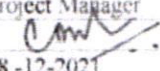
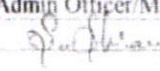


Scen 3D:

Prepared by:	Bhavani			
Report Date	18-12-2021			
Site	Nextopolis			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	If material is not delivered - is delay justified?
186134	09-11-2021	Laptop	Online Purchase	
186053	24-08-2021	CC Camera	Online Purchase	
186101	13-10-2021	Mono block Pipe,HDPE Pipe,PVC Pipe	Po Issued.PO no:81842	
186122	03-11-2021	Laptop Bags	Online Purchase	
186160	26-11-2021	Tea Flask	Po Issued.PO no:83062	
List of requisitions Where PO/WO is prepared and items have not received at site				
186079	23-09-2021	Cubes Moulds	Collect from SSLLP	
186082	25-09-2021	Binding Wire	Collect from SSLLP	
186144	16-11-2021	Blue Sheets	Collect from SSLLP	
186164	04-12-2021	Canvas Pipe With Couplers	Co ordinate with the supplier	

panai
27/12/21

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

Company:	Modi Constructions and Realtors LLP	Date:	18-12-2021				
Site:	Nextopolis	Prepared by:	S Shrivya				
Report From / To	12-12-2021 to 18-12-2021						
Report Date	18-12-2021						
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	Reason for not preparing PO/WO				
186134	09-11-2021	01	Lap top				
186053	24-08-2021	1	CC Camera				
186101	13 10 2021	2,3&4	Mono block pump, HDPE PIPE, PVC pipe				
186122	03 11 2021	1	Lap top bags				
186160	26.11 2021	2	Tea flask				
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.	Details of discussion with supplier				
186079	23-09-2021	1	Cubes moulds				
186082	25-09-2021	8	Binding wire				
186144	16.11.2021	1	Blue sheets				
186164	04.12.2021	1	Canvas pipe with couplers				
No. of gate passes issued this week:		2	From No. 3819 To No 3820				
Delivery van site visit on:		14-12-2021					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No				
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	1750	8295	9006	
2.	10mm	.617	7.404	1570	11624.28	12142.56	
3.	12mm	.89	10.68	565	6034.2	6034.2	
4.	16mm	1.58	18.96	510	9669.6	9669.6	
5.	20mm	2.47	29.64	669	19829.16	19829.16	
6.	25mm	3.86	46.32	485	22465.2	22465.2	
7.	32mm	6.32	75.84	55	4171.2	4171.2	
8.	Binding wire	-	-	-	250	300	
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	108 Bags	PPC/PSC last weeks stock	115Bags
Details	Project Manager		Admin Officer/Manager		Admin Audit		
Sign							
Date	18-12-2021						

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, asharya@modiproperties.com and rajkumarn@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!