

NOTE: Installation Report (completely filled and signed by all concerned) will have to be deposited to Office of Director-Computer Centre, AMU, Aligarh, for creation of CCAID in CMDB (Configuration Management Database) of AMU.

Rev-1.0 Date:01.02.2015

WorkStation Installation Report

Funding Agency:	→	Externally Funded Project <input type="checkbox"/>		Purchase from University Funds <input type="checkbox"/>		
Head of Account:	→	Code: _____	Description: _____			
Purchase Order No.:	→	_____	P. O. Date: _____			
Date of P.O. Delivery to Supplier:	→	_____				
Delivery Challan No.	→	Delivery Challan Date: _____				
Installation date	→	_____				
Warranty valid upto	→	_____				
OEM (Original Equipment Manufacturer):	→	Name: _____	Website: _____			
Supplier Invoice No.	→	Invoice Date: _____				
Invoice Value (in Indian Rupees)	→	_____				
Details of Technical Specifications & Warranty Support						
WorkStation:	→	Make: _____	Model _____	Unique ID: _____		
Service Tag No:		_____ (if any)				
Processor:	→	Intel Xeon E5 2620 (6 core) Processor @ 2.0 GHz <input type="checkbox"/>	Intel Xeon E3 1220v2 CPU (Quad Core) @ 3.1 GHz <input type="checkbox"/>	Intel Xeon Dual Processor E-5-1620v2 Quad Core, 3.7 GHz Turbo <input type="checkbox"/>	Others _____	
Cache:	→	08 MB <input type="checkbox"/>	10 MB <input type="checkbox"/>	15 MB <input type="checkbox"/>	Others _____	
RAM Type	→	DDR2 SDRAM <input type="checkbox"/>	DDR3 SDRAM <input type="checkbox"/>	DDR4 SDRAM <input type="checkbox"/>	Others _____	
RAM:	→	2 GB <input type="checkbox"/>	4 GB <input type="checkbox"/>	8 GB <input type="checkbox"/>	16 GB <input type="checkbox"/>	Others _____
Hard Disk:	→	500 GB <input type="checkbox"/>	600 GB <input type="checkbox"/>	1TB <input type="checkbox"/>	2 TB <input type="checkbox"/>	Others _____
LAN Card	→	Internal <input type="checkbox"/>		External <input type="checkbox"/>	Others _____	
# of USB Ports (2.0)	→	2 <input type="checkbox"/>		3 <input type="checkbox"/>	4 <input type="checkbox"/>	Others _____
# of USB Ports (3.0)	→	2 <input type="checkbox"/>		3 <input type="checkbox"/>	4 <input type="checkbox"/>	Others _____
Monitor:	→	LED <input type="checkbox"/>	Touch <input type="checkbox"/>	Non-Touch <input type="checkbox"/>	Size: _____(INCH)	
Graphic Card:	→	Make _____	Model _____	Memory _____	Others _____	
Built-in Microphone & Speaker:	→	_____ (Y/N) , If Yes, Tested & working Fine: _____ (Y/N)				
Integrated HD Audio	→	_____ (Y/N) , If Yes, Tested & working Fine: _____ (Y/N)				
DVD:	→	DVD+RW <input type="checkbox"/>	DVD+RW DL <input type="checkbox"/>	Others _____		
Operating System:	→	Name: _____	Version: _____	# of Cal Licenses : _____		
OS Type:	→	32 BIT <input type="checkbox"/>		64 BIT <input type="checkbox"/>		
OS Media:	→	OS Media: _____ OS Media Label: _____ Drivers on Media: _____ (Y/N)				
Supplier's E-Mail-ID (Warranty Support):	→	_____				
OEM's E-Mail-ID (Warranty Support):	→	_____				
Supplier's Phone# (Warranty Support):	→	_____				
OEM's Phone# (Warranty Support):	→	_____				
Registered with OEM(for Warranty Support, as per entitlement of AMU):	→	_____ (Y/N)	Registration No: _____	Registration Date: _____		
Warranty Support SLA	→	Response Time: _____	Resolution Time: _____			
Supplier's Website (Warranty Support):	→	_____				
OEM's Website (Warranty Support):	→	_____				

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Important Information (regarding warranty support):

For any support during warranty period, end-user will have to contact supplier/OEM on the Phone Number(s)/ E-Mail IDs/Websites, mentioned above, and acquire support ticket number. A log of all the Support Tickets (Incident Numbers) is important to be retained by end-user, for future references and also for any escalations through Computer Centre.

Timings of Telephonic Support (during Warranty Period):

Supplier's Timings: _____ (Weekdays) / _____ (Sundays/Holidays)
 OEM's Timings: _____ (Weekdays) / _____ (Sundays/Holidays)

CERTIFICATE FROM USER'S DEPARTMENT

Verified that the material has been received in good condition, strictly according to the specifications as given in the purchase order. The same has been successfully installed and accepted by _____ of _____. Stock entry has also been made on Page No. _____ of relevant stock register: _____.

Signature: _____ Name: _____ Role: <u>Installation Engineer</u> Mobile: _____ Email ID: _____ Rep. of Supplier/OEM: _____ Seal: _____	Signature: _____ (Dean/Principal/Chairman / Head of Office) Seal: _____	Signature(s): _____ Name(s): _____ Role: <u>Installation & Verification Team (from End-User Dept. of AMU)</u> Rep. of : _____ Seal: _____
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AMU-CCAID # (to be issued by Computer Centre): _____