SPECIFICATION ARCHIVE

The archive might be exercised as help line of users which can be moderated due to technological updates and day to day enrichment of information resources.

Background

BRAC Procurement Department had been working since 1985. Almost 2000 varieties of items procured over the year through procurement department. To make the procurement process more effective and purchasing the right product and services, procurement officers undergo with development of specifications for a long time and these specifications reflect the experiences as well. But continuous technological up gradation now make it obligatory to prepare a flexible standard of specifications which will make the procurement process more effective, time savings and user friendly. As the specification of goods has significance to procure the right goods at the right time, BPD has taken steps to prepare a Specification Archives for the use of programs, departments and sections of BRAC.

Objectives :

1. To introduce e-procurement.
2. To make the procurement process faster and easier.
3. To facilitate the internal users by providing pre-requisite idea of goods.
4. To facilitate the external users by prescribing the purchase requirement.
5. To ensure the ordering time of goods.
6. To enhance knowledge by sharing updated technological information.
7. To ensure the competitiveness of bidding.

Innovation:

A common specification archive for repeatedly purchase items could be one step of modernization and e-procurement. This archive will contain the items which will predict to be purchased repeatedly in future and preparation of specification is time consuming. Continuous up gradation of archive will be held by the approval of proper authority through review and study of suggestions by users (Supplier, Competitor, Program, User, Procurement Officer etc.). Archive is proposed to be expressed in Web and provision will be there for enrichment of market information and information interpretation.

e-procurement:

E-Procurement is more than just a system for making purchases online. A properly implemented system can connect companies and their business processes directly with suppliers while managing all interactions between internal and external users. This includes management of correspondence, bids, questions and answers, previous pricing, and multiple emails sent to multiple participants.

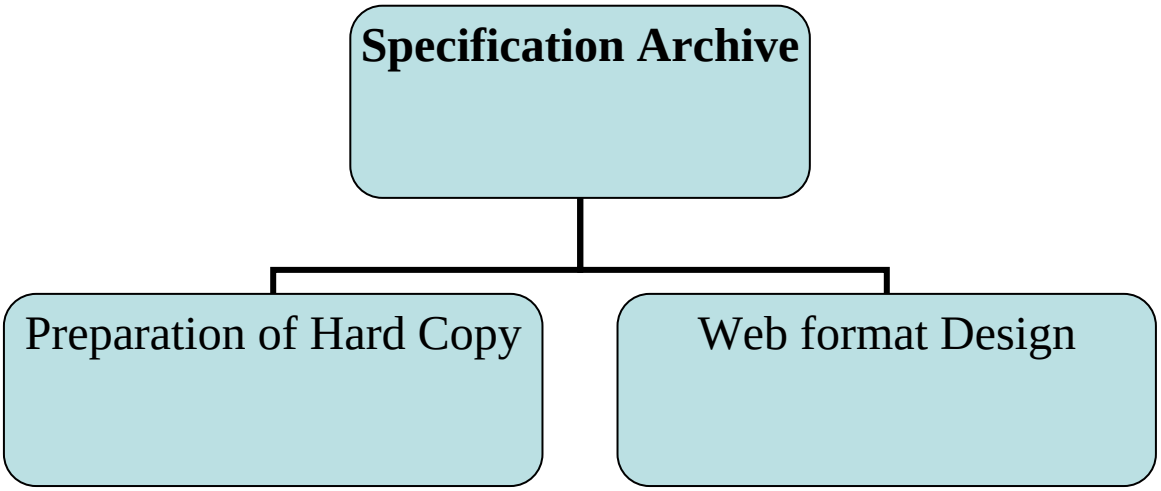
A good e-procurement system helps a firm organize its interactions with its most crucial suppliers. It provides those who use it with a set of built-in monitoring tools to help control costs and assure maximum supplier performance. It provides an organized way to keep an open line of communication with potential suppliers during a business process. The system allows managers to confirm pricing, specifying requirements and leverage previous agreements to assure each new price quote is more competitive than the last.

Implementation:

Work to Date:

We have been researching and accumulating resources for the job. Our primary target is to gather specification information from procurement officers and convert it to a general format. Prepare an attractive out look is the second target. We develop the archive in Microsoft publishers which is easily convertible to Web format. Development of down menu for some specific head like Brand, Country of Origin etc. is also needed.

Implementation Plan:



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IT EQUIPMENT

Information to the Users

If programs/departments would like to purchase IT Equipments like Desktop Computer, Laptop, UPS, Voltage Stabilizer, Multimedia Projector, Scanner etc. may take help from this archive at the time of originating requisition.Time to time this specification may be customized as required by the users.

Specifications of IT equipments may be changed and be updated as per approval of proper authority.

BRAC PROCUREMENT DEPARTMENT

Specification of Voltage Stabilizer Automatic

Particulars	Help Description
Capacity	1000VA
Input	90V – 270V
Output	220V
Frequency	50 / 60 Hz
Delay Time :	Maximum 10 Sec.

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BRAC PROCUREMENT DEPARTMENT

Specification of UPS

Particulars	Help Description
Capacity	600/650/1200/2000 VA
Output Socket	3 pin Flat Socket (known as MK Socket)
Transfer Time	2/3/4/5 ms. Typical
Input	145 V – 270 V AC
Backup Time	12/15/ minutes
Output	220V
Frequency	50/60 Hz
Type	Off-Line

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Specification of Scanner

Particulars	Help Description
Brand	Kodak/hp/Epson/Canon/Fujitsu
Type	Flatbed/Drum/Hand
Optical Resulation	1200/2400/3600 dbi
Color Depth	Up to 24 bit
Scanner Connec-	USB/
Transparency	Yes/No
Model	Any
Scanner	Duplex Auto Scan Facility

