



CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Srinagar – 190 004

Ph.: 0194-2468354, 2468357, Fax: 0194-2468351



CENTRAL UNIVERSITY OF KASHMIR

TENDER NOTICE FOR LAPTOPS & PRINTERS

(No.2 of 2013)

Quotations are invited from suppliers/firms for supply of Laptops & Printers. The last date for receiving sealed tender documents by post/hand is **29th November, 2013 latest by 2 p.m** to be opened **at 2 p.m.** on 30th November, 2013. Interested parties can obtain the tender document from the office of the University at Sonwar, Srinagar, J&K on payment of non-refundable amount of Rs. 1000/- through DD of any nationalized bank drawn in favour of Central University of Kashmir payable at Srinagar. The tender notice is also available on the University website www.cukashmir.ac.in

Sd/-

Cukmr/Estt/210/13

Registrar

Date: 01.11.2013

0194-2468354/2468361

Size (2 Col x 8cms)



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TENDER NOTICE NO. 1 of 2013

FOR THE SUPPLY OF LAPTOPS & PRINTERS

AT CENTRAL UNIVERSITY OF KASHMIR, SRINAGAR

LAST DATE & TIME FOR SUBMISSION *29th November, 2013*
OF TENDER *by 2 P.M.*
DATE & TIME OF OPENING OF BIDS: *30th November, 2013 at 2 p.m.*

COMMITTEE ROOM, CENTRAL UNIVERSITY OF KASHMIR, TRANSIT CAMPUS
SONWAR, SRINAGAR 6 190 004 (J&K)

NOTICE INVITING TENDER

Sealed Tenders are invited from eligible, reputed Original Manufacturers/ Authorized Dealers for supply of Laptops & Printers to the Central University of Kashmir the details of which are available in the detailed tender document. The tender document along with terms & conditions and specifications can be obtained from the Office of the Registrar, Central University of Kashmir on payment of tender fee of Rs. 1000/- (Non-Refundable), through a demand draft in favour of the Central University of Kashmir on all working days between 11:00 a.m. to 4:00 p.m. starting 01.11.2013.

The tender document is also available on the University website www.cukashmir.ac.in This can be downloaded by the vendors. The cost of the tender document in this case can be deposited through a DD in favour of the Central University of Kashmir, payable at Srinagar.

Completed tender along with all the documents must reach the office of the Registrar, Central University of Kashmir, on or before 2.00 p.m. on 29.11.2013.

Tender documents are non-transferable and tender should invariably be submitted on company's letter head duly signed by the competent signatory. Tenders are liable to be rejected if any of the conditions contained in the tender documents are not complied with. Amendments/Corrigendum, if any, shall appear only in the website of the University.

Incomplete or conditional tenders and the tenders submitted after the due date would be summarily rejected. Central University of Kashmir reserves the right to reject/cancel any or all tenders without assigning any reason thereof.

Registrar
Central University of Kashmir



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- 1) Scope of work: Supply of Laptops & Printers to the University

- 2) Cost of Blank Tender form: 1000/- (one thousand only)
(Non-refundable) (For Web-site version, please enclose DD of Rs. 1000/- as Tender form Fees)

- 3) Availability of tender document: Tender document will be available on the University website www.cukashmir.ac.in

- 4) Last date and time of submitting: 29th November, 2013

- 5) Amount of E.M.D. 1,00,000/- (one lakh only)
(Refundable Without Interest)



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Special conditions of the Tender

- (1) The tenderer/ manufacturer / vendor/ distributor would be required to supply the requisite Laptops & Printers within Forty five (45) days from the date of placement of the purchase order by the University.
- (2) Cost of the Laptops & Printers should include all taxes like Entry Tax, (CST/GST/VAT) and all statutory levies with a proper break up for the same. The rate should include loading / unloading and transport of the equipments at site.
- (3) The offer should be valid for 90 days from the last date of submission of the bid.



