

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

Desktop with UPS 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):	→		

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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): _____