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Specification of Printer

Particulars	Help Description
Name of Brand	Canon/Lexmark/HP/Samsung
Model	RC2380i/E250d/HP1320 etc.
Colour Type	Color/B&W
Type	Laser/Inkjet/Wide Format
Print Speed	
Ink tank setting	Individually replaceable/ Not
Toner Price	
Copy per Toner	
Lense price	
Running Cost for 100000 Copy considering all cost related to copy except paper and electric consumption	

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BRAC PROCUREMENT DEPARTMENT

Specification of Over Head Projector with screen

Particulars	Help Description
Brightness	Minimum 2000 – 2500 lumens
Lamp	Double
Lens	3 Element

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Specification of Multimedia Projector

Particulars	**Help Description**
Brand	**Hitachi / Mitsubishi / 3M / Canon / Toshiba**
Model	**-**
Type	LCD Projector
Display Technology	TFT Technology
Image Brightness	3000 – 3500 ANSI Lumens
Form Factor	Portable
Warranty	02 (Two) years Parts
Projector Screen	70"X70" screen with stand
Sound Box	Box type

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Specification of Laptop Computer

Particulars	Help Description
Brand	HP/ DELL/ ACER/ ASUS/ TOSHIBA/ FU-JITSU/APPLE
Type	Regular/Design
Processor	Pentium Core 2 Duo
Processor	2.4 GHz or Above
HDD	Minimum 250 GB
RAM	2 GB/ 3 GB/Above
LCD Display	
Optical Device	DVD Writer/CD Writer
Communica-tions	Ethernet LAN, 56kbps modem, 802.11a/g Wireless LAN,
	Bluetooth, Integrated Webcam, Camera
Soundcard	Integrated
Battery	6 Cell Li-ion
Operating System	Windows XP Professional Licensed including Original
	Single user CD or DVD
Mouse	External Optical Mouse
Driver Sup-	Windows 2000 / XP / Vista

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Specification of Voltage Inkjet Printer

Particulars	Help Description
Printer Speed	**a) Color : 15 / 16 / 17 ppm**
	b) Black : 21 / 22 ppm.
Resolution	4800 x 1200 dpi
Cartridge	Black & Color with individual Head per cartridge and refill compatible.
Warranty	Minimum 01Year replacement warranty

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Specification of CLONE COMPUTER

Clone Computer	
Particulars	**Help Description**
Processor	Intel Core 2 Duo (2.8 GHz or above)
Motherboard	Intel Original DG 41 or above
HDD	160 GB
RAM	2 GB
Sound card	Integrated
Display	Integrated
DVD Writer	Asus/Sony/Philips/LG
Monitor	17"/18"
Speakers (Normal)	Creative/Microlab
Keyboard (Bijoy Bangla)	A4 Tech/SP/Logitech
Mouse (Normal + Scroll)	A4 Tech/SP/Logitech
Casing	SPACE/Perfect/Vision Mid tower with cooling fan
Power Supply	Minimum 350 Watt
Ethernet - 01	
Ethernet - 01	
Operating System **(installed)**	Windows XP Professional/Windows XP
On site Service Support	BRAC Center

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BRAC PROCUREMENT DEPARTMENT

Specification of Brand Computer

Particulars	Unit	Help Description
Brand		Dell/HP/Asus
Processor		Intel dual core/ core 2 Duo / Quad Core
Processor Speed	GHz	2.4/2.8/2.93 GHz
RAM	GB	3 GB/2GB/4GB
Buss 800		DDR2/DDR3
Hard Drive- 1/Hard Drive- 2	GB	250 GB to more than 250 GB
Audio Card		Brand Integrated
Sound System		Brand Integrated
LAN Card		Brand Integrated
Graphics Card		Brand Integrated
Monitor	Inch	17"/18.5"/
Optical Drive		DVD Writer/ CD Writer/ COMBO
Operating System		With Licensed/Without Licensed
Operating System type		Windows/ Linux/ Unix

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BRAC PROCUREMENT DEPARTMENT

Specification of Anti Virus

Anti -Virus Solution	
Particulars	**Help Description**
Kaspersky BusinessSpace Security Included Windows Workstation and Server License with setup	One User/ Multi User No. of Users

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ELECTRICAL & ELECTRONIC GOODS

Information to the Users

Programs/departments use different types of electrical and electronic goods like Lift, Generator, Substation, Fridge, TV, Photocopier Machine, Fax Machine etc. These are being procured through the Procurement Department. Before procuring these types of goods an user must incorporate technical specifications in the requisition . Since it is time bound to procure such items, technical specification is very important. From the previous procurement experiences, a specification format has been hosted in the archive. Programs/Enterprises/Department is needed to raise requisition with detail technical specifications for procuring these items.

Time to time specification of electric & electronics goods may be customized as per requirement of the programs/departments and be updated in the archive upon approval of proper authority.

BRAC PROCUREMENT DEPARTMENT

Specification of Television

Particulars	Help Description
Color Type	Black & White/ Color
Screen Size	14"/21"/25"/32"
Brand	Tosiba/Sony/Phillips/Konka/Etc
Type	Plasma/LCD/Flat/Semi Flat/ Normal
Prefferred Contry of Origin	Japan/ Korea/ China/ Etc
Prefferred Contry of Assembled	China/India/ Bangladesh/ Malaysia

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BRAC PROCUREMENT DEPARTMENT

Specification of Substation

Particulars	Help Description
Dropout Fuse	Depends on Load
Lightening Arrestor	Yes/No
H.T Switch Gear with VCB	Depends on Load
Transformer	600 KVA/ 1000
LT Switch Gear	200A/ 400A/
Emergency LT Panel	Depends on Load
Automatic Power Factor Improvement Plant	Depends on Load
HT Cable:	Depend on line ar-
LT Cable:	Depend on line ar-
Earthling for Sub-Station:	Yes/No

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BRAC PROCUREMENT DEPARTMENT

Specification of Refrigerator

Particulars	Help Description
Brand	LG/Butterfly/Rangs/Konka/ Etc.
Capacity	8.5 Cft/12 Cft/ 15 Cft/ Etc.
Origin	China/Malaysia/Japan/Korea/Etc.
Assembled	Bangla-desh/India/Malaysia/Etc.
Type	Frost/ Non Frost
Deep	33%/ 50%