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Detailed Tender Notice

Invitation to Tender

1. The Central University of Kashmir invites tender for Supply of Laptops & Printers to the University which can be downloaded from the CENTRAL UNIVERSITY OF KASHMIR website www.cukashmir.ac.in. The time allowed for supply is 45 days. Earnest money of Rs 1,00,000/- (Rs. one lakh only) (refundable without interest) and tender fee of Rs. 1000/- (one thousand only) (non-refundable) shall be deposited in the form of Demand Draft drawn in favour of Central University of Kashmir, Srinagar payable at Srinagar.

2. Reputed Manufacturers or their Authorized Dealers should fulfill the following eligibility conditions for competing in the bidding process. Assemblers/Traders are not eligible to participate in the tender.

- a) Should have average annual financial Gross turnover of Rs. 200 Lakhs during the last three years ending 31st March 2013 duly certified by a Chartered Accountant.
- b) The applicant should have valid certifications under **ISO 9001:2008**. A copy of the certificate should be enclosed with the tender document.
- c) In case the applicant is an authorized dealer, the certificates shall be obtained from the manufacturer and submitted with the tender document.
- d) Manufacturer's Authorization letter should accompany the tender if authorized dealer of the reputed manufacturer is participating in the tender on behalf of Original Manufacturer.
- e) The manufacturer or his authorized dealer should have their service provider in Srinagar for providing better services. The bidder shall submit satisfactory documentary proof of the same.

3. Application for Tender supported by prescribed annexure and Earnest money should be submitted in sealed envelope duly superscribed with the name of work, name & phone nos. of the applicant and will be received up to 02.00PM on 29.11.2013 in the office of the Registrar, Central University of Kashmir, Srinagar and it will be opened on 30th November, 2013 at 02.00 PM. Earnest Money of Rs. 1,00,000/- (Rs. one lakh only) (refundable without interest) in the form of Demand Draft in favour of CENTRAL UNIVERSITY OF KASHMIR payable at Srinagar must also accompany application for tender.

4. Two Bid System Tender

The prescribed tender documents should be submitted in one sealed envelope duly superscribed with, Supply of Laptops & Printers to the Central University of Kashmir, Srinagar. This sealed envelope should contain 2 sealed envelopes marked A & B as prescribed as under:

A. ENVELOPE I (Technical Offer):

The Technical Offer should be complete in all respects and contain all information asked for, except prices. Technical offer should mention that one (01) Year (onsite and comprehensive) Warranty included in the Commercial Offer for Laptops & Printers,



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without referring any commercial detail. The suggested format for submission of Technical Offer is as follows:

- a. Index
- b. Covering letter as per Annexure I
- c. EMD in the form of Demand Draft drawn in favour of Central University of Kashmir, Payable at Srinagar.
- d. The Company profile as per Annexure II and IIA
- e. Manufacturer's Authorization Certificate (if applicable) as per Annexure III
- f. Vendor's Financial Details (P&L/audited balance sheets etc.) and other supporting documents, as asked in the tender document.
- g. Warranty compliance statement in Annexure IV (Laptops & Printers).
- h. Technical Offer with Specifications as given in Appendix I complete with all the details filled in. This should not contain any commercial information viz., price etc.

B. ENVELOPE II (Commercial Offer):

The Commercial Offer (C.O.) should give all relevant price information related to items mentioned in Appendix I complete with all the details - The Bid Form must be filled in completely, without any errors, erasures or alterations.

The Commercial Offer must not contradict the Technical Offer in any way.

The tender not submitted in the prescribed formats or with incomplete details is liable for rejection. The Central University of Kashmir is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

5. The complete tender document is to be signed with seal & is to be placed in the technical bid envelope along with the necessary required documents.

6. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in Central University of Kashmir. The Central University of Kashmir reserves the right to verify the particulars furnished by the applicant independently.

7. The Central University of Kashmir reserves the right to reject any or all prospective applicants without assigning any reason and to restrict the list of tendered contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ (Pre-Qualification) criteria.

8. The Bid shall be treated as a 2 Bid System. The Technical Bid shall be opened for applicants whose earnest money is found in order. Financial Bid shall be opened for the qualified bidders who have cleared the Technical Bid.

