



## COLLEGE OF AGRICULTURE – NAVGAON

(Sri Karan Narendra Agriculture University, Jobner)

कृषि महाविद्यालय नौगांवा, जिला अलवर (राज.) – 301025

Email: [dean.coanavgaon@sknau.ac.in](mailto:dean.coanavgaon@sknau.ac.in) M: 9414774474

Dr. Suman Khandelwal  
DEAN

No.F. ( )/COAN/Store/2025/1505

Date: 14.01.2025

### Open Tender Information

Sealed tenders are invited for “Purchasing of Different Electronic Equipment at College of Agriculture, Navgaon, Distt. Alwar (Rajasthan)”. Tender formats can be downloaded from [www.sknau.ac.in](http://www.sknau.ac.in) or are available at our office from day of publishing to **11:00 AM of 24.01.2025**. Form fee will be Rs. 500/- which can be paid in the form of DD in favour of the Dean, College of Agriculture, Navgaon. Along with tender documents, the bidder also have to submit bid security money (EMD) of Rs. 11650/- (@ 2% of the bidding amount) in the form of DD favouring the Dean, College of Agriculture, Navgaon up to **01:00 PM on 24.01.2025**. The tender will be opened on the same day at **02.00 P.M.** before the purchase committee by an officer duly authorised by the Dean, College of Agriculture, Navgaon in the presence of any intending tenderer or their authorised representative who may be present. Detailed information regarding above mentioned tender is available at our office, university website [www.sknau.ac.in](http://www.sknau.ac.in) and <https://sppp.rajasthan.gov.in/>. The undersigned reserves the right to reject the tender without assigning any reason thereof.

*Suman*  
14/01/2025  
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Copy to the following for information and further needful action:

1. The Comptroller, SKNAU, Jobner with the request to nominate his representative for the opening of the bids.
2. O/I CIMCA, SKNAU, Jobner for uploading on University Website- [www.sknau.ac.in](http://www.sknau.ac.in) and <https://sppp.rajasthan.gov.in/>.
3. Convener/Members/Accounts Section, COA, Navgaon
4. Notice Board, COA, Navgaon
5. Guard File/Tender File

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14/01/2025  
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Dr. Suman Khandelwal  
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Date: 14.01.2025

### OPEN TENDER NOTICE

Open tenders for “Purchasing of Different Electronic Equipment at College of Agriculture, Navgaon, Distt. Alwar (Rajasthan)” are invited in sealed envelopes as per following terms and conditions:

1. Sealed Single Stage Two Envelopes Bids are invited on behalf of **College of Agriculture, Navgaon, Alwar (Raj.)** for the supply and installation of items as listed below up to **01:00 PM of 24.01.2025**.

Last Date and time for submission of Tender: 24.01.2025 at 01:00 PM						
Date and time for opening of Tender: 24.01.2025 at 02:00 PM						
S. No.	Name of Article	Specs.	Qty.	Estimated Price (lakhs)	Price of Bidding Document (Rs.)	Amount of Bid Security (Rs.)
1	All in One Desktop Computer	See Annexure VIII	07	5.25	500/-	11650/- (@ 2% of the bidding amount)
2	Laser Printer		03	0.36		
3	UPS for computers		07	0.21		

2. The Bidders may enclose the specifications, catalogue and other characteristics of the product offered. They shall also include details of their maintenance services, warranties, etc.
3. The complete Bidding Document can be seen at or obtained from the office of the Dean, College of Agriculture, Navgaon, Alwar (Raj.) during office hours in working days up to **24.01.2025, 11:00 AM**, alternatively, these may be seen and downloaded from university website [www.sknau.ac.in](http://www.sknau.ac.in) and <https://sppp.rajasthan.gov.in>. The price of Bidding Document should be paid in the form of **DD in favour of the Dean, College of Agriculture, Navgaon** at the time of submission of the Bid.
4. Bids, duly signed on all pages and serially numbered, properly bound, accompanied with the Bid Price and Bid Security, in the form of **Demand Draft, favouring the Dean, College of Agriculture, Navgaon** from a Scheduled Bank in India, shall be submitted personally or by post in sealed envelopes up to **01:00 PM of 24.01.2025**, to the Dean, College of Agriculture, Navgaon, Alwar (Raj.) bearing the reference to NIB.
5. Bids received after the specified time and date shall not be accepted and returned unopened.
6. The Bids shall be opened at **2:00 PM on dated 24.01.2025** in the presence of the Bidders or their representatives who wish to be present.
7. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.