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BRAC PROCUREMENT DEPARTMENT

Specification of Microphone

Particulars	Help Descriptions
Amplifire	Brand & Country of Origin
Speaker Type	Column/ Stand Type
Microphone	Wirless/ With Wire
Speaker Connect-ing Cable	Size of Cable & Country of Origin
Microphone	Hand/Blue tooth

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BRAC PROCUREMENT DEPARTMENT

Specification of Lift / Elevator

Particulars	Help Description
Type (Passenger / Cargo / Service / Pati	Traction type (Gearless/Geared/Machine Roomless)
Brand	LG/Otis/Mitsubishi/Huyndai/IGV/Shiendler
Country of Origin	USA/Canada/Latin America/UK/France/Italy/Germany/South Korea/Japan/Australia
Country of Assemble	USA/Canada/Latin America/UK/France/Italy/Germany/South Korea/Japan/Australia
Conformity:	BS5655 part 1 & 2. The European safety code for lifts EN81/the German safety code for lifts TRA 200. DIN, VDE /the American National Standard Institute Safety code i.e. the ANSI code.
Required Load / Capacity	300 kg/400kg/1000kg/ etc
Required Person to be traveled	4p/6p/12p
Speed	0.5 /1/1.5/2 m/s
Traveling Height	Depends on construction
Drive System:	Hydroulic/ACVVF/Etc
Power Supply:	AC/DC
Motor capacity:	5kw/10kw/15kw
Number of Stops	Depends on construction
Cabin, Counter Weight, Rail, Brackets:	Local fabricated/Imported
Shaft size:	Depends on construction
Pit depth:	Depends on construction
Overhead:	Depends on construction
Machine room location:	Overhead/Machine Roomless
Wall:	SS/MS/Plastic/Glass/Hairline Finishing
Floor	Deco Tiles/Floor Mat
Door:	Center Opening/ Side Opening
Door operation:	
Sensor	Full height sensor for cargo lift 2) Spot sensor or suitable one for passenger
Emergency System:	Yes/No
Counterweight:	Local fabricated/Imported
Automatic Voltage Regulator:	Yes/No

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BRAC PROCUREMENT DEPARTMENT

Specification of Digital Camera

Particulars	Help Description
Brand	Sony/Canon/Lumex/Olympus/Etc
Origin	Japan/Taiwan/Singapore/Thailand
Mega Pixel	6/8/12/etc
Optical Zoom	Yes/No
Display	LCD-2.5"/3"/etc.
Battery	Lithium-Ion/AA
Memory Stick	2 GB/4 GB

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BRAC PROCUREMENT DEPARTMENT

Specification of Deep Freezer

Particulars	Help Description
Brand	LG/Butterfly/Konka/Singer/Whirlpool/etc.
Origin	China/Japan/Malaysia
Assembled	India/Bangladesh/China/ Malaysia
Capacity: (CFT/Liter)	300lt/450lt/Etc
Type	Chest/Standing

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BRAC PROCUREMENT DEPARTMENT

Specification of Air Conditioner

Particulars	Help Description
Type	Split Wall/ Split Ceiling/ Window/ Cas-sette/ Floor mounted
Brand	LG/Butterfly/Samsung/American Aire/General/Huyndai/Gree/Toshin/Carrie
Capacity	1/1.5/2/2.5/4/5 ton
Origin	USA/Japan/EU
Assembled	India/Bangladesh/Malaysia/Thailand

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VEHICLE

Information to the Users

As BRAC is providing transport facilities to its staff different vehicles like Car, Jeep, Staff Bus, Pick-Up, Microbus, Micro Van etc is being purchased through BPD. Requisition come from programs, enterprises and transport departments to procure vehicles. BPD purchase both reconditioned and brand new vehicles as required by programs/departments. Technical specifications of vehicles is very important for purchase a vehicle such as Year of Manufacture, Country Assembled, Engine Condition, Suspension, Color, Mileage, Fuel Consumption, AC, Steering System, Ground Clearance etc. A specification format for each type of vehicle is given for use of the programs/departments. It may help to originate Requisition properly.

Time to time specification of vehicles may be customized as per requirement of the programs/departments and be updated in the archive upon approval of proper authority.

BRAC PROCUREMENT DEPARTMENT

Specification of Car

Particulars of Vehicle	Help Description	Remarks
Brand	-	
Model	-	
Engine Type	VVTI/EFI	
Steering System	Power/Manual	
Country of Origin	Japan/China/EU	
Country Assembled	Japan/Bangladesh/India/etc	
Year of Manufacturing	2005-2009	
Mileage Run	-	Applicable for Re-conditioned
Color	-	
A/C	Single/Dual	
Horse Power/ CC	1300-1500 CC	
Fuel Type	Petrol/Octane/CNG	
Fuel Tank Capacity	700/1000/Etc ltr	
Type of Transmission	Auto/Manual	
Ground Clearance	-	
Seating Capacity	4/6	
No of Doors	4	

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BRAC PROCUREMENT DEPARTMENT

Specification of Covered Van

A.	Specifications	BRAC Requirement
1.	Name of the Vehicle	12 Ton Brand New Insulated Covered Van
3.	Brand	
4.	Model	
5.	Chassis Number	
6.	Engine Number	
7.	Engine Type	In line, water cooled, diesel/ Petrol
8.	Steering System	Power
9.	Country of Origin	
10.	Country Assembled	
11.	Year of Manufacture	
12.	Color	
13.	Horse Power (CC)	
14.	Seating Capacity	
15.	Seat Belt	
16.	Carrying Capacity	
17.	Loading Weight	
18.	Un-Loading Weight	
19.	Overall Chassis Length	
20.	Brake System	Fully Pneumatic
21.	Frame Type	
22.	Fuel Type	
23.	Fuel Consumption	
24.	Fuel Tank Capacity	
25.	Type of Transmission	
26.	Ground Clearance	
27.	No of Cylinder	
28.	Wheel Base	
29.	No of wheel including spares	
30.	Body	
31.	No of Tyre and Tube	
32.	Tyre Size	