9. The bidder will have to submit the latest VAT clearance certificate.



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TERMS AND CONDITIONS

- (1) The specification, description, and quantity of Laptops & Printers required by the University are placed at **Appendix-1** of the tender document.
- (2) The Bidder is expected to go through all instructions, terms & condition as specified in the bid documents. Failure to furnish all information required by the bid documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
- (3) At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- (4) Tenders received after the due date and time will not be considered by the University. The bid will be opened on **30th November, 2013 at 02:00 PM** in presence of bidders or their authorized representative if they desire so. The representative should bring the authorization letter from their vendor for attending the tender opening committee meeting. However, the presence of the bidders is not mandatory.
- (5) In the event of the date specified for bid receipt and opening being declared as a closed holiday for University's office, the due date for submission of bids and opening of bids will be the following working day at the time fixed above.
- (6) **Erasures or Alterations:** The offers containing unauthenticated erasures or alterations will not be considered. There should be no unauthenticated handwritten material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. The University may treat offers not adhering to these guidelines as unacceptable
- (7) The bidder should confirm that there are no hidden costs. Any items found necessary to make an equipment functional will be provided by the bidder at no extra cost.
- (8) The bid security may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or does not accept the correction of errors.
 - (b) In case of a successful Bidder, if the Bidder fails-:
 - (i) To sign the Contract; or
 - (ii) To furnish performance security;
 - (iii) To execute the supply within stipulated time.
- (9) **Late Bids:** Any bid received by the University after the deadline for submission of bids prescribed by the University, will be rejected/returned unopened to the Bidder.
- (10) No bid will be allowed to be modified subsequent to the deadline for submission of bids.
- (11) No bid will be allowed being withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this period may result in forfeiture of bid security.
- (12) Bids not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.



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- (13) During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
- (14) Period of Validity of Bids: Bids shall remain valid for a minimum 90 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
- (15) In exceptional circumstances, the University may solicit the Bidder's consent to an extension of the period of validity. The request and the responses there to, shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting his bid security. A Bidder granting the request will not be required nor permitted to modify its bid.
- (16) The University will evaluate and compare the bids which have been determined to be substantially responsive.
- (17) The University's evaluation of a bid will be based on the landing cost at the site taking in to account all the taxes, duties, transportation etc.
- (18) No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the University, it should do so in writing.
- (19) Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or contract award may result in rejection of bid.
- (20) Failure of the successful bidder to comply with the requirements of the University constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest evaluated bidder or call for new bids.
- (21) **Bid Currencies:** Prices shall be quoted in Indian Rupees only.
- (22) The amount to be quoted both in figures and in words. In case of any discrepancy the amount quoted in words will be taken as valid. Further the quoted unit price will be considered final if there is any discrepancy in total amount.
- (23) The supply of Laptops & Printers will be on the risk of the firm till the acceptance of supplies by the University authorities.
- (24) The quoted rates include Entry tax, (CST/GST/VAT), levies, freight, insurance, forwarding, transportation etc. Any extra amount over the quoted rates will not be entertained.
- (25) Detailed specifications, catalogue/ literature of all the items quoted should be attached with the technical bids. Incomplete Bids in any respect are liable to be rejected.
- (26) The bidders must submit their company profile in the prescribed format given in Annexure II & IIA. A list of organizations/ agencies to which Laptops & Printers has been supplied may be furnished along with copies of supply order, with the technical bid.
- (27) The items mentioned in the bid must conform to the specifications mentioned in the **Appendix-I**. A Committee constituted by the University may visit the Manufacturing Unit/site of bidders for assessment of Laptops & Printers & the manufacturing infrastructure. The University may also ask the bidders to present the samples of quoted items before the Committee at the Office of the University.
- (28) **Payment terms:** The payment will be made in Indian rupees only. 100% payment will be released after supply of equipments, successful inspection and furnishing of performance security @7% of the total amount which will be refunded to the supplier after the expiry of the warranty period. However, in case of unsatisfactory service



