha	se immediately	2 Sen	d this report to	nurchoca(aliana di						

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

	N	emarks from site c	in the				T	11.0001					
	Cilve	r Oak Villas LLP	Date:			20-11-2021							
Company.		r Oak Villas	Prepared by:			B Meenakshi							
Sile.		T Oak Villas	21(eat to	Approved by:			K Purshotham						
Report Fron		1.2021 to 19.11.20)21(Sat 10	7 kpp	,								
	ffri)												
Report Date	20.1	1.2021											
List of requi	isitions numbers	missing in the rep	ort :	4	offer requi	sition.							
List of requi	isitions where Po)/WO not prepare	d 3 WOLKING	g days	allel requi	5111011.	Re	ason for	not pr	eparing	PO.	/WO#	
Req No. Req Date		Serial no of	Item	Item Description		Reason for not preparing PO/WO#							
	•	item in Req			•	DO 40	20116						
156589	10.11.21	1			cards	PO to be issued							
	18-09-202	1 1-5	Al	. Win	dows	PO to	be is	sucu	laad	time.			
List of requi	isitions where Po	D/WO is prepared	and items ha	ave no	ot been rece	ived at	site b	ails of di	leau	on with	cun	nlier\$	
Req No.	Req Date	Serial no of	Item	Desc	cription		Det	ails of di	scussio	on with	Sup	pirei	
Red No.	req 2 ans	item in Req								:11	ho d	dalivered	h.
156582	29-10-202		Wash ba	asins		Stock		available	e and	WIII	be t	delivered	0)
130362	29-10-202					Mond				***		1-1:	h
156583	08-11-202	1 to 14	Short body ta		ps, angle	Stock	is	available	e and	Will	be c	lelivered	υy
130303	00-11-202			cock,etc.,		Monday Stock is available and will be delivered by							
156584	08-11-202	1 to 4	Flush	Flush		Stock	is	available	and	will	be d	leliverea	бу
130364	00-11-202		tank,wa	tank,washbasi		c., Monda							
156586	08-11-202	1	1 Telescopic pole set Advance cheque to be arranged		nge to	supp	lier						
130360	08-11-202												
	No. of gate passes issued this week:				From No.		5988 To l		No. 5991				
No. of gate	passes issued th	s week:	5/	5									
				21 12	7.11.2021,19	9 11 202	21						
Delivery va	n site visit on:1	0 -+1	ailed in adf f	format	t to purchase	e?	Ť		Y	es / No			
		& stock report em	aneu iii pui i	OI III di	to puronas		1						
	rdered but receiv												
	ctions & remark												
	teel & cement st		Wt. for 12		C414 -	:4- C	ا ماد م	t sits in	Dec		tools	in V as	
Sl. No	Tor size	1 -		mtr	Stock at s					Previous stock in Kgs			
		kgs	rod – kgs	4.74	– no of ro		gs		+				
1.	8mm	.395		4.74	-	-			+				
2.	10mm	.617		7.404	-				-				
3.	12mm	.89		0.68	-	 -							
4.	16mm	1.58		8.96	-								
5.	20mm	2.47		9.64	-								
6.	25mm	3.86	4	6.32	-	-							
7.	32mm	6.32	7	5.84	-	-							
8.	Binding wire	-			Nill	N	ill		Nil	1			
OPC stock	Nill	OPC last	Nill		PPC/PSC	Nill			PPC/PSC last N		Vill		
11111		weeks stock		stock				1	weeks stock				
Details Project Manager			r						Admin Audit				
Sign													
Date		19-11-2021			19-11-202	21							
Integ: 1 * Cond	a copy of the missin	requisitions to Purcha	se immediately	2 Ser			@mod	inconerties o	com ack	naiva@m	odina		_

Notes: 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>rajkumarn@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

C M			SOV	Da	te:	20-11-2021						
Company.				Pre	epared by:		B.Meenakshi					
		Silver	ver Oak Villas part-III 11.2021 to 19.11.2021(sat to			Approved by:		K Purshotham				
fri)		fri)				,						
Report Da	tė	20.11.2										
List of req	uisitions nu	mbers m	issing in the re	port :			-:4:					
List of req	uisitions wh	ere PO/	WO not prepare	ed 3 working	g day	s after requi	Sition.	Danas	for	not preparing	PO/WO#	
Req No. Req D		Date	Serial no or	f Item	Item Description		Reason for not preparing PO/WO#					
			item in Req		•			. h . i				
185060 10-11-21		-21	1 Memory ca			d	PO to be issued received at site beyond the lead time:					
List of reg	uisitions wh	ere PO/\	NO is prepared	l and items ha	ive n	ot been rece	ived at	site beyond	C J	read time:	supplier\$	
Req No. Req Da		Date	Serial no of		Item Description			Details of	or als	scussion with	supplier	
			item in Req.				Material available at SSLLP to be delivered by					
185053	3 28-10)-21	3	Pad lock	S		1		le at	SSLLP to be	delivered b	
							mond	ay				
10202		200:		- 00			A 1			ho ignus		
185055	08-11	-2021	1	CC came	CC cameras		Advance payment to be issue					
105056		1 0001										
185056 08-11-		1-2021	1		MS light pole with side		Advance payment to be issue					
				arm								
No of gate	e passes issu	ad this y	vools:	Nil		From No.	Ni	То	No.		Nil	
	an site visit		VEEK.		_	7.11.2021,19			NO.		INII	
			stock report em					T		Yes		
	ordered but r		stock report em	aned in pur it	Jillia	t to purchase	. r			1 68		
	ections & re											
	steel & ceme										,	
SI. No	Tor size		Wt per mtr	Wt. for 12 i	mtr	Stock at si	40 C4	ock at site		D		
51. 140	101 3120		kgs	rod – kgs	ш	- no of rod	.		k at site in Previous sto		ck in Kgs	
1.	8mm	-	.395		1.74	225	s Kgs 1067					
2.	10mm		.617	+	404	150		10				
3.	12mm		.89	+	0.68	56						
4.	16mm		1.58		3.96	60	_	598 1138				
5.	20mm		2.47		0.64	15		445				
6.	25mm		3.86		.32	-	-	<i>-</i>				
7.	32mm		6.32		.84	-	-					
8.	Binding w	rire -				Nill	Ni	11		N7:11		
PC stock	Nill		PC last	Nill		PPC/PSC	0	11	P	Nill		
		1	eeks stock		stock		V		PPC/PSC last 40			
etails			Project Manager			Admin Off	nago-	weeks stock				
gn			7			. Idiilii Oll	ICCI/IVI	mager	A	dmin Audit		
te		19	D-11-2021			19-11-2021	1					
s: 1. * Send	a copy of the m	ussing requ	usitions to Purchas	e immediately	Sen	d this remort to	numal .	Q I'				

not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9 Purchase to send reply officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!