General Technical Specification and other project implementation requirements for

enveloping machine for ID1 cards.

Required technical parameters

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| **Nr.** | **Request of Contracting Authority:** | **The declaration of supplier that it meets all the requirements of the Contracting Authority:** |
| 1. | Equipment must be able to process ID card from PC and PVC material, | [YES / NO] |
| 2. | Minimal daily volume is 15,000 shipments (envelopes) in two shifts of 7,5 hours each | [YES / NO] |
| 3. | Minimal Speed of collating and inserting single sheet documents with one card must be 1,000 envelopes/hour. | [YES / NO] |
| 4. | Capacity of the input paper feeder for formats in ranging from A6 to A4 with control (detection of feeding double sheet) – must be minimal 500 sheets. | [YES / NO] |
| 5. | Capacity of the envelopes input tray for at least C5 formats (162 x 229 mm) and DL formats (110 x 220 mm) must be minimal 250 envelopes | [YES / NO] |
| 6. | Input tray for ID1 cards, material PC and PVC - min. capacity 400 cards with laser tactile engraving. | [YES / NO] |
| 7. | Entrance camera for reading data from the card (number, name, etc...) for matching the cards with the production data. With automatic recognition of OMR/OCR, BAR code and 2D codes using the camera, which should read the data from the card and do the check of the read values against the databases. | [YES / NO] |
| 8. | Readers for contact and contactless chips for reading data from the chip for the card matching. | [YES / NO] |
| 9. | A separate REJECT stack for unidentified cards | [YES / NO] |
| 10. | Printing of cover letters based on data from databases - monochrome, simplex, duplex - printer and printer service is included in the delivery.   * 1. The delivery includes a system for preparing print templates for printing, including the necessary licenses, e.g. in Microsoft Word (i.e. having a licensed offline edition of Microsoft Word), in case of delivery a different method of preparing the text template than the use of MS Word   2. The system must make it possible to set the text field according to the required dimensions, for variable text (e.g. text field), which can be dynamically filled from the customer's production system databases. The system must enable the setting of automatic data printing such as date and time.   3. The system must be able to print all EU letters and especially special Czech diacritical marks. | [YES / NO] |
| 11. | Fixing the card to an A4 format cover sheet (out of the position next to address field) that can be pre-printed with offset technology and personalized with the supplied printer.   * 1. The fixing must ensure sufficient fixing of the card to the supporting cover sheet, problem-free removal of the card from the cover sheet.   2. The card must not be damaged by fixing.   3. The card must not be fixed in place of the contact chip if it is on the back of the card. | [YES / NO] |
| 12. | Folding station - Setting the task for folding documents into an envelope at least in the "C" and "Z" folding variants. | [YES / NO] |
| 13. | Automatic presence check of the correct card on the cover letter.   * 1. Comparison of at least one data from the card vs. Cover letter and content matching verification. | [YES / NO] |
| 14. | Minimal one attachment stations for attaching at least two types of attachments.   * 1. 1x pre-printed flyer in A4 format – sheet can be folded.   2. 1x book-bound products – booklet, e.g.      + return envelope,      + international driver's license measuring 104x145 mm, | [YES / NO] |
| 15. | REJECT bin for suspicious or incomplete layers that cannot be enveloped. If it is technologically possible, the following REJECT bin can be used, we only require the functionality to put aside layers that cannot be inserted | [YES / NO] |
| 16. | Insertion station for automatic inserting of a cover letter with a card and attachments into a window envelope and its firm sealing | [YES / NO] |
| 17. | Weighing shipments to confirm the correct weight of the envelope cell with respect to the expected contents. The system must allow entering the estimated weight of individual layers (envelope, cover letter, card/s, attachments). | [YES / NO] |
| 18. | REJECT bin for suspicious envelopes (with incomplete contents, mismatched weight, poorly wrapped, etc.) | [YES / NO] |
| 19. | Delivery belt or magazine - Capacity of the delivery belt or magazine at min. 200 envelopes (calculated for one A4 cover letter with fixed card). | [YES / NO] |
| 20. | Export and the list of dispatch ready envelopes printing (card number, first and last name, address, weight, etc.). | [YES / NO] |
| 21. | The software and operating system must be "up to date" with available vendor support. Regular security updates/patches should be provided at least twice a year | [YES / NO] |
| 22. | Robust machine construction for a minimum machine lifetime of 15 years and deployment in two-shift operation | [YES / NO] |
