

GENERAL REQUIREMENTS FOR OFFICE EQUIPMENT

1.0 **General**

The office equipment shall meet the following general requirements in respect of design, manufacture, performance, operation and maintenance. The product shall be brand new and of current manufacture.

2.0 **Make of Equipment**

The office equipment shall be of proven make having at least three years satisfactory service record in Sri Lanka.

3.0 **Applicable Standards**

The manufacturer of office equipment shall have ISO 9001 certification. The product offered shall conform to the one of the following international standards or other acceptable standard.

1. BS Standard
2. JIS
3. CE
4. DIN
5. IEC

The bidder shall indicate in his bid the applicable standard of the product offered. If the applicable standard is different from the above list, a copy of such standard shall be furnished with the bid.

4.0 **Environmental Conditions**

The office equipment offered shall be capable of operating in tropical climatic conditions.

i.e. Temperature - 30°C - 34°C and
Relative Humidity - 80% - 90%

5.0 **Power Supply**

The equipment shall be able to operate on 230 V \pm 6%, 50 Hz power supply.

A 13A socket outlet will be provided by others close to the machine.

6.0 **Noise Level**

The equipment shall not produce excessive noise unacceptable for office environment and the noise level shall be within the limits specified in ISO 7779.

7.0 **Warranty Period**

The equipment shall carry a warranty for a period of not less than one year from the date of its installation. During the warranty period, the machine shall be serviced at least once a month and replaced any defective items, free of charge and also attend to unscheduled maintenance due to breakdown.

After lapse of one year warranty period, the client may enter into a maintenance agreement with the contractor for future maintenance of the equipment and a sample of the proposed maintenance agreement shall be attached to the offer.

8.0 **After Sales Services**

The supplier shall be the authorised dealer for the product offered and shall have ample stock of spares and workshop facilities and technicians available to carryout the necessary repairs to the equipment during its expected life span.

9.0 **Operation & Maintenance Manuals and Training of Operators**

The supplier shall provide properly bound original set of O&M manuals to the client with the delivery of equipment. Further, the supplier shall train the operators designated by the client for proper operation of the machine.