

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

Company/ firm:	Modi reality Pocharam LLP	Requisition nos.:	20250414028
Project:	NGH	PO no.:	20250414031
Supplier:	Mr.M.Sudarshan	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
01	16.05.25	A-207	UPVC french door sliding with mesh	2400W X 2100H	1 No's
		A-207	UPVC sliding with mesh	1200W X 900H	1 No's
		A-207	UPVC Ventilator to hung	585W X 585H	2 No's
Total:					4 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 regularly However, report must be provided within one working day of request from purchase 7 Maintain signed original at site