

Internal memo no. 903/35/A
Annexure -A
INSTALLATION REPORT

Company/ firm:	Modi reality Pocharam LLP	Requisition nos.:	20240928013
Project:	NGH	PO no.:	20240928019
Supplier:	Rainbow UPVC doors and Windows	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
01	19.10.24	303, 305, 307 & 509	UPVC windows sliding with mesh	2400W x 1200H	4 No's
02	19.10.24	303, 305, 307 & 509	UPVC windows sliding with mesh	1200W x 900H	4 No's
03	19.10.24	303, 305, 307 & 509	UPVC Ventilator top hung	585W x 585H	8 No's
Total:					16 No's
Remarks: PO completed					

Approved by	Project manager	Security	Admin (Audit)
			

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple POs in one report. 5. Provide report on defaults, poor