

# IT Maintenance

A team of well-trained technicians will maintain the computers and network related issues in the entire institute (including computers available in library, laboratory, office, staff rooms, and any other) under the guidance of System Administrator.

- **Any IT related complaint** in class room/staff room/labs/Hostels will be communicated to the System Administrator by the head of the department/in charges **through indent or the IT Support Email ID** only.
- Issues will be resolved on a **First-Come-First-Served basis**. However, the priority can be changed on request at the sole discretion of the designated team in IT Dept.
- System admin will assign the job to the technician as per indent placed & If any material is required to solve the problem, the same will be brought to the notice of Administrative Officer & Principal.

## Indent Copy

**ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY**  
(Unit of Alva's Education Foundation (R), Moodbidri)  
Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE.  
New Delhi. Recognized by Government of Karnataka.  
A+, Accredited by NAAC & NBA (ECE & CSE)  
Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka  
**Department of Computer Science and Design**

Venugopala Rao A S  
Senior Assistant Professor and Head  
Dept. of CSD  
AIET

21 October 2023  
Principal  
AIET, Mijar

Dear Sir  
Sub: IT requirements for the class room 211 – reg


We the department of CSD would be needing two class rooms for the AY 2023-24 in order to accommodate third and fifth semester students. I have been informed that, Classroom 211 is identified for the department along with the 212.


When I visited the 211 classroom along with IT support staff, we found that, the following items are needed to the classroom

1. Desktop PC --- 1 (CPU, Keyboard and Mouse)
2. Projector with wall mount set up and VGA cable
3. Necessary electrical works including UPS line for PC and Projector

Also in classroom 212, VGA cable is not working properly. Hence a replacement for the VGA cable along with providing UPS supply for the Desktop and Projector are to be done.

I request you to kindly approve this and forward the same to the concerned to process this.

With regards  
  
Venugopala Rao A S  
H.O.D.  
Dept. of Computer Science and Design  
Alva's Institute of Engg. & Technology  
Mijar, Moodbidri - 574 225

  
S. S. Srinivas  
11/10/23  
S. S. Srinivas  
11/10/23

- System administrator will place the order with the help of Purchase committee for further processing of procurement as per standard procedure.

## Purchase Order Copy

### ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodabiidre, D.K.-574225

Phone: 08258-262725, Fax: 08258-262726

P.O No: AEF/AIET/2023-24/294

29-02-2024

DOSNET TECHNOLOGIES PVT LTD

SUVARNA TOWERS

KARIYANNANGADY BELVAI POST MOODBIDRI

MANGALORE Karnataka 574213

Dear Sir

Sub: Purchase Order for Computer, & Projector (CSD Dept) to Alva's Institute of Engineering & Technology Mijar Moodbidri.

With reference to the above, we are hereby pleased place our order for the followings.

SL.No	Description	QTY	Rate	GST%	Amount
1	<b>Assembled PC</b> H110 Motherboard/I3 6TH GEN/8GB RAM/256GB SSD/19. 5 MONITOR	3	15,499	18%	54,866.46
2	<b>Epson EB-E01 Projector</b> XGA,3300 Lumens,15000:1,2W Speaker	3	25,500	28%	97,920.00
3	<b>Installation Charges</b> Wall mount + VGA + Electrical point with accessories	3	2,950	18%	10,443.00
4	<b>VGA CABLE</b> 20Mtr VGA Cable	3	900	18%	3,186.00
5	Projector Wall Mount	3	1,500	18%	5,310.00
<b>Total Amount</b>					<b>1,71,725/-</b>

