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Minimum Specifications for Photocopy machine - 2

Item	Description	Requirement	Complied or not complied (Yes/No)	Remarks
1	Make	Specify		
2	Model	Specify		
3	Country of Original &	Specify		
4	Country of Manufacture	Specify		
5	Country of Manufacture	Specify		
6	Condition	Should be Brand New		
7	Technology	Digital Monochrome		
8	Type	Digital – Max A3 Size Copy, Print & Scan		
9		Print & Scan		
10	Acceptable paper weight	52 - 216 gsm		
11	Duplex printing & copying	Standard		
12	Coping & Printing Speed	20 or Above PPM		
13	Electronic sorting	Should be available		
14	Booklet printing mode	Required		
15	User ID code			
16	Folder print facility	up to two A4 size pages or one A3 size page		
17	Auto paper jam ejects system	Should be available		
18	Background density adjustment	Should be available		
19	Scanning feature	Should be mono and color		
20	Scan destination	Scan to email & folder		
21	Accessories			
22	Original Copier stand	Should supply with the machine		
23	Product Manual in English	Required		
24	Manufacturer's Product catalogue	Required		
25	Drivers and Other related software's	Required		
26	Necessary Confirmation and Certifications			
27	Manufacturer Authorization Certificate	Please attach		
28	Authorization letter from the Manufacturer	Please attach		
29	A letter from Manufacturer for availability of spare parts for next 5 years	Please attach		

30	Period of brand existing in Sri Lanka	05 years or more		
31	Environmental friendly certification	Green product compliance		
32	Service and Warranty			
33	Warranty Period	01 Year Comprehensive		
34	After 03 years, Annual Maintenance Service Fee	Please specify	Rs.	
35	Annual Maintenance Service Agreement	Please attach		
36	No. of free services during the warranty period	03 or more		
37	Availability of spare parts	05 Years or more		
38	Training and Support			
39	Customer training availability	Required (at least two days in house training for upto 10 staff member) once per year		
40	On Site Support	Should be provide		
41	Response Time	Please specify		
42	Technical Support Hours	Please specify		
43	Training and Familiarization	Should be provide		
44	Preventive Maintenance Visits	Please specify per year		
45	Should be attached manufacture recommendation yield for Toner, Drum, Developer			
46	Cost Per Copy/Print Prices	For standard 5% coverage		
47	Toner	Number of Pages		
48		Price per toner	Rs.	
49	Drum Unit	Number of Pages		
50		Price per drum	Rs.	
51	Developer	Number of Pages		
52		Price per developer	Rs.	
53	Total Cost Per Copy (CPC)	Considering all consumables	Rs.	
54	Unit Price and Delivery			
55	Delivery & Installation	Shall be able to deliver within 2 weeks		
56	Unit Price	With all tax	Rs.	

Supplier –

Date -

Signature –