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BRAC PROCUREMENT DEPARTMENT

Specification of Jeep

Particulars of the Vehicle		Help Description	Remarks
Brand			
Model			
Engine Type		VVTI/EFI	
Fuel Consumption (KPL)			
Steering System		Power/Manual	
Country of Origin		Japan/China/Etc	
Country of Assembly		Bangladesh/Japan/India/etc.	
Year of manufacture		2005-2009	
Color			
A/C		Single/Dual	
Horse Power/ CC		2000-1000 CC	
Fuel Type		Petrol/Octane/CNG	
Fuel Tank Capacity		700t/1000lt/etc.	
Type of Transmission		Auto/Manual	
Ground Clearance			
Body Dimension			
Seating Capacity		5/7/etc	
Four Wheeler control gear		Yes/NO	
Seating Interior		Leather/ Fabric	
No of Seat Belt		Count	
No of Door		Four/Six	
No of Window		4/More	
No of Cylinder		2/4/6	
Safety Features		Details	
Multimedia System		CD/Radio/Cassette	
No of Wheel including spares		5/7	
Tyre Size	Front		
	Rear		
R/L Looking glass controlling system		Auto/Manual	
Others			

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BRAC PROCUREMENT DEPARTMENT

Specification of Micro Bus

Particulars of Vehicle	Help Description	Remarks
Brand	-	
Model	-	
Engine Type	VVTI/EFI	
Steering System	Power/Manual	
Country of Origin	Japan/China/EU	
Country Assembled	Japan/Bangladesh/India/etc	
Year of Manufacturing	2005-2009	
Mileage Run	-	Applicable for Re-conditioned
Color	-	
A/C	Single/Dual	
Horse Power/ CC	1300-1500 CC	
Fuel Type	Petrol/Octane/CNG	
Fuel Tank Capacity	700/1000/Etc ltr	
Type of Transmission	Auto/Manual	
Ground Clearance	-	
Seating Capacity	6/12/24	
No of Doors	4	

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BRAC PROCUREMENT DEPARTMENT

Specification of Micro Van

Particulars of Vehicle	Help Description	Remarks
Brand	Toyota	
Model		
Engine Type	VVT/EFI	
Steering System	Power	
Year of Manufacture	2005-2009	
Country of Origin	Japan/EU/Etc.	
Country of Assembled	Japan/Bangladesh/India/Etc.	
Horse Power/CC	1500- 2000 CC	
Color	-	
A/C (Single/Duel)	-	
Seating Capacity	3s/4s	
Carrying Capacity	0.5 ton/1 ton/1.5 ton	
Loading Weight	-	
Unloading Weight	-	
Fuel Type	Petrol/Octane/CNG/etc.	
Fuel Consumption		
Fuel Tank Capacity	1000 ltr/1500 ltr	
Type of Transmission	Auto/Manual	
Ground Clearance		
No. of Cylinder	4/6	
Multimedia System (Radio/Cassatte/CD/VCD/MP3)	Radio/CD/Cassette	
No of Wheel including Spares	5/7	
Fittings Accessories and Others	Standard	
No of Tyre and Tube	-	
Tyre Size **Front :** **Rear :**	-	
Battery (Volts)	6V/12V	

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BRAC PROCUREMENT DEPARTMENT

Specification of Milk Van

Body			
1	Size	:	25''x 48''x32
2	Material	:	22/22 Gezi Color Sheet
3	Frame	:	By 1½ '' x 1½ '' Angle
Chassis			
1	Frame, Chain, Fork, Handle Spoke—Origin	:	India/Japan
2	Tyre-Tube, Ring, Gear, Bell-Origin	:	Bangladesh/India/China

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Specification of Motor Cycle

Particulars	Specification
Brand:	Aeon/Honda/Etc
Model:	Cobra 320/CD80/Etc.
Country of Origin	
Country of Assemble	
Production Year	2008/2009
Category (Type of	ATV
Engine Size:	272.30 ccm (16,54 cubic inches)
Engine Type:	Single cylinder/Double Cylinder
Engine Horsepower:	19.44 HP (14,13 kW)) @ 6500 RPM
Compression Rates:	10.3:1
Stroke:	4
Torque:	19.00 Nm (1,89 kgf-m or 13,93 ft.lbs) @ 5500
Starter Type:	Electric/Manual
Top Speed:	N/A
Transmission Type	Chain
Gearbox Type:	Automatic
Fuel Capacity:	7.30 litres (1,92 gallons)
Fuel Control:	
Number of Valves:	
Cooling System Type:	Liquid/Air
Weight:	211.0 kg (462,87 pounds)
Length:	1870 mm (73,23 inches)
Front Brakes Type:	Double disc
Rear Brakes Type:	Expanding brake (drum brake)
Front Tyre Dimen-	40380
Rear Tyre Dimensions:	40106

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BRAC PROCUREMENT DEPARTMENT

Specification of Pick up

Particulars of Vehicle	Minimum Requirement	Remarks
Brand	-	
Model	-	
Engine Type	VVTI/EFI	
Wheel Drive	2WD/4WD	
Steering System	Power/Normal	
Country of Origin	Japan/China/Etc.	
Country Assembled	Japan/Bangladesh/India/China	
Year of Manufacture	2005-2009	
Mileage Run	-	Applicable for Reconditioned
Color		
A/C	Single / Dual	
Horse Power/ CC	2000 - 3000 CC	
Fuel Type	Petrol/Octane/CNG	
Fuel Tank Capacity	700lt/1000lt	
Type of Transmission	Auto/Manual	
Ground Clearance		
Seating Capacity	2s/3s	
No of Doors	Two/Three	
Multimedia System	CD/Radio	
R/L Looking Glass Control System	Manual/Auto	
Carrying Capacity	1ton/2ton/3ton/5ton/etc.	