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- during the warranty period, the Performance Security will be forfeited. The decision of the University in this behalf shall be final.
- (29) The actual quantity to be purchased can be increased or decreased by the Competent Authority of the University at the time of the placement of purchase orders in favour of successful bidder. The purchase orders in favour of successful bidders may also be issued in phases depending upon the requirement.
 - (30) Each firm should clearly specify that the firm agrees to abide by the conditions of this tender document on their printed letter head indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.
 - (31) The University may at any time make changes in writing within general scope of the Contract in any one or more of the following:
 - (a) The method of shipping or packing;
 - (b) The place of delivery; and/or
 - (c) The Services to be provided by the Supplier
 - (32) The supply of equipments has to be made within a period of 45 days from the date of the issue of Purchase Order by the University. In case successful bidder fails to supply within the stipulated time, the University may impose penalty @0.5% of the cost of the pending supply for every week and the amount so calculated will be deducted from the bill up to maximum of 10% beyond which the order will be cancelled and Bid Security/Earnest Money deposited will be forfeited. Besides, the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier.
 - (33) All the supplies made under this tender notice will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve upon the supplier. Besides, in such event the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
 - (34) Item offered in the tender can be re-ordered at the same rate, under same terms & conditions within a period of six months of the placement of first purchase order.
 - (35) All the items supplied through this tender shall be covered by a **warranty of one year**, including against accidental damages. In case of hard disk, during the warranty, the damaged hard disk will be retained by the University. During the period of warranty, no charges will be paid by the University on any kind of service or repairment carried by the supplier.
 - (36) All pages of the tender document are to be signed and stamped by the firm and to be submitted along with the bid.
 - (37) The University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
 - (38) In case of any dispute, the jurisdiction shall be restricted to Srinagar courts.

Place: Srinagar
Date: 01.11.2013

Registrar
Central University of Kashmir



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Annexure I

(Letter to the Registrar Central University of Kashmir on the vendor's letterhead)

The Registrar,
Central University of Kashmir,
Srinagar.

Subject: Your tender notice for Supplying of Laptops & Printers to the University

Respected Sir,

With reference to the above tender notice, having examined and understood the terms and conditions forming part of the tender, we hereby enclose our offer for the supply of the following items as detailed in your above referred tender.

Item No. Item Description Make & Model

We further confirm that the offer is in conformity with the terms and conditions as Mentioned in your above referred tender notice. We also understand that the Central University of Kashmir is not bound to accept the offer either in part or in full and that the Central University of Kashmir has the right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Earnest Money Deposit for Rs. _____ in the form of Demand Draft drawn in favour of Central University of Kashmir Srinagar issued by _____ Bank, _____ Branch, and payable at Srinagar.

Yours faithfully,
Authorized Signatories
(Name & Designation)
(Company Seal)
Date:
Place:



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ANNEXURE II **BIDDER'S PROFILE**

1. Name of the bidder/firm í í í í í í í í í í í í í í í í í í .í í í í
2. Name of the person submitting the tender (whose photograph is affixed)
Mr/Ms/Mrsí í í í í í í í í í í í í í í í í í
(In case of Proprietary/Partnership firms, the tender has to be signed by

Proprietor/Partners only, as the case may be)
3. Permanent address of the firmí
í í
4. Tel. No. (with STD Code) (O)í í í í í í í ..í (Fax)í ..í í í í í í í í .
(R)í í í í í í í í .. (Mobile)í í í í í í í í ..
5. Whether Original Manufacturers (OEM) or authorized dealer í í í í í í í *(In case of authorized dealer, copy of the authorization letter must be attached)*
6. ISO Certification Number, if any
í .í .
7. Highest single supply order executed in last two years Rsí í í í í í í í í í
Name of the clientí .
8. Annual Turn Over (i) Financial year 2010-11 Rsí í í í í í í í ..í í í í ..í
(ii) Financial year 2011-12 Rsí í í í í í í í í í í
(iii) Financial Year 2012-13 Rsí í í í í í í í í í í .

Passport size

photograph of the

tenderer/authorised
signatory holding
power of attorney

(Documentary proof to be attached)

9. Bidders bank, its address and his current account numberí í í í í í í í í í í
í í
10. PAN, Income Tax Circle
í í í í í í í í í
í í
11. Infrastructure capabilities:
11.1 No of Employees í í í í í í í í í í í í í í í í í í .

11.2 Value of capital assetsí í í í í í í í í í í í í
12. I/We hereby declare that the information furnished above is true and correct.

