



Bid Number/बोली क्रमांक (बिड संख्या)<sup>:</sup> GEM/2025/B/5980429 Dated/दिनांक : 21-02-2025

## Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण		
Bid End Date/Time/बिड बंद होने की तारीख/समय	14-03-2025 11:00:00	
Bid Opening Date/Time/बिड खुलने की तारीख/समय	14-03-2025 11:30:00	
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)	
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare	
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)	
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)	
Office Name/कार्यालय का नाम	National Research Centre On Equines Hisar	
क्रेता ईमेल/Buyer Email	buycon264.icari.hr@gembuyer.in	
Total Quantity/कुल मात्रा	1	
ltem Category/मद केटेगरी	Programmable Strip Cutter	
GeMARPTS में खोजी गई स्ट्रिंग / Searched Strings used in GeMARPTS	Programmable Strip Cutter	
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Electrician Scissor, Programmable Logic Controller (PLC), Semi Automatic Bio Chemistry Analyser, Nail Cutter, Vegetable Cutter, Chaff Cutter, Hand Held Brush Cutter (V2), GSM Cutter, Pliers, Pincers and Nippers as per IS 2615, IS 11526, Fruit Cutter	
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	Strip Heater	
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छ्ट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes	
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छ्ट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria, Certificate (Requested in ATC), OEM Authorization Certificate *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer	

MII Purchase Preference/एमआईआई खरीद वरीयता Yes	Bid Details/बिड विवरण		
Type of Bid/बिड का प्रकार  Time allowed for Technical Clarifications during technical evaluation/तकनीकी मृल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय  Inspection Required (By Empanelled Inspection Authority / Agencies preregistered with GeM)  Evaluation Method/मृल्यांकन पदति  Arbitration Clause  No  Mediation Clause  No  Required/आवश्यकता  No  Mo  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमएसई खरीद वरीयता  MSE Purchase Preference/एमएसई खरीद वरीयता	by bidders to all bidders participated in	Yes	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मृत्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय  Inspection Required (By Empanelled Inspection Authority / Agencies preregistered with GeM)  Evaluation Method/मृत्यांकन पद्धित Total value wise evaluation  Arbitration Clause No  Mediation Clause No  EMD Detail/ईएमडी विवरण  Required/आवश्यकता No  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता	Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No	
during technical evaluation/तकनीकी मृत्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय  Inspection Required (By Empanelled Inspection Authority / Agencies preregistered with GeM)  Evaluation Method/मृत्यांकन पदिति  Arbitration Clause  Mo  Mediation Clause  No  Required/आवश्यकता  Required/आवश्यकता  Required/आवश्यकता  Mo  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमएई खरीद वरीयता	Type of Bid/बिंड का प्रकार	Two Packet Bid	
Inspection Authority / Ágencies preregistered with GeM)  Evaluation Method/मूल्यांकन पद्धति Arbitration Clause No Mediation Clause No  EMD Detail/ईएमडी विवरण  Required/आवश्यकता  Required/आवश्यकता  No  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  MSE Purchase Preference/एमएमएसई खरीद वरीयता	during technical evaluation/तकनीकी मूल्यांकन के	2 Days	
Arbitration Clause  Mediation Clause  No  EMD Detail/ईएमडी विवरण  Required/आवश्यकता  No  PBG Detail/ईपीबीजी विवरण  Required/आवश्यकता  No  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  MSE Purchase Preference/एमएसई खरीद वरीयता	Inspection Authority / Agencies pre-	No	
Mediation Clause  EMD Detail/ईएमडी विवरण  Required/आवश्यकता  No  PBG Detail/ईपीबीजी विवरण  Required/आवश्यकता  No  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  Yes  MSE Purchase Preference/एमएसई खरीद वरीयता	Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation	
EMD Detail/ईएमडी विवरण  Required/आवश्यकता  No  Required/आवश्यकता  No  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  Yes	Arbitration Clause	No	
Required/आवश्यकता  Required/आवश्यकता  No  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  Yes  MSE Purchase Preference/एमएसई खरीद वरीयता	Mediation Clause	No	
Required/आवश्यकता  MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  Yes  MSE Purchase Preference/एमएसई खरीद वरीयता	·	No	
MII Purchase Preference/एमआईआई खरीद वरीयता  MII Purchase Preference/एमआईआई खरीद वरीयता  Yes  MSE Purchase Preference/एमएसई खरीद वरीयता	ePBG Detail/ईपीबीजी विवरण		
MII Purchase Preference/एमआईआई खरीद वरीयता  MSE Purchase Preference/एमएसई खरीद वरीयता	Required/आवश्यकता	No	
MSE Purchase Preference/एमएसई खरीद वरीयता	MII Purchase Preference/एमआईआई खरीद वरीयता		
·	MII Purchase Preference/एमआईआई खरीद वरीयता	Yes	
MSE Purchase Preference/एमएसई खरीद वरीयता Yes	MSE Purchase Preference/एमएसई खरीद वरीयता		
1	MSE Purchase Preference/एमएसई खरीद वरीयता	Yes	