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BRAC PROCUREMENT DEPARTMENT

Specification of Reconditioned Micro Bus

Particulars of Vehicle	Minimum Requirement	To be mentioned by the Bidder
Name of the Vehicle	-	
Brand	-	
Model	-	
Chassis Number	-	
Engine Type	VVTI/EFI	
Steering System	Power	
Country of Origin	Japan	
Country of Assembled	Japan	
Year of Manufacture	2002-2007	
Mileage Run	-	
Color	-	
A/C (Single / Dual)	-	
Horse Power/ CC	1800 - 3000 CC	
Fuel Type	-	
Fuel Tank Capacity	-	
Type of Transmission	Auto/Manual	
Ground Clearance	-	
Seating Capacity	-	
No of Doors	-	

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Specification of Rickshaw Van

Particulars	Specification
Type	Insulated/Normal
Country of Origin	
Country of Assemble	
Height	26"
Length	48"
Width	32"
Sheet	22 Gaze
Arrangement	Partition in Middle with 2 door

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PACKAGING ITEMS

Information to the Users

BRAC programs/departments/enterprises raise requisition to BPD for purchase of different types of packaging materials like Chick Box, Wooden Box, Gunny Bags, PP Woven Bags, HDPE, LDPE Packet etc . As there are some crucial factors in packaging items like dimension, design, material etc influencing the market, a proper specification is a must.

A specification format is given for the uses of the program. Time to time specification of Packaging Items may be customized as per requirement of the programs/departments and be updated in the archive upon approval of proper authority.

BRAC PROCUREMENT DEPARTMENT

Specification of Chick Box

Particulars	Help Description
Carton Size	Standardized with L/W/H
Length	18.5/18.75inch
Width	14 inch
Height	5 inch
Partition & Bottom	5/3 Ply Paper
Outside Config	Good Quality White Linear
Printing	One/Multi color

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BRAC PROCUREMENT DEPARTMENT

Specification of Gunny Bag

Particulars	Help Descriptions
Type	New/Jute/Certified/Foundation
Size	45"x26.5"/22.5"x17.5"/36"23"/22.5"x1.75"
Capacity	850gm/10kg/275gm
Option	Normal/Laminated by polythene inside
Print	Natural color with one side print/ Orange color/Green/White/Other

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BRAC PROCUREMENT DEPARTMENT

Specification of Poly Packet

	Particulars		Specifications
1	Length	:	As per requirement
2	Width	:	As per requirement
3	Color	:	As per requirement
4	Micron	:	As per requirement
5	Packing	:	As per requirement

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BRAC PROCUREMENT DEPARTMENT

Specification of Roll Polythene

	Particulars		Specifications
1	Length	:	As per requirement
2	Width	:	As per requirement
3	Color	:	As per requirement
4	Micron	:	As per requirement
5	Packing	:	As per requirement

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BRAC PROCUREMENT DEPARTMENT

Specification of Packet

Particulars	Help Descriptions
Type	Salt packet
Size	19cmx14.5cm/ 21"x26"/23.5cmx16cm/18.5cmx14.5cm/ 24cmx16.5cm/19cmx15cm/
Thick-ness(Micron)	100/130/160/200
Capacity	450gm/.5kg/900gm/1kg/2kg/5kg
Color Type	4 color/ 2 color/ 3color/ 8color/ etc
Color	Transparant/Green/

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FEED INGREDIENTS

Information to the Users

BRAC Feed Mills is doing business selling different feeds in the market like Poultry Feeds, Fish Feeds, Cattle Feeds etc. As per market demand different types of feed ingredients are used to produce feeds maintaining quality and market competitiveness. The Feed Mills raise requisition to BPD for purchase of feed ingredients with detailed specifications containing different ratios of variables. BPD purchase different feed ingredients like Maize, Wheat, Meat & Bone Meal, Fish Meals, Rice Polish, Wheat Bran, De-Oiled Rice Bran, Soybean Cake, Vegetable Oil, Fish Meal etc.

A specification format is given for the uses of the program. Time to time specification of Feed Ingredients may be customized as per requirement of the programs/departments and be updated in the archive upon approval of proper authority.

BRAC PROCUREMENT DEPARTMENT

Specification of Auto Rice Polish Grade-A, Atob

	Particulars		Specification
1	Moisture (Max)	:	12%
2	Crude Protein (Min)	:	11%
3	Crude Fat (Min)	:	10%
4	Crude Fiber (Max)	:	16%
5	Crude Ash (Max)	:	18%
6	Kilo Kalories in Per Kg (Minimum)	:	2550
7	Color	:	Whitish
8	Packing	:	55 Kg Capacity Gunny Bag

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BRAC PROCUREMENT DEPARTMENT

Specification of Auto Rice Polish Grade-A Boiled

	Particulars		Specification
1	Moisture (Max)	:	12%
2	Crude Protein (Min)	:	11%
3	Crude Fat (Min)	:	11%
4	Crude Fiber (Max)	:	18%
5	Crude Ash (Max)	:	18%
6	Kilo Kalories in Per Kg (Minimum)	:	2450
7	Color	:	Whitish/Bright Brown
8	Packing	:	55 Kg Capacity Gunny Bag

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BRAC PROCUREMENT DEPARTMENT

Specification of Auto Rice Polish Grade-B

1	Moisture (Max)	:	12%
2	Crude Protein (Min)	:	7%
3	Crude Fat (Min)	:	10%
4	Crude Fiber (Max)	:	22%
5	Crude Ash (Max)	:	20%
6	Kilo Kalories in Per Kg (Minimum)	:	1350
7	Color	:	Whitish/Gray
8	Packing	:	55 Kg Capacity Gunny Bag

