

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

|                  |                              |              |            |
|------------------|------------------------------|--------------|------------|
| Company:         | Mehta&Modi Realty Kowkur LLP | Date:        | 11-12-2021 |
| Site:            | Greenwood Heights            | Prepared by: | K.Sneha    |
| Report From / To | 05-12-21 To 11-12-21         | Approved by: | A.Suresh   |
| Report Date      | 11-12-2021                   |              |            |

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>#</sup> |
|---------|------------|---------------------------|---------------------------------|---------------------------------------------|
| 140816  | 12-10-2021 | 1                         | Speciality gate light           | Model to be select by MD                    |
| 140886  | 18-11-2021 | 1                         | MI CC Camera                    | Online purchase                             |
| 140939  | 8-12-2021  | 1-2                       | FRP Pipes's                     | Estimate with MD for Approval               |
| 140941  | 8-12-2021  | 1-3                       | PVC Base Saddle                 | Po to be issue                              |
| 140942  | 8-12-2021  | 1                         | Aluminium structure glazin work | Estimate to be prepare                      |

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 <sup>s</sup>                                     |
|---------|------------|---------------------------|--------------------------|--------------------------------------------------------------------------------------|
| 140717  | 13-08-2021 | 1                         | Powder coated grills     | PO No. 79763, Under Fabrication.                                                     |
| 140823  | 12-10-2021 | 1                         | MS Railing               | PO No.81767, Under Fabrication.                                                      |
| 140856  | 02-11-2021 | 1                         | Tiles                    | PO No.82307, We will get it from SSLLP Stores by Monday.                             |
| 140862  | 09-11-2021 | 1                         | FRP Tackas               | PO No.82675, We will get it from SSLLP by Tuesday.                                   |
| 140893  | 20-11-2021 | 1                         | Large tiles              | PO No.82782, We will get it from SSLLP By Monday.                                    |
| 140894  | 20-11-2021 | 1-2                       | Large tiles              | PO No.82774, We will get it from SSLLP By Monday.                                    |
| 140896  | 20-11-2021 | 1                         | Utility tiles            | PO No.82919, We will get it from SSLLP By Monday.                                    |
| 140902  | 25-11-2021 | 1                         | GHT logo with LED lights | PO No.83019, Supplier: Legend Elevation. Supplier deliver the Material by Wednesday. |
| 140924  | 3-12-2021  | 1                         | Brass ball valve         | PO No.83308, Sup: Praful sanitary, We will get it from supplier by Monday.           |
| 140927  | 4-12-2021  | 1-2                       | Utility tiles            | PO No.83315, We will get it from SSLLP by Tuesday.                                   |
| 140930  | 4-12-2021  | 1                         | Vitrified tiles          | PO No.83314, We will get if from SSLLP by Tuesday.                                   |
| 140934  | 7-12-2021  | 1-11                      | PVC Pipe's               | PO No.83504, We will get if from SSLLP by Tuesday.                                   |
| 140935  | 7-12-2021  | 1-3                       | Electrical wire's        | PO No:83468, We will get if from SSLLP by Tuesday.                                   |
| 140936  | 7-12-2021  | 1-13                      | Switches                 | PO No.83499, We will get if from SSLLP by Tuesday.                                   |
| 140937  | 7-12-2021  | 1                         | Concealed tank's         | PO No.83435, We will get if from SSLLP by Tuesday.                                   |

No. of gate passes issued this week:

Nil

From No.

-

To No.

-

Delivery van site visit on:

7th&8th December

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

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| 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                     | Nil                        | Nil                  | Nil                      |   |
| 2.        | 10mm            | .617                 | 7.404                    | Nil                        | Nil                  | Nil                      |   |
| 3.        | 12mm            | .89                  | 10.68                    | Nil                        | Nil                  | Nil                      |   |
| 4.        | 16mm            | 1.58                 | 18.96                    | Nil                        | Nil                  | Nil                      |   |
| 5.        | 20mm            | 2.47                 | 29.64                    | Nil                        | Nil                  | Nil                      |   |
| 6.        | 25mm            | 3.86                 | 46.32                    | Nil                        | Nil                  | Nil                      |   |
| 7.        | 32mm            | 6.32                 | 75.84                    | Nil                        | Nil                  | Nil                      |   |
| 8.        | Binding wire    |                      |                          | Nil                        | Nil                  | Nil                      |   |
| OPC stock |                 | OPC last weeks stock |                          | PPC/PSC stock              | -                    | PPC/PSC last weeks stock | - |
| Details   | Project Manager |                      |                          | Admin Officer/Manager      |                      | Admin Audit              |   |
| Sign      | A.Suresh        |                      |                          | K.Sneha                    |                      |                          |   |
| Date      | 11-12-2021      |                      |                          | 11-12-2021                 |                      |                          |   |

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajumarn@modiproperties.com](mailto:rajumarn@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 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!



