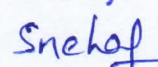


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta&Modi Realty Kowkur LLP	Date:	08-01-2022			
Site:	Greenwood Heights	Prepared by:	K. Sneha			
Report From / To	02-01-22 To 08-01-22	Approved by:	A. Suresh			
Report Date	08-01-2022					
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#		
140982	29-12-2021	1-8	PVC rigid pipe 4	Po to be issue.		
140990	03-01-2022	1-11	PVC pipe 1.2mm thick	Po to be issue.		
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 SSSLP Stores by Monday.		
140927	4-12-2021	1-2	Utility tiles	PO No.83315, We will get it from SSSLP by Tuesday.		
140930	4-12-2021	1	Vitrified tiles	PO No.83314, We will get if from SSSLP by Tuesday.		
140944	9-10-2021	1-3	UPVC Window's	PO No.83641, Sup:Rainbow UPVC Doors&Windows, supplier deliver the material by Wednesday.		
140952	15-12-2021	1-2	Marbo opera beige large tile.	PO no.83869, We will get it from SSSLP by Tuesday.		
140978	25-12-2021	1	Gate lamps	PO No.84005, We will get it from SSSLP by Monday.		
140981	31-12-2021	1	Openable glass door	Po No.84096, Supplier: Sri Sai Rohith Marketing Company. Under Fabrication.		
No. of gate passes issued this week:		02	From No.	3739	To No.	3740
Delivery van site visit on:		3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> 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						
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	08-01-2022			08-01-2022		

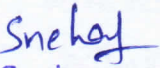
Page 1 of 2

  
**APPROVED BY**  
**08 JAN 2022**  
**A. SURESH**  
**PROJECT MANAGER**

**Certified by:**  
  
**K. Sneha**  
**Asst. Engineer**  
**MEHTA & MODI REALTY KOWKUR LLP**

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 [rajcumarn@modiproperties.com](mailto:rajcumarn@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!

  
APPROVED BY  
08 JAN 2022  
A. SURESH  
PROJECT MANAGER

Certified by:  
  
K. Sneha  
Asst. Engineer  
MEHTA & MODI REALTY KOWKUR LLP