- 1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- 2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of

quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer. 3. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023 OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

- 4. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
- 5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### **Programmable Strip Cutter (1 set)**

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अईता प्राप्त करने के लिए आवश्यक)

#### Technical Specifications/तकनीकी विशिष्टियाँ

Buyer Specification Document/क्रेता विशिष्टि दस्तावेज़	<u>Download</u>	
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Consignees/Reporting Officer/परेषिती /रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Sunil	125001,ICAR-National Research Centre on Equines, Sirsa Road, Hisar	1	45

### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

#### 1. Buyer Added Bid Specific ATC

Buyer uploaded ATC document Click here to view the file.

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

- 1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
- 2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- 3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- 4. Creating BoQ bid for single item.
- 5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- 6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- 7. Floating / creation of work contracts as Custom Bids in Services.
- 8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for <u>attached categories</u>, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
- 9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- 10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
- 11. Creating bid for items from irrelevant categories.
- 12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- 13. Reference of conditions published on any external site or reference to external documents/clauses.
- 14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

# ICAR-NATIONAL RESEARCH CENTRE ON EQUINES SIRSA ROAD HISAR – 125 001

F. No.: 10-436/S&P/24-25 Dated: 19-02-2025

#### <u>Terms and Conditions for submission of online bids/tenders Purchase of</u> Programmable Strip Cutter as per specifications attached as per Annexure-I

- 1. Interested eligible bidders are requested to submit their bids through GeM portal along with all necessary documents, as per the specifications and terms and conditions of bid document. The bid can be uploaded/ submitted as per dates of GeM portal.
- 2. Bid Security:- A Bid security declaration should be furnished by all the bidders (on company letter pad), if otherwise not exempted, stating that if I/We withdraw or modify the bid(s) during the period of validity or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of two year to submit bids with this office in future.
- 3. The Director, NRCE, Hisar reserves the right to accept or reject all or any of the bid in part or full without assigning any reason.

Sr. No.	Particulars/ Name of Equipment	Quantity
1.	Purchase of Programmable Strip Cutter	1 No.

- 4. The delivery of goods/equipment shall be F.O.R. NRCE, Hisar. The firm should clearly mention the delivery period, which normally should not be more than 45 days from the date of issue of order contract.
- 5. Bid should be inclusive of all packing and other forwarding expenses, freight insurance charges. The firms should give the rates of items per unit also. The prices quoted shall remain firm & fixed during their currency of the contract. The rates and prices quoted shall be in Indian rupees only. All duties, taxes etc. payable should be included in the quoted prices.
- Complete descriptions, specifications and make of all the goods/items quoted should be given. Printed literature/pamphlets should be sent with the bid, failing which the same may not be considered.
- 7. The purchaser will evaluate and compare the bid which are substantially responsive i.e. which are properly prepared and signed and meet the required terms and conditions, specifications etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offers the best evaluated price.
- 8. Successful quoter/bidder has to deposit 3% amount of the total cost of the equipment as Performance Security money in the form of DD/BG/FDR in favour of ICAR UNIT NRCE, Hisar etc.
- 9. The payment of goods is to be made on completion of satisfactory supply and installation. The supplier will have to send supply challans and delivery notes along with the supply and bill in triplicate indicating clearly the purchase Order No. date and other details of supply.
  - I. Bid shall remain valid for acceptance for a period as indicated on GeM portal.