| 23. | SW requirements and development environment:   * 1. Communication interface – the system must enable two-way communication between the mail inserting line and the client's production system.   2. Reading the data required for the operation of the mail inserting system from the customer's production system database (data reading from the MSSQL database at least (table, view).   3. Mail inserting line system must be able to mark cards in the databases that have already been successfully enveloped. Minimum range of information, matching character from the issuer's database, card identification data (ID number), weight of the envelope.   4. software development kit (SDK) – a simulator for the client's programmers, which will include all modules such as the offered mail inserting line, so that it is possible to optimally prepare the necessary SW equipment or applications of the client's production system in advance and thus ensure a problem-free implementation into live production operations. This must be available minimal 8 weeks before the delivery of the enveloping machine. | [YES / NO] |
|  | The minimum scope of the workflow of the entire mail inserting system - a description of the system's functionalities:   * Suction of a card from the input tray with a stack. * The entrance camera takes a picture of the card, or data reading from the chip (contact or contactless) according to the prepared configuration of the inspection matrix and reads the required ID or even more data for the purpose of 100% identification of the card. * The obtained ID is compared with the values in the client's production system databases and it is evaluated whether the ID is in the databases of the client's production system. If so, and the card is correctly identified, the mail inserting process can continue, if the card is not correctly identified, the card is thrown into the bin of unidentified cards. * Each card is given a unique internal card ID that is used within the mail inserting line system. * Based on a pre-set algorithm, print data for the read card will be prepared by a combination of static or dynamic data at least obtained from the database (e.g. name, surname and delivery address), data stored in the mail inserting line system (e.g. the text of the cover letter), automatic data (e.g. date and time) and system data needed for the mail inserting process (e.g. unique matching barcode to verify the application of the appropriate card). * Printing a cover letter in a printer on a blank or pre-printed sheet of paper.   + With the option to print the next page of the cover letter as an additional attachment. * Transport of the printed cover letter to the place of a card application. * Verification of the pairing code on the cover letter and the system will check the corresponding card (with a reader or the expected internal ID), if both matching, the card can be fixed to the cover letter.   + If not, the card or one of the cards is rejected, or the cover letter is rejected, or both, and both the cover letter and the card(s) must be separated into the Suspect place/bin (Reject). After that, the system continues and moves smoothly to the next record. The system must be adjustable so that if any error in the process is repeated, it will raise an alarm or shut down the system. * Module for applying the card to the cover letter, where the adhesive layer and the appropriate card are applied. After applying the cards there must be at least a system check that all appropriate cards are applied correctly. For data protection reasons, the card cannot be placed next to the address field. * A folding module that folds the cover letter with the card(s). This module can be adjusted according to different types of folds (minimum C or Z). If the folding composition is correct, the layer moves to the next step.   + If not, the layer must be separated to a place/tray for suspicious (Reject) or the machine must stop. The system must be adjustable so that if any error in the process is repeated, it will raise an alarm or shut down the system. * Inserting stations will insert any prepared attachments to be assigned to the layer. * The enveloping station sucks an envelope from the envelope magazine into the system, opens the flap of the envelope so that it is possible to insert the prepared layer (with cover letter(s), card(s) and possible attachments). Ready layer is inserted into an open envelope, flap of the envelope is moistened, and the entire envelope is sealed tightly. * 24.A scale will weigh the entire envelope and compare it to the predicted weight of the entire envelope.   + If the weight does not match the expected weight of the envelope, it will be discarded as suspicious (REJECT). The system must be adjustable so that if any error in the process is repeated, it will raise an alarm or shut down the system. * REJECT bin for putting aside suspicious or incomplete envelopes for manual inspection. * A delivery conveyor belt onto which properly sealed envelopes with the correct contents fall. The conveyor belt must enable the acceleration of travel for the envelope removal, or separation according to a pre-specified number of envelopes according to the customer's request. | [YES / NO] |

**The supplier fills the cells marked in yellow**. To fulfil the tender conditions, the supplier must fill “YES” in each item. If “NO” will be filled in any of the items, the tender conditions will not be fulfilled, and the supplier will be excluded.