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## GENERAL TERMS AND CONDITIONS

1. Important annexures/documents except financial bid should be kept in **Envelope 1** along with tender fee DD if not already paid to this office and earnest money DD.
2. **Envelope 2** should contain only financial bid and it will be opened only when technical bid of the tenderer is passed.
3. The Bidder has to **mention make and model name** in the financial bid for all the items.
4. Submit a sealed envelope containing both Envelope 1 and 2 to the office on or before **01:00 PM of 24.01.2025**.
5. Tender for "Purchasing of Different Electronic Equipment for College of Agriculture, Navgaon" should be mentioned on the top of envelope and should be sent in sealed envelope addressing the Dean, College of Agriculture, Navgaon, Alwar (Rajasthan), 301025.
6. No advance payment will be made to the tenderer and the money will be released only after satisfactory completion of work i.e. supply, installation and verification by the purchaser.
7. The tenderer must put his signature and stamp on every paper of tender including terms and condition.
8. Any kind of overwriting/ correction may lead to cancellation of tender.
9. The prices should be typed/written clearly in ink against each item. Cutting should be avoided as erroneous and overwriting are not permissible.
10. The Dean, College of Agriculture, Navgaon has the right to accept or reject the tender.
11. The tender will be available from day of publishing up to **11:00 AM of 24.01.2025** which can be submitted **up to 24.01.2025, 01:00 PM** and the tender will be opened at **02.00 PM on 24.01.2025**. Incomplete tenders and tenders received after due date and time will not be entertained.
12. Other terms & conditions except cited above will be as per RTPP 2012, RTPP 2013, Rule no.68 of General Finance and Account, Raj. Govt. notification dated 19.11.2015 and other guidelines provided by state government from time to time.
13. Liquidated damage will be recovered as per general finance and audit rules if the material is not supplied within time.
14. The tenderer will have to sign the "Fall clause" (Annexure – IV) stating that he will have to supply the material to other departments, corporations, boards, PSUs on the same minimum quoted rates as to the college till the contract expires.
15. The tenderer shall give an undertaking that his firm has not been black listed (Annexure – III). If it is found otherwise then bid security, performance security will be seized and court case will be registered against him.
16. Lowest price quoted will not qualify for selection of tender but quality and desired standards will also be considered.
17. The rates quoted must be Freight on Receipt (FOR) at College of Agriculture, Navgaon otherwise installation, cost of packing, forwarding, freight etc. and all other charges be given. **No amount other than that is quoted in financial bid will be paid.**
18. All taxes and excise duty if any to be charged extra, should be mentioned clearly.
19. Self-attested copies of GST Registration, PAN, Firm Registration and other essential certificates as required must be attached while submitting the tender.

