

Name of the Trade		SECRETARIAL PRACTICE		
S.No.	Name of the item	Std List No.	Type of the item (Tool / Equipment / Machinery)	Specifications
(i)	(ii)	(iii)	(iv)	(v)
1	Class Room Furniture Dual Desk	1	Furniture	Dual Desk 4 feet length& 2.5 feet high made of 25mm/1 inch around pipe bending, 19mm ply, sun mica on top finished and painted
2	Computer Table with Revolving Chair	2	Furniture	computer tables(top laminated board or sunmica, top size : 1.36"xW24"xH30" ,table with 1 self for keyboard and 1 for books.Operator chair(without arms mounted on castor wheels,adjustable height)
3	For Dictation Room- Tables, Chairs and	3	Furniture	Table size: 24x18x36", Sunmica top Chair standard size : Overall height of chair 95 to 105 cm.
4	Headphones/ Speakers or Microphone Systems)	3	Equipment	headphone/microphone-overhead,wired,volume regulator,100MW,copper cord,speakers-2 channel 4W
5	Computer- Latest Version with latest OS	4	Machine	Desktop Computers of the latest configuration prevalent at the time of procurement or with the following minimum features: CPU: 32/64 Bit Core 2 Duo/Quad Core/i3/i5, Speed: 3 GHz or Higher. Cache Memory: - Minimum 3 MB or better. RAM:-8 GB DDR-III or Higher. Hard Disk Drive: 500GB or Higher, 7200 rpm(minimum) or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet(10/100/1000) - Wi-Fi, USB Mouse, USB Keyboard and Monitor (Min. 22 Inch), Standard Ports and connectors. DVD Writer, Speakers And Mic. Licensed Windows Operating System / OEM Pack(Preloaded), Antivirus / Total Security
6	Laptop Latest Version	5	Machine	Laptop 4th Gen Ci7 Processor, 4GB RAM, 1TB Hard Disk, Win8 Preloaded Licensed OS, 2GB Graphics Card, DVD Writer, Standard Ports And Connectors.
7	Lazer Printer- A4 Size 01 No.	6	Machine	20ppm a4 Printing Speed,21ppm Letter Printing Speed Automatic Two-Sided Printing ,Web Jetadmin ePrint Support Inbuilt Ethernet Support Auto-On/Auto-Off Technology Instant On Technology Auto Wireless Connect , Smart Install Support
8	Document Printer	7	Machine	Graphics Resolution: 240 (H) x 216 (V) dpi maximum • Feed Rate: 2.0 ips • Character Pitch (cpi): 10, 12, 15, 17.1 and 20
9	Printer Table	8	Furniture	650 x 500 x 750mm ,sunmica top with 19 mm thick commercial board finished with approved laminate on top
10	Glazed White Board	9	Equipment	Promark Writing Board with vitreous enamelled steel top surface board, colour : White, purpose : Writing with : dry marker ink, %age gloss at 60 deg. Lead : 80 min, (size 1200 mm x 2400 mm)
11	Interactive Board	10	Machine	size 198cm W x 129cm H x 12cm D, Weight: 23kg , electromagnatic technology, OS: win 7,allows users to write with two pens with complete accessories
12	Student Locker with External Lock	11	Equipment	Standard size (78"x39"x22") 10 drawers, 20 gauge
13	Book Case	12	Equipment	1980 x 910 x 480mm (3 shelves) 4 compartments, 20 gauge
14	Steal Almirah	13	Equipment	Size:1980 x 910 x 480mm 20 guage
15	UPS 650 VA	14	Equipment	UPS : 600VA (Branded)
16	Fax Machine (Latest Model)	15	Machine	Type of Machine - Plain Paper or Thermal Paper, Modem or Transmission speed (bps) 14400,Fax Printing Speed (Plain paper) 4 Copies/1 minute, Fax Printing Resolution (plain paper) (dpi) 600 x 600, Maximum paper capacity (Sheets/Roll) 50, Copying Type Multiple.
17	Tool Kit (Hand Tools)	16	Toolkit	All hand tools related with computer
18	Air Conditioners 1.5 Ton with CVT	17	Machine	Air Conditioners 1.5 ton with CVT 5 Star split type latest model with quality mark

19	Broad Band Connection or Wi-Fi	18	Equipment	DATA RATES 4.42 MBPS-24 MBPS CONNECTORS ANT. IN : F CONNECTOR , TV OUT : F CONNECTOR , VIDEO : RCA CONNECTOR , S VIDEO : S VIDEO CONNECTOR , AUDIO R-L : RCA CONNECTOR , SATELLITE : F CONNECTOR
20	LCD Projector	19	Equipment	Digital projector: DLP Type, portable, Resolution: XGA(1024 x 768) contrast ratio: 1000:1, projection distance: 1-9.80 m, Features: Rear projection; digital zoom, remote control. Compatability: HDTV. Connectivity: VGA input, HDMI input
21	LED TV 36 Inch	20	Equipment	LED TV 36 inch latest with quality mark Resolution 1366 x 768 ,Connectivity-HDMI-1,USB-1. Audio: dolby digital, Tuner: DTV tuner
22	Application Software (MS- Office) Educational Version	21	Equipment	MS Office 2010 (professional) or the latest version available at the time of procurement
23	Antivirus (Latest Version)	22	software	with 3 years complete security latest version

Note: **Sr. no. 1 to Sr. No.22 TOOL AND EQUIPMENT according to standard List**