

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

|                |                           |                   |              |
|----------------|---------------------------|-------------------|--------------|
| Company/ firm: | Modi reality Pocharam LLP | Requisition nos.: | 20241122035  |
| Project:       | NGH                       | PO no.:           | 20241122039  |
| Supplier:      | R D Enterprises           | Material type:    | UPVC windows |

### Details of installation:

| Sl. No. | Date of installation | Unit no.                | Material details               | Size          | Qty     |
|---------|----------------------|-------------------------|--------------------------------|---------------|---------|
| 01      | 16.12.24             | 604,1001,1003,607 & 804 | UPVC windows sliding with mesh | 1200W x 1200H | 15 No's |
|         |                      |                         |                                |               |         |
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|         |                      |                         |                                |               |         |
|         |                      |                         |                                |               |         |
| Total:  |                      |                         |                                |               | 15 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 quality, missing items, etc. 6. Reports to be sent to [purchase@modiproperties.com](mailto:purchase@modiproperties.com) regularly. However, report must be provided within one working day of request from purchase. 7. Maintain signed original at site.