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20. Supporting documents shall be verified with originals during the of tender process. Supporting documents may also be sought as proof. Further, verifications of documents, claims, etc., may also be done by department any time even before/during or after finalization of tender bid/process.
21. The tender fee of **Rs. 500.00** and bid security amount of **Rs. 11650.00** (@2% of the bidding amount) in form of **DD favoring the Dean, College of Agriculture, Navgaon** must be submitted in Envelope no. 1.
22. Tender will not be considered if bidder fails to submit the security deposit or tender fee.
23. Successful bidder will have to deposit **performance security amount @ 5%** of the order given to the bidder **in the form of DD favoring the Dean, College of Agriculture, Navgaon**. It will be returned after successful completion of warranty period.
24. The Bid Security amount of the successful bidder may be adjusted in performance security of the bidder.
25. The Dean, College of Agriculture, Navgaon reserves the right to seize in part or whole amount of Performance security, Bid Security money if the tenderer violates the terms and conditions or fails to complete any provision.
26. The guidelines for number/figure mistakes in financial bids: The tender committee will rectify the numerical mistakes as per the following rules.
  - a. If there is mistake in multiplying unit price with quantity, the unit price will be considered and corrections will be made in grand total. If committee feels that there is mistake in decimal place of unit price then grand total will be considered & corrections will be made in unit price.
  - b. If there is mistake in addition and subtraction of various units then unit prices will be considered and corrections will be made in total price.
  - c. If there is mistake in figures and words then the words will be considered unless there is any mistake in writing the numbers. The figures will be considered as per a) & b) listed above.
27. The ordered work will have to be completed within **20 days** after the date of placing the orders.
28. The specifications and warranty obligations should be fulfilled as per **Annexure – VIII**.
29. Any accident/ mishap during the execution of the job will be the responsibility of the agency concerned, which will get the necessary insurance done at their cost.
30. The tender form should be filled as per given terms and conditions.

#### **SPECIAL TERMS & CONDITIONS**

1. The Manufacturer/Bidder should not be associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the purchaser to provide consulting services for the preparation of the design, specification, and other documents to be used for the procurement of the goods to be purchased under this invitation of tenders.
2. Manufacturer/Bidders shall not be under any declaration of ineligibility for corrupt and fraudulent practices issued by any state Government/GOI/Union Tertiary. The Manufacturer/Bidder should not be a defaulter of any financial institute or Bank and their assets should have never been put on auction for recovery of debts.
3. The Manufacturer/Bidder should have the average turnover of **10.00 lakhs** for the last 3 financial years (Annexure – VI). This should be supported by audited balance sheet of the company and duly audited by the Chartered accountant or Turnover Certificate from Chartered accountant.

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4. Financial Bid of only Technically Qualified Bidders will be opened.
5. Rate quoted in financial bid should be inclusive of all taxes and charges. No extra payment will be made for tax/duty/royalty or other charges.
6. The installations shall be carried out within College of Agriculture, Navgaon, Alwar (Raj.) and all types of technical and support services should be available within 24-48 business hours as and when as required.
7. Splitting in Bidding is not allowed.

### **Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall –

- a. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- b. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- c. not indulge in any collusion, bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- d. not misuse any Information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- e. not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- f. not obstruct any investigation or audit of a procurement process;
- g. disclose conflict of interest, if any; and
- h. disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### **Conflict of Interest**

1. The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
2. A bidder may be considered to be in Conflict of interest with one or more parties in an bidding process if, including but not limited to;
  - a. have controlling partners/shareholders in common; or
  - b. receive or have received any direct or indirect subsidy from any of them; or
  - c. have the same legal representative for purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. the bidder participates in more than one Bid in abiding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as engineer-in-charge/consultant for the contract. All bidders shall provide in Qualification Criteria and Biding Forms, a statement that the bidder is



neither associated nor has been associated directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or being proposed as Project Manager for the contract.

### **Grievance Redressal during Procurement Process**

The first Appellate Authority will be Hon'ble Vice Chancellor, SKNAU, Jobner and second Appellate Authority will be appointed by Chief Secretary/Joint Secretary, Agriculture Department, Govt. of Raj., Jaipur or SKNAU, Jobner or Govt. of Rajasthan.

#### **Filing an appeal:**

- a. If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the or the Guidelines issued thereunder, he may file an appeal to Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be clearly giving the specific ground or grounds on which he feels aggrieved:  
Provided that after the declaration of a bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:  
Provided further that in case a procuring Entity evaluates the Technical Bids before the opening of the financial Bids, an appeal related to the matter of Financial Bids may be filed only by a bidder whose technical bid is found to be acceptable.
- b. The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- c. If the First Appellate Authority fails to dispose of the appeal within the period 30 days of the date of filing the appeal or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the First Appellate Authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to the Second Appellate Authority as specified in the Bