

Annexure-XIV: Format for Site Note Ready (SNR) certificate

(For LIC's Managed Video Conferencing Solution- Dummy Installation Report)

Name of the Vendor			
Office & department where equipments delivered			
Reference of LIC's Purchase Order No. and date		PO No.	Dated :
Make and Model of the equipment(s) which were delivered, physically verified and POST done was done	Sl.No	Description of the equipments	Serial Number of the equipment (if available)
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
Activities performed by the vendor		(Yes/No)	Remarks (if any)
Verification of the equipments delivered with the Purchase Order :			
Power On Self Test (POST) was successful			
The Box was sealed, stamped and signed after successful POST			
This is certified that, the delivery has been found correct as per the above referred Purchase Order and POST was successful. The equipments could not be installed because of the following reason(s) :			
S.No	Brief description of the reason of Site not being ready		Please Tick the reason(s)
1	Location : Site is not finalized (where the equipment is supposed to be installed)		
2	Power : UPS of Adequate Capacity <u>or</u> Electrical Points with earthing not available		
3	Cabling : Adequate number of free port in the switches / patch panel not available		
4	AC related aspects		
5	Any other reason (please specify) :		
Likely date of the site getting ready for installation (Please mention the date)=>			
Signature and seal of the Authorised LIC official		Signature of the Vendor's Engineer	
Name		Name	
Designation		Date :	
SR Number		Place :	Contact No.
E-Mail ID		E-Mail ID	
Note :			
➤ The Site-Not-Ready (SNR) certificate has to be issued only when delivery of all the equipments (for that particular site) has been completed by the vendor for that site and POST was carried out successfully. ➤ If delivery is NOT complete <u>i.e.</u> either some parts are missing <u>or</u> are damaged then, SNR will not be issued and only the "Short-Shipment Form" shall be issued by LIC.			

Annexure-XV: Format for Short Shipment Form

Short Shipment Form (SSF)
(For LIC's Managed Video Conferencing Solution)

SHORT SHIPMENT FORM (LIC)				
Name of the AMC Vendor				
Office & department where equipments delivered				
Reference of LIC's Purchase Order No. and date			PO No.	Dated :
On verification of the consignment for LIC's Managed VC equipments, following items/components were MISSING:				
Date of Delivery of the consignment			Dated :	
S.No	Description of Item:		Quantity as per the Purchase order	Quantity actually found/received.
1				
2				
3				
4				
5				
6				
Comments by LIC (if any): 				
Comments by Vendor's engineer (if any): 				
Signature and seal of the Authorised LIC official			Signature of the Vendor's Engineer	
Name			Name	
Designation		Date :	Date	
SR Number		Place :	Contact No.	
E-Mail ID			E-Mail ID	