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BRAC PROCUREMENT DEPARTMENT

Specification of De-Oiled Rice Bran

1	Moisture (Max)	:	12%
2	Crude Protein (Min)	:	14%
3	Crude Fat (Min)	:	1%
4	Crude Fiber (Max)	:	20%
5	Crude Ash (Max)	:	16%
6	Kilo Kalories in Per Kg (Minimum)	:	1650
7	Color	:	Whitish/Gray
8	Packing	:	50 Kg Capacity PP

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BRAC PROCUREMENT DEPARTMENT

Specification of EDGS

	Particulars	-	Specification
1	Moisture (Max)	:	12%
2	Crude Protein (Min)	:	22%
3	Crude Fat (Min)	:	7%
4	Crude Fiber (Max)	:	18%
5	Crude Ash (Max)	:	20%
6	Kilo Kalories in Per Kg (Minimum)	:	2500
7	Packing	:	25/50 KG Capacity PP Oven Bag

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BRAC PROCUREMENT DEPARTMENT

Specification of Fish Meal (Local)

Particulars	Help Description	Remarks
Crude Protein %	28	Min
Crude Fat%	4	Min
Crude Fiber%	10	Max
Ash%	44	Max
Moisture%	16	Max

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Specification of Lime Stone

	Particulars	-	Specification
1	Moisture (Max)	:	4%
2	Calcium (Min)	:	35%
3	Size	:	2-3 mm
4	Packing	:	50 Kg capacity PP oven Bag

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Specification of Maize

Particulars	Help Description	Remarks
Crude Protein %	8	Min
Crude Fat%	2	Min
Crude Fiber%	4	Max
Ash%	10	Max
Moisture%	14	Max

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BRAC PROCUREMENT DEPARTMENT

Specification of Meat & Bone Meal 50%

Particulars	Help Description	Remarks
Crude Protein %	50	Min
Crude Fat%	6	Min
Crude Fiber%	5	Max
Ash%	38	Max
Moisture%	10	Max

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Specification of Molasses

	Particulars		Specification
1	Moisture (Max)	:	30%(Max)
2	Crude Protein (Min)	:	2%(Min)
3	Crude Fat (Min)	:	1%(Min)
4	Ash (Max)	:	10%(Max)
5	Kilo Kalories in Per Kg (Minimum)	:	1600(Min)
6	Color	:	Dark gray
7	Packing	:	Steel/Plastic drum
8	Packing Capacity		200 Kg/Packet

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Specification of Soya Bean Full Fat (Toasted)

	Particulars		Specification
1	Moisture (Max)	:	12%
2	Crude Protein (Min)	:	35%
3	Crude Fat (Min)	:	12%
4	Crude Fiber (Max)	:	16%
5	Crude Ash (Max)	:	8%
6	Kilo Kalories in Per Kg (Minimum)	:	3000
7	Packing	:	80 Kg gunny bag

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Specification of Soya Bean Cake

	Particulars		Specification
1	Moisture (Max)	:	12%
2	Crude Protein (Min)	:	44%
3	Crude Fat (Min)	:	1%
4	Crude Fiber (Max)	:	11%
5	Crude Ash (Max)	:	10%
6	Kilo Kalories in Per Kg (Minimum)	:	2200(Min)
7	Color	:	White Yellow
8	Packing	:	50 KG Capacity PP Oven Bag

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Specification of Soyabean Cake –44%

Particulars	Help Description	Remarks
Crude Protein %	44	Min
Crude Fat%	1	Min
Crude Fiber%	11	Max
Ash%	10	Max
Moisture%	12	Max

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Specification of Vagetable Oil

Particulars	Help Description
Crude Protein %	0
Crude Fat%	98
Crude Fiber%	0
Ash%	0
Moisture%	2

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Specification of Vegetable Oil / Soya Oil / Palm Oil / Acid Oil

	Particulars	-	Specification
1	Moisture (Max)	:	3%(Max)
2	Crude Fat	:	97%(Min)
4	Kilo Kalories in Per Kg (Minimum)	:	8000(Min)
5	Color	:	Light Yellow
6	Packing	:	Plastic Drum
7	Packing capacity		186 Kg/Drum

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Specification of Wheat Bran

	Particulars	-	Specification
1	Moisture (Max)	:	11%
2	Crude Protein (Min)	:	12%
3	Crude Fat (Min)	:	2%
4	Crude Fiber (Max)	:	18%
5	Crude Ash (Max)	:	12%
6	Kilo Kalories in Per Kg (Minimum)	:	1600
7	Packing	:	37/55 Kg capacity gunny bag

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Specification of Wheat

	Particulars		Specification
1	Moisture (Max)	:	12%
2	Crude Protein (Min)	:	10%
3	Crude Fat (Min)	:	1%
4	Crude Fiber (Max)	:	6%
5	Crude Ash (Max)	:	4%
6	Kilo Kalories in Per Kg (Minimum)	:	2600
7	Packing	:	80 Kg capacity gunny bag

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EDUCATION MATERIALS

Information to the Users

To facilitate the education of students under BRAC Schools, BRAC Education Program provides a huge quantity of education materials like Student Books, Student Supplies i.e. Chalk, Duster, Wooden Scale, Black Board, hard Board, Teachers Aid Manuals i.e. Bound Khata, Ball Pen etc Right specifications is very important for purchase of education materials timely.

A specification format is given for the uses of the program. Time to time specification of Education Materials may be customized as per requirement of the programs/departments and be updated in the archive upon approval of proper authority.