- II. The firms on whom the supply order is placed within the period of acceptance of the offer will be required to execute the supply within a specified period from the date of issue of the supply order. If the supplier fails to delivery any or all of goods, the purchaser shall have the right to make deductions as per liquidated damages clause. A sum equivalent to 0.5% of the delivery price of the delayed goods for each week of delay may be deducted. The maximum limit of such deduction will be of 10% of contract price. Once the maximum is reached, the purchaser will consider termination of the contract automatically.
- 10. A supplier shall not submit more than one bid for the same goods/services. The authorized firm/ dealer should submit bid along-with authorization letter from manufacturer firm, otherwise bid will not be entertained and rejected straightway.
- 11. The firm should invariably mention the registration No. of firm, GST No. etc., failing which quotation may not be considered.
- 12. An undertaking should be submitted alongwith bid to the effect that the firm has not been blacklisted/ debarred by any Govt. department/ Public sector undertaking during last 3 years.
- 13. All the disputes/litigation, if any are subject to Hisar jurisdiction only.
- 14. The minimum period of comprehensive warranty/Guarantee shall be minimum 12 months from the date of installation/commissioning.
- 15. You are also requested to return this original tender enquiry (all the pages) at it is, duly signed on every page. Dealer may submit the authorization letter otherwise bid will be rejected.

Yours faithfully

Assistant Administration Officer (P)

#### TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

То,		
Sub: Acceptance of Terms	& Conditions of Tender.	
Tender Reference No:		
Name of Tender/Work:-		 

#### Dear Sir.

1. I/ We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:-

As per your advertisement, given in the above mentioned website(s)

- 2. I/ We hereby certify that I/ We have read the entire terms and conditions of the tender documents including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I/ we shall abide hereby the terms/conditions/ clauses contained therein.
- 3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
- 4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
- 5. I/ We do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking during last 3 years.
- 6. If We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
- 7. If We hereby undertake to declare that if I/We withdraw or modify the bid(s) during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of two year to submit bids with this office.

Yours Faithfully

Date:

(Signature of the bidder, with official seal)

## ORIGINAL EQUIPMENT MANUFACTURER (OEM) MANUFACTURER'S AUTHORIZATION LETTER

Date: _	
To The Director, ICAR-National Research Centre on Equines Hisar (Haryana)	
Sub : OEM Authorization Certificate for GEM Bid No	
Dear Sir,	
We the original manufacturer of (name of equipm	ient) at
(address of f	- factory)
do hereby authorize M/s	ubmit a Bid No.
No company or firm or individual other than M/s	
(name with complete address and phone number) is authorized to bid, and conclude the contour behalf against the above bid.	ontract
We hereby confirm the genuineness of the product being offered by the above authorized our behalf. We also take the responsibility of warranty obligation being offered by the abauthorized firm on our behalf.	
We hereby extend our full guarantee for supplying of genuine product, its warranty are sale service against the above bid.	nd after
We are aware that either the manufacturer or its authorized dealer can be considered as v bidders and in case where the manufacturer has submitted the bid, the bid of its authorize will not be considered.	
Yours faithfully,	
Signature of authorized signatory	

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its techno-commercial unpriced bid.

## Annexure-I

## **Technical specification for Programmable Strip Cutter**

1.	Technology	Based on Guillotine Strip Cutter Technology	
2.	Usage	To cut assembled LFA diagnostic Sheet into small, customize	
		strips for fabricating as diagnostic device.	
3.	Display	Menu driven touch screen operating system with inbuilt self-	
		calibration function.	
4.	Cutting blade	Titanium Coated Blade with High Durability. Blade sharpening will	
		be done by the firm if required during the warranty period. Should	
		have an emergency stop switch.	
5.	Cutting Efficiency	200 to 250 Strips/min	
6.	Maximum Card width	90 to 100 mm	
7.	Strip Cutting Width	0.5-12 mm (precision # 0.05 mm)	
8.	Other	IQ OQ PQ Documentation; machine should have sheet detection	
		sensor	
9.	Motor Type	AC Motor	
10.	Power Supply	220V/ 110V AC, 50/60Hz	
11.	Warranty	One Years Warranty	

Assistant Administration Officer (P)