

SPECIFICATION FOR PHOTOCOPIER

No	Item			Requested specification	Offered specification	Remarks
1.	Brand			Internationally reputed brand <i>(please indicate)</i>		
2.	Model			<i>please indicate</i>		
3.	Country of origin			<i>please indicate</i>		
4.	Type			A3 Monochrome Laser Multifunctional		
5.	Main functions			Copy, Print, Scan		
6.	Memory			512 MB or higher		
7.	Interface		LAN	1 x 10Base-T/100Base-TX or better		
			WLAN	IEEE 802.11 b/g/n or better		
			USB	1 x 2.0 or better		
8.	Paper Handling	Input	Standard	250 or higher		
			Multifunctional Paper Tray	100 or higher		
		Output	Standard	250 or higher		
9.	Media types		Multifunctional Paper Tray	Plain, Recycled, Envelope		
			Standard	Plain, Recycled		
10.	Media sizes	Multifunctional Paper Tray		A3		
				A4		
			DL			
			Standard	A3		
			A4			
11.	Media weights			60 – 90 GSM or better		
12.	Warm UP time			15 Second or less		
Print						
13.	Print speed (A4)	Single side		20 PPM or higher		
		Double Side		15 PPM or higher		
14.	Print resolution (dpi)			600 x 600 dpi or higher		
15.	Page description language			<i>please indicate</i>		
16.	OS Support			Windows 11/ 10/ 8.1		
Copy						
17.	Copy speed (A4)	Single side		20 PPM or higher		
		Double Side		15 PPM or higher		
18.	Copy Resolution (dpi)			600 x 600 dpi or higher		
19.	Copy thickness levels			4 or higher		
20.	Zoom			25% - 200%		
21.	Multiple copies			1 – 100 or higher		
Scan						
22.	Duplex Scan Technology			Duplexing Automatic Document Feed		
23.	Duplex Scan (DADF)	Speed (A4 – 600 dpi)	Single side	20 IPM or higher		
			Double Side	5 IPM or higher		
	Paper	Capacity (80gsm)	50 or higher			
		Sizes	A3			
			A4			
24.	Platen	Paper	Weight	60 – 90 GSM or higher		
				Sheet		
				Book		
			Sizes	A3		
				A4		
25.	Scan resolution (dpi)			600 x 600 dpi or higher		
26.	Pull scan			Should be able to use from twain		
27.	Power			220-240V 50/60Hz with UK Plug (Type G)		

28.	Accessories		All standard, non-optional accessories must be included with the photocopier.		
29.	Manufacturer's original data-sheet (above mentioned photocopier model)		Should be provided		
30.	Consumables	Toner Model with Estimated Yield (A4 Size, 6% coverage) and Price Excluding Tax	<i>Please indicate</i>		
		No copies of starter toner (A4 Size, 6% coverage)	<i>Please indicate</i>		
		Drum Model with Estimated Yield (A4 Size, 6% coverage) and Price Excluding Tax	<i>Please indicate</i>		
		Developer Model with Estimated Yield (A4 Size, 6% coverage) and Price Excluding Tax	<i>Please indicate</i>		
		Heat Roller with Estimated Yield (A4 Size, 6% coverage) and Price Excluding Tax	<i>Please indicate</i>		
		Other Consumable Models (Blades / Rollers) with Estimated Yield (A4 Size, 6% coverage) and Price Excluding Tax	<i>Please indicate</i>		
31.	Cost per page (A4 Size, 6% coverage) (When calculating the cost per page, all aforementioned consumables should be included in the calculations.)	B/W	<i>Please indicate</i>		
32.	Photocopier Stand		<i>Should be supplied; if not provided free of charge, please provide a separate quotation excluding tax.</i>		
33.	Warranty	Period	Drum	<i>Please indicate</i>	
			Heat Roller	<i>Please indicate</i>	
			Other Parts	3-years or more comprehensive manufacturer authorized on-site warranty (labor, parts & incidentals) from the date of officially hand over	
		Service (Within warranty period)	Response	To Peradeniya, 6-days a week, 48-hour response time	
			Free onsite printer services per year	<i>Please indicate</i>	
		Warranty information	<i>Should be fix a sticker with -Supplier name -Contact Numbers -Date of Commissioning of Hardware -Warranty period On photocopier</i>		
Additional or Extended warranty	Kindly specify any supplementary terms and associated costs pertaining to the extension or augmentation of the warranty.				
34.	After warranty	Service charge per year (without tax)	4 th year	<i>Please indicate</i>	
			5 th year	<i>Please indicate</i>	
			6 th year	<i>Please indicate</i>	

	No of onsite printer services per year	<i>Please indicate</i>		
	additional conditions and details	<i>If there, please attach the relevant documents</i>		
	Response	To Peradeniya, 6-days a week, 48-hour response time		
	Service agreement Renewal	Annually		
35.	Delivery and installation	<i>Within 4 weeks from receipt of purchase order</i>		
36.	Trade experience	<i>More than 05 years photocopier sales and after sale service</i>		
37.	Authorization letter as a dealer and service provider	<i>Should be provided</i>		
38.	Business registration number	<i>Please indicate</i>		
39.	VAT registration number	<i>Please indicate</i>		
40.	Photocopier price without taxes (Rs.)	<i>Please indicate</i>		
41.	Total price (Photocopier + Regular size toner cartridge) without taxes (Rs.)	<i>Please indicate</i>		
42.	Total price (Photocopier + Regular size toner cartridge) with taxes (Rs.)	<i>Please indicate</i>		

Note:

1. All offers must adhere to the provided specifications or exceed them in configuration.
2. Completing this specification sheet is mandatory, and the supplier must provide accurate information in all required fields. Any incomplete, incorrectly filled, false, or illegible specification sheets will be rejected without further consideration.
3. The payment process will commence only after the complete delivery of all items as specified in the Purchase Order, along with the submission of correct and complete receipts and all required documentation, including customs clearance certificates, if applicable.
4. An Authorization Letter from the manufacturer confirming the supplier, service provider, or distributor must be provided. Alternatively, an authorization letter from the manufacturer's authorized distributor confirming the supplier or service provider is acceptable. Additionally, the date of the price quotation must fall within the authorized period specified in the letter.
5. The quality of technical support and after-sales service provided for this product will be taken into account in future tender awards. Poor technical support and after-sales service will negatively impact your consideration for future opportunities.

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Bidder's signature
(with rubber stamp)

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Date

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