

Format for Inspection of Depots for Depot Online System

Name of Officer: -

Date of Inspection: -

Depot Name:		Date :		
Depot Code:				
District Name:				
S.No.	BoQ Item	Numbers as per BoQ	Number Received & Verified	Remarks
1	Desktops			
2	UPS			
3	Laser Printers			
4	Thermal Printer			
5	2G/3G Dongle			
6	Tablets with SIM card			
7	VSAT (if any) with ancillary equipment and network cabling			

Annexure B - IT Equipment Checklist			
1. Desktops		Yes/No	Remarks
1.1	Confirm all desktops free from any damage visually		
1.2	Equipment as per specified make and model (Acer Veriton M200-A58)		
1.3	Confirm receipt of peripherals such as mouse, keyboard, power cables		
1.3	Desktop supplied with necessary software/OS		
2. Laser Printers			
2.1	Confirm all Laser Printers free from any damage visually		
2.2	Equipment as per specified make and model (RICOH SP-111)		
3. UPS			
3.1	Confirm all UPS free from any damage visually		
3.2	Equipment as per specified make and model (Tritronics 1 kVA)		
3.3	Confirm one UPS is available for every desktop		

4. Thermal Printer			
4.1	Confirm all Thermal Printers free from any damage visually		
4.2	Equipment as per specified make and model (Zebra EZ320)		
5. Tablet with SIM Card			
5.1	Confirm all Tablets free from any damage visually		
5.2	Equipment as per specified make and model (Samsung Tab SM-T116)		
5.3	Confirm receipt of SIM card with each tablet		
6. Dongle			
6.1	Confirm all dongles free from any damage visually		
6.2	Confirm receipt of one dongle for each desktop		

Sign: _____

Name: _____

Email: _____

(On Behalf of RICOH)

(Officer In-charge - FCI)