**Terms & Condition:**

- ❖ Payment: After delivery
- ❖ Delivery : Immediately
- ❖ GST: Inclusive

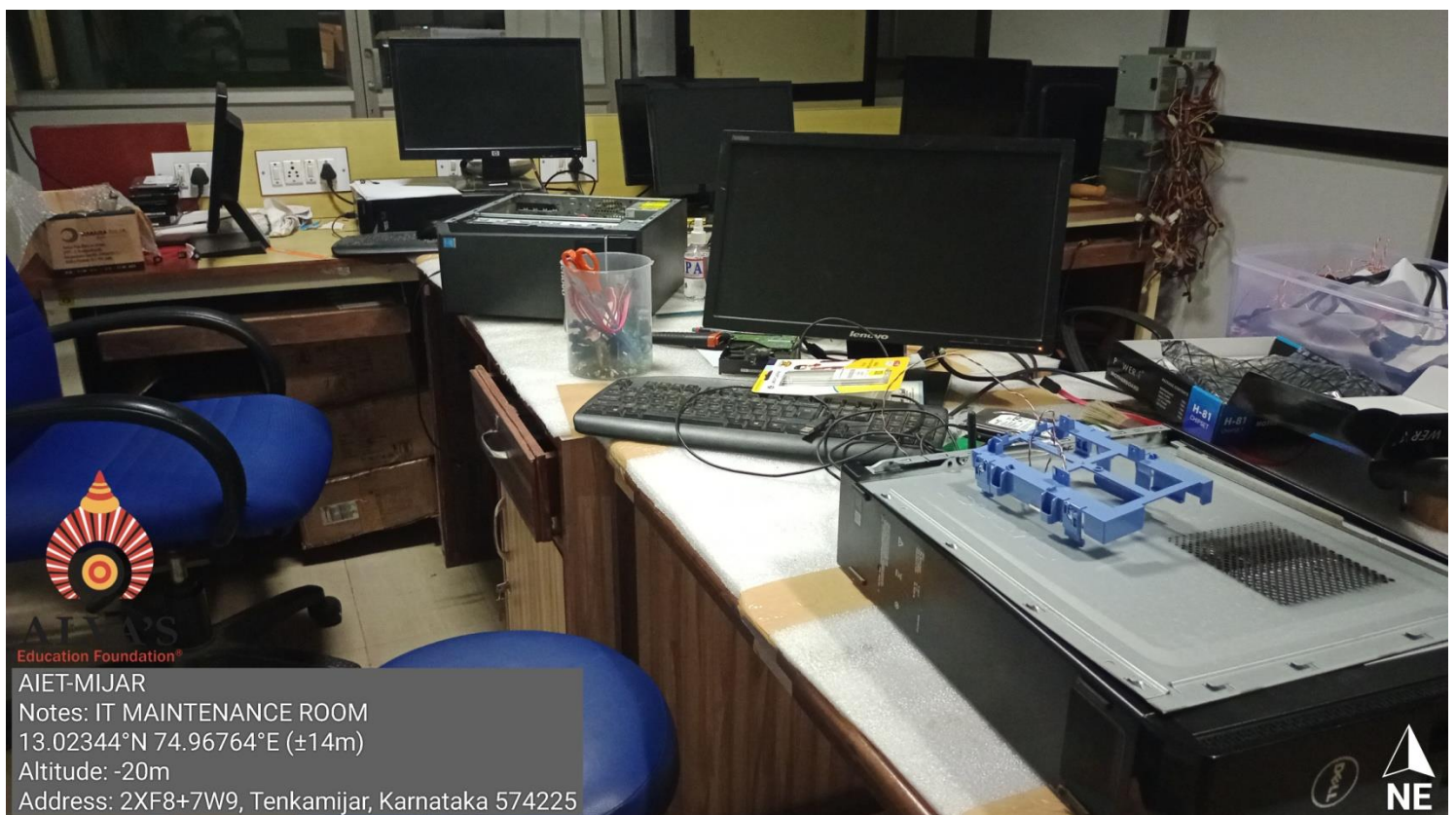
**BILLING ADDRES**

Alva's Institute of Engineering & Technology

CSD Dept

Mijar Moodbidri -574227


- After procuring the equipment the technician under the supervision of the system administrator solves the problem and the indent request is considered as closed.





- The System admin will notify principal about all the completed works by taking signature for the same. The approved bills will be submitted to the purchase committee for further processing.

## Supplier Invoice Copy

		<b>DOSNET TECHNOLOGIES PVT LTD</b> SUVARNA TOWERS KARIYANNANGADY BELVAI POST MOODBIDRI MANGALORE Karnataka 574213 India GSTIN 29AAHCD3767F1ZE Phone +91 7892948144 / +91 9743758144		<b>TAX INVOICE</b>					
#	: 20201859	Place Of Supply		: Karnataka (29)					
Invoice Date	: 06/03/2024								
Terms	: Due on Receipt								
Due Date	: 06/03/2024								
P.O.#	: AEF/AIET/2023-24/294								
Bill To		Ship To							
<b>ALVAS EDUCATION FOUNDATION</b> ALVAS INSTITUTE OF ENGINEERING AND TECHNOLOGY Shobavana Campus Moodbidri 574225 Karnataka India		ALVAS INSTITUTE OF ENGINEERING AND TECHNOLOGY Shobavana Campus Moodbidri 574225 Karnataka India							
#	Item & Description	HSN /SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	Assembled PC H110 Motherboard/I3 6TH GEN/8GB RAM/256GB SSD/19. 5 MONITOR MONITOR	847330	3.00 pcs	15,499.00	9%	4,184.73	9%	4,184.73	46,497.00
2	Epson EB-E01 Projector XGA,3300 Lumens,15000:1,2W Speaker	8528620 0	3.00 pcs	25,500.00	14%	10,710.00	14%	10,710.00	76,500.00
3	Installation Charges Wallmount + VGA + Electrical point with accessories	847150	3.00 pcs	2,950.00	9%	796.50	9%	796.50	8,850.00
4	VGA CABLE 20Mtr VGA Cable	8544499 9	3.00 pcs	900.00	9%	243.00	9%	243.00	2,700.00
5	Projector Wall Mount	847150	3.00 pcs	1,500.00	9%	405.00	9%	405.00	4,500.00
Total In Words <b>Indian Rupee One Lakh Seventy-One Thousand Seven Hundred          Twenty-Five Only</b>					Sub Total 1,39,047.00 CGST9 (9%) 5,629.23 SGST9 (9%) 5,629.23 CGST14 (14%) 10,710.00 SGST14 (14%) 10,710.00 Rounding -0.46 <b>Total ₹1,71,725.00</b> <b>Balance Due ₹1,71,725.00</b>				
Notes Looking forward for your business. Company's Bank Details: Bank Name: ICICI BANK LTD A/c No: 001405009743 Branch & IFSC Code : Manalare & ICIC0000014									

System Admin

Principal