

Minimum Specifications for Photocopy machine

Item	Description	Description	Complied or not complied (Yes/No)	Remarks
1	Make	Specify		
2	Model	Specify		
3	Country of Original &	Specify		
4	Country of Manufacture	Specify		
5	Technology	Digital Monochrome		
6	Type	Dektop		
7	Print/Copy speed	28 CPM or More		
8	Resolution – Copy / Print	600 x 600 dpi		
9	Machine Memory	4 GB		
10	System HDD Or SSD	128 GB		
11	Control pannel	7.0-inch colour LCD touchscreen		
12	USB Printing Facility	Should be avilable		
13	Acceptable paper weight	60 - 200 gsm		
14	Automatic Document Feeder (ARDF)	Should be standard - Capacity minimum 100 sheets		
15	Automativ Duplex printing and copying	Should be standard		
16	Zoom	25% - 200% Zoom		
17	Continuos copy	1-9999		
18	Paper Capacity	Standard - 1000 sheets (2 x 500-sheet tray)		
19		Sizes A3 to A6 (From 60 - 200 gsm)		
20	Automatic paper selection (Auto tray change)	Should be avilable (Trays & Bypass)		
21	Stack Bypass	100 sheets bypass tray		
22	By pass tray paper sizes	A3 to A6		
23	Scanning speed	Color & Black - Minimum 35 originals		
24	Scanning to PC	Colour Network Pull & Push Scanning		
25	File format	PDF, JPEG, TIFF		
26	Electronic sorting	Should be avilable (Rotate duplex sorting)		
27	User ID code	1000 Users or more		
28	Print from USB drive	Required. Supported file formats:, JPEG, TIFF		
29	Scan and save to USB drive	Required		
30	Scan destination	Scan to email, Scan to folder (SMB),		
31	Copy,Printing	WIFI		
32	Copier stand	Should supply with the machine		
33	Manufacturer Authorization Certificate	Please attach		
34	Authorization letter from the Manufacturer	Please attach		
35	A letter from Manufacturer for availability of spare parts for next 5 years	Please attach		
36	Period of brand existing in Sri Lanka	05 years or more		
37	Warranty Period	Minimum 01 Year Comprehensive		
38	Annual Maintanance Service Fee	Please specify	Rs.	
39	No. of free services during the warranty period	03 or more		
40	Availability of spare parts	05 Years or more		
41	Cost Per Copy/Print Prices	For standard 5% coverage		
42	Toner	Number of Pages		
43		Price per toner	Rs.	
44	Drum Unit	Number of Pages		
45		Price per drum	Rs.	
46	Developer	Number of Pages		
47		Price per developer	Rs.	
48	Total Cost Per Copy (CPC)	Considering all consumables	Rs.	
49	Unit Price and Delivery			
50	Islandwide delivery & installation	Please specify		
51	Unit Price	With all tax	Rs.	

Supplier –

Date -

Signature –