

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

All-in-One Desktop 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	
All-in One Desktop	→ Make: _____ Model _____ Unique ID: _____
Service Tag No:	→ _____ (if any)
Processor:	→ Intel 4th Gen Core i3 4130 @ 3.4 GHz <input type="checkbox"/> Intel 4th Gen Core i5 4570U @ 3.2 GHz <input type="checkbox"/> Intel 4th Gen Core i7 4770U @ 3.4 GHz <input type="checkbox"/> Others _____
Cache:	→ 3MB <input type="checkbox"/> 6MB <input type="checkbox"/> 8MB <input type="checkbox"/> Others _____
RAM Type	→ DDR2 SDRAM <input type="checkbox"/> DDR3 SDRAM <input type="checkbox"/> DDR4 SDRAM <input type="checkbox"/> Others _____
RAM:	→ 2GB <input type="checkbox"/> 4GB <input type="checkbox"/> 8GB <input type="checkbox"/> 16GB <input type="checkbox"/> Others _____
Hard Disk:	→ 500GB <input type="checkbox"/> 1TB <input type="checkbox"/> Others _____
LAN Card	→ Internal <input type="checkbox"/> External <input type="checkbox"/> Others _____
Integrated Graphics:	→ Make: _____ Configuration: _____
# 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:	→ Make: _____ Model _____ Unique ID: _____ Size: _____ Touch <input type="checkbox"/> Non-Touch <input type="checkbox"/>
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)
UPS Provided	→ _____(Y/N) , If Yes, Make/Model: _____ Rating: _____ KVA
Mouse Provided	→ _____(Y/N) , If Yes, Wired/Wireless: _____ USB _____(Y/N)
Keyboard:	→ _____(Y/N) , If Yes, Wired/Wireless: _____ USB _____(Y/N)
DVD:	→ DVD+RW <input type="checkbox"/> DVD+RW DL <input type="checkbox"/> Others _____
Anti-Virus:	→ Make: _____ Model/Version: _____ Expiry Date: _____
Operating System:	→ Name: _____ Version: _____
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):	→ _____
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)

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All-in-One Desktop Installation Report

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: **Installation Engineer**

Mobile: _____

Email ID: _____

Rep. of Supplier/OEM: _____

Seal:

Signature: _____

(Dean/Principal/Chairman / Head of Office)

Seal:

Signature(s): _____

Name(s): _____

Role: **Installation & Verification Team (from End-User Dept. of AMU)**

Rep. of : _____

Seal:

AMU-CCAID # (to be issued by Computer Centre): _____