Place Authorized Signatory & Seal

Date:



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Annexure II A

Certificate on the company letter head from the vendor stating that the company has not been blacklisted by any government organization

To

The Registrar

Central University of Kashmir

Srinagar

This is certified that our firm namely M/s _____ has not been blacklisted by any Government Organization before submission of this tender document.

Yours faithfully,

(Signature)

(Name & Designation)

(Company Seal) Date:

Place:

For and on behalf of M/s _____



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Annexure III

Manufacturer's Authorization Form (MAF)

No. _____ Dated _____

The Registrar
Central University of Kashmir
Srinagar

Respected Sir,

Tender Reference _____

We _____ who are established and reputed manufacturers of _____ having factories at _____ and _____ do hereby authorize M/s _____

(Name and address of Agent/Dealer) to quote, negotiate and conclude the contract with you against the above NIT. Further we authorize M/s _____ to receive supply order, to make the supplies and to receive the payment on our behalf.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the equipment and services offered against this NIT offer by the above firm.

Yours faithfully, Authorized

Signatories (Name &

Designation) Date:

for and on behalf of M/s _____

(Name of manufacturer)

(Company Seal)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.



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Annexure IV

Warranty Compliance Statement (Laptops & Printers)

The Registrar
Central University of Kashmir
Srinagar

Respected Sir,

Subject: Supplying of Laptops & Printers to the University

This bears reference to our Tender Ref. _____ Dated _____.

1. We agree to provide the Warranty as mentioned in Clause 35 of the Terms and Conditions of the Tender.
2. We warrant that equipments to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established standards for materials specification or samples if any, and shall operate properly. We shall be fully responsible for its efficient operation.
3. Further, during the period of warranty, we shall provide at our cost, necessary replacement so as to keep the equipments working.

Yours faithfully

(Signature)

(Name & Designation)

(Company Seal)

Date:

Place:



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Appendix-I

Laptops & Printers to be Procured through Open Tender Enquiry

S.No.	Item	Specification	Quantity
1	Laptop	Processor 4th generation Intel® Core (TM) i7 Processor Chipset Mobile Intel HM 76 Wireless 802.11b/g/n WLAN and Bluetooth® Memory 8GB DDR3 System Memory (2 Dimm) Hard Disk Drive 1TB 5400 rpm Hard Drive Graphics Intel HD Graphics 4600 Optical Disk Drive DVD R/W Display 14.0 inch diagonal LED backlit HD anti-glare(1366x768 resolution) Webcam Minimum integrated 720p HD webcam Keyboard Full size spill resistant keyboard Pointing Device Touchpad with gestures support Ethernet Interface 10/100/1000 Gigabit Ethernet LAN Ports Minimum 2 Super Speed USB 3.0; 1 HDMI;1 RJ45; 1 headphone- out/microphone-in combo Integrated Media Card Multi-media Reader Slot supporting SD,SDHC, SDXC,MMC, MMC+, Memory Stick Reader Weight not more than 2.7 Kgs with integrated optical drive and 6 cell battery Speaker / Microphones integrated stereo speakers integrated dual array microphone Battery 6-cell, Li-on Operating System Windows 8 Professional 64 bit Warranty 1 Year Comprehensive Warranty for all Laptops. AC Adapter 65W AC power adapter Mandatory Industry UL, CSA, FCC Compliance, BFR/PVC Free ENERGY Standard Certifications STAR® qualified; EPEAT® Gold Each Laptop should have the logo and name of the university on the top	70
2	Laser Printer	Print speed Up to 14 ppm A4 (up to 15 ppm letter) Resolution Mono Up to 600x600 dpi Processor 266 Mhz Memory 2 MB embedded in SIP package Paper size A4,A5,A6,B5 Connectivity Hi Speed USB 2.0 port Warranty one year Weight 5.0 Kg	80

The specifications mentioned above are only '*indicative*' and represent minimum requirement.



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Technical specification

Name of Equipment/Goods:

Make/Model/Country of Origin:

S.No.	Technical Specifications (as per Appendix-I)	Technical Specifications of the Make/Model	Complies	Higher/Better (with details of quantification)	
				Higher/Better	Quantification

Registrar
Central University of Kashmir
Srinagar