BRAC PROCUREMENT DEPARTMENT

Specification of Class Room Supplies

Name of Item	Specifications
Chalk	Standard quality dust free, Ceramic mound and non-toxic, Color : White, 100 sticks in one packet, Size : Length : 7.00 -7.50 cm, Dia (Round) : 2.73 - 3.00 cm, (No chalk box will be accepted less than 100 sticks of chalk), Chalks must placed in the rice bran or wooden bran in side the box.
Duster	Made of Jute, Frame : Wooden. Size : Length of Wood : 14.5 cm, Width : 4.2 cm, Thickness : 1.8 cm, 12 Nos of Jute Flower must be in each Duster. The upper portion of jute flowers must be 3 cm. Each Wooden Hole of Jute Flower must be 1.5 cm depth.
Register Khata (60 pages)	Size : Length : 31.75 - 32.38 cm Width : 19.05 – 19.68 cm. Paper : 52-55 gm Bashundhara. Page : 60 pages with pasting page with cover, Ruling in both side paper, Board binding with pasting.
Student Attendance Register (16 pages)	Size : 19.30 -19.50 **x** 32.00 – 32.20 cm Paper : Bashundhara, GSM : 52 - 55 gm Bashundhara. Page :16. Board binding with pasting.
Bangladesh Map (Bangla)	Size : 23" X 36". Multi color, 120 gsm art paper, Upper frame : Wood, Environment friendly plastic materials, Nickel I-let and cotton lace, Glue lamination with 12 micron film. Lower frame : Hanging plastic.
World Map (Bangla)	Size : 23" X 36". Multi color, 120 gsm art paper, Upper frame : Wood, Environment friendly plastic materials, Nickel I-let and cotton lace, Glue lamination with 12 micron film. Lower frame : Hanging plastic.

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Specification of Slate with Frame

Particulars	Specification
Height	21.5-22.0 cm
Length	15.0-15.5 cm
Width	2.2-2.5 cm
Weight	300 gm
Material of Frame	Kadam Wood

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Specification of Student Supplies

Sl No	Name of Item	Specifications
1	Exercise Khata (Bangla)	Length: 22.35-22.86 cm, Width: 17.27 – 17.78 cm, Paper: White Newsprint (coarse), Gram: 44 - 45 gram, Cover: 63 lbs craft paper, Total pages: 36 pages (including cover pages), Margin and ruling should be on left and top. Ruling will be in Bengali form, Cutting and stapling will be middle of the fold. Program name with BRAC Monogram will be printed on cover page (front page) and Back page will be printed as per supplied sample. Prior approval should be taken before printing work, 22 lines should be in Bengali Khata.
2	Khata (Big)	Length: 27.80-28.00 cm, Width: 21.50 – 21.70 cm, Paper: Newsprint (coarse), Gram: 44 - 45 gram, Cover: 63 lbs craft paper, Total pages: 36 pages (including cover pages). Without ruling and stapling will be with 2 pin middle of the fold. Program name with BRAC Monogram will be printed on cover page (front page) and Back page will be printed as per supplied sample. Prior approval should be taken before printing work.
3.	Slate Pencil	Slate pencil of natural black stone, Size : Length : 13.00-13.75 cm (approx). 50 pcs pencil per box, Broken Pencil is not acceptable. Manufacturing country : India
4	Wood Pencil	Size : Length 19 cm (with rubber), Dia : 2.5 cm. Wholly made of wood Standard quality, Manufacturing Country : Any country.
5	Color Crayon	Size: 8.5 x 2.5 cm, 12 sticks of 12 colors in one box, Non -Toxic, Made of Wax, Country of Origin : Any country.
6	Pencil Sharpener	Single Blade, Manufacturing Country : Any country
7	Eraser	Size: (3.1 x 1.7 x 1.0) cm. Good quality, Manufacturing Country : Any country.
8	White Paper	Size: 33 x 20 cm, Paper : 52 - 55 gsm Basundhara 1 Rim (1 Dista will be unit Pkt and 20 Dista will be packed together in outsider Pkt).
9	Ball Pen	Standard quality, Writes well, No dry ink, Brand : Any brand, Manufacturing country : Any Country.

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SECURITY GOODS

Information to the Users

BRAC always oversee the security measures of its staff and control access of visitors and protect unwanted visitors. In order to facilitate the security system properly BRAC Security Department and Enterprises place requisition to BPD to procure such items. A right specification is a must to procure any security items.

A specification format is given for the uses of the program. Time to time specification of Security Goods may be customized as per requirement of the programs/departments and be updated in the archive upon approval of proper authority.

BRAC PROCUREMENT DEPARTMENT

Specification of Access Control System

Particulars	Help Description
Security Controller	Access Security Controller Built in TCP/IP network ready adapter, Model:, Brand: Origin:
Interface Unit Reader	1 door Reader /Multi door Interface unit
Proximity Reader Entry	For Entry use
Proximity Reader Exit	For Exit use
Entry Key pad	Touch Sensitive/Button
Electro Magnetic Lock	600 lbs
Power Supply unit	C/w battery backup
Channel	U-Channel/ZL Bracket
EM Lock Release Switch	Brand: Origin:
Cabling	c/w PVC Conduit (Communication, Power Cable and PVC pipe with all accessories)
Employee Proximity ID Card	c/w front side color print and back side Black and White print/ Other Option.

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BRAC PROCUREMENT DEPARTMENT

Specification of CCTV

Particulars		Help Description
Country of Origin		Korea/Taiwan/China/Malaysia
Brand		Hu-per/Teleeye/TOPICA/Everfoucs/JMK/Centrix
Number of TV lines		380/400/420/480/500 TV
Number of pixels	NTSC	512x492/720x576/510x592/Etc.
Min illumina-tion		0.0/0.6/1/3 Lux
View angel		50/68/70/Etc
IR View dis-tance	in dark	15M-45M
Pickup device		1/3"/1/4"CCD/HR
S/N ratio		48/50/Over 50dB
Camera House		Built in/Assemble
16 channel digital Video Recorder		
Country of Origin		Korea/Taiwan/China/Malaysia
Brand		e-vi-sion/Teleeye/Everfocus/SAMSUNG
HDD Capacity	600 GB HDD	Up to 250GB
Recording Speed	Full(NTSC)	400fps/480fps
Recording Resolution	Full	360x240/720x240
CD Writer		Built in/Assemble

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BRAC PROCUREMENT DEPARTMENT

Specification of Time Management System

Customized Attendance Management Software	**Features :** # LAN based system with multi-user (min 5) support. # Multi Level Security - Prevent the unauthorized access to the SW. - Limited access or designated functions facility. # Auto time synchronization. # Database & System backup module (Auto & Manual). # A user friendly interface to operate the software. # Multiple Shift Management. # Leave Management # Tour / Field Visit Entry. # Reason entry in editable text format against any leave, tour/visit or any other activities. # Manual Attendance Entry (Attendance record edited by Administrator). # Early leaves record. # Temporary Card Issue # Yearly Holiday List Entry # Distinctive weekly holiday setting for individuals. # Holiday interchange with any working day # Multiple overtime policy setting (time, payment etc.) for different level of employees. # Real time activity monitoring. # Usual payroll calculation based on attendance summery. # Keep service history of all employees. # Attendance data / report generation in ***.xls, .doc*** *&* ***.pdf*** *format and export to any third party software.* # Company name & logo is to be personalized. # Employee information with photo image. # Employee's Information and clocks data in text file or Excel file are to be imported to the Database. # Enhancement of Software and linking with Access Control System should be enabled for future require- **Reports:** # General Reports. - Employee details Information - Employee List with mixed criteria - Employee List in running Shift - Employee log report - Other relevant reports # Daily, Monthly & Yearly reports. - Leave report - Attendance report - IN/OUT reports. - Late In / Early OUT report separately - Overtime report - Monthly Salary report mentioning Absent/Leave - Salary Summary report (Monthly /Yearly) - Other relevant reports. # Reports are to be filtered based on Employee, Depart-

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FURNITURES

Information to the Users

BRAC Procurement Department purchase different furniture both of wooden or steel like chair, Table, Executive Desk, File Cabinet, Computer Table etc. Requisitions come from programs/departments for different design. Based on users level and requirement furniture is being purchased. That is why right specifications of furniture is very important for purchase.

A specification format is given for the uses of the program. Time to time specification of Furniture may be customized as per requirement of the programs/departments and be updated in the archive upon approval of proper authority.

BRAC PROCUREMENT DEPARTMENT

Specification of Arm less Revolving Chair

Particulars	Help Descriptions
Chair Type	Fixed Moving/Revolving Moving
Other Options	Armless/With Arm
Fabric	Foreign/Local
Foam Arrangement	Seat & Back/Only Seat/Etc.
Pipe Type	MS/SS
Paint Color	Black/Multicolor

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Specification of Wall Cabinet

Particulars	Specification
Type of Fittings	Wood/Plastic/Corrugated Sheet
Type of Woods	Tick/Etc.
Dimention	sft
Color type	Wood Burnish/Paint
Color	White/Blue/Etc
No of shelves inside	
No of lock in cabinet	
Type of closing door arrangement	Magnetic/Normal
Type of Handle	

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OFFICE EQUIPMENT

Information to the Users

Official work is being automated day by day . To faster the official work and keep pace with the global communications different office equipments LIKE Photocopier, PABX System, Fax Machine etc are being procured for the programs /departments by BPD. For procuring these types of goods technical specification is very important. To get the right office equipments technical specification is a must .

A specification format is given for the uses of the programs/departments. Time to time specification it may be customized as per requirement of the programs/departments and be updated in the archive upon approval of proper authority.

BRAC PROCUREMENT DEPARTMENT

Specification of FAX Machine

Particulars	Help Description
Transmission Speed	03 Sec per page
Print Speed	11 PPM
Resulation	600x600dpi
Data compression	MH/MR/MMR
Paper Type	Plain Paper
Media size	A4
Automatic Document Feeder	Min 30 Sheet
Broadcasting Capability	Min 20 Locations
Fax Speed	31.2/33.3/33.6 kbps
Memory	Min. 120 pages
Paper Capacity	Min. 150 Pages
Phone	Speed Dialing, Built in Hand Set

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Specification of PABX

Particulars	Help Descriptions
Main Exchange	Brand/Model/Country of Origin
Telephone Set	Model
Moduler Box	Single Line/Double Line
Line Cord	As Line Design
UPS Capacity	500 VA/etc.
Telephone Cable	Design
DISA Card	

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Specification of Photocopier

Particulars		Help Description
Name of Brand		Canon/Toshiba etc.
Model No.		PIXMA MP550/eStudio281C
Print Speed	B&H	
	Colo	23 ppm etc.
Fax Option		Yes/ No
Print Type		Color/B&H
Cabinet Stand		Yes/ No
Automatic Document		Yes/ No
Running Cost for 100000 Copy considering all cost related to copy except paper and electric consump-		
Copy/Drum		
Copy/ Developer		
Copy/Toner		

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MISCELLANEOUS

Information to the Users

There may be different miscellaneous items . Some item's specification is included here. Time to time new items would be added.

BRAC PROCUREMENT DEPARTMENT

Specification of Mounting Structure

Particulars	Help Descriptions
Angle Bar	
Length (Inch)	27"/29"
Width	1"
Hole	4 pcs
Flat Bar	
Length	16"
Width	1"
Hole	8 in each flat bar
Wasar	
Length	2"
Width	1"
Hole	1 Hole each 4 pcs flat bar

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Specification of Submergible Pump

Particulars	Help Descriptions
Model	
Brand	
Power	10 HP/etc
Suction	6 inch/etc
Speed	2900 rpm/etc
Delivery	4 inch/etc
Head (Max/Min)	140"/59"
Discharge (Max/Min)	1330/450

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Specification of Weighing Scale

Particulars	Help Description
Size	Platform Size with protection grill
Type	Steel Platform/Corrugated floor
Capacity	0-2000Kg
Material	Galvanized Iron & GI Pipe protection
Size of Grill	220cmx94cm to 260cmx121cm
Indicator	Digital/ Analog

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