



**FORM NO.: MM11**

**INDIAN INSTITUTE OF TECHNOLOGY INDORE**

**INSTALLATION / COMMISSIONING / SERVICE REPORT**

Report No.: \_\_\_\_\_

Date: \_\_\_\_\_

- Name of Equipment: \_\_\_\_\_
- Equipment serial No.: \_\_\_\_\_
- PO No. \_\_\_\_\_ Date: \_\_\_\_\_
- *The above equipment has been successfully Installed/Commissioned/Serviced by \_\_\_\_\_ (Name of service engineer) of \_\_\_\_\_ (Address of Supplier/Firm/Dealer) on \_\_\_\_\_ (Date of Installation)*
- Contact No.: \_\_\_\_\_ e-mail id: \_\_\_\_\_

In the presence of \_\_\_\_\_ of \_\_\_\_\_ Department at \_\_\_\_\_ campus, IIT Indore.

- *Date of Visit* \_\_\_\_\_ *Time of visit :* \_\_\_\_\_

**STATUS OF WORK:**  COMPLETE  INCOMPLETE  REJECTED

- The Equipment/Instrument was unpacked, Commissioned / Installed and found to function to the satisfaction level of the User/Buyer.

**OR**

- The Equipment / Instrument was unpacked, Commissioned / Installed but was not working/functioning properly to the satisfaction of the User/Buyer due to the following reasons:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

Signature with seal of the Buyer

Signature with seal

Name & Designation

Name & Designation of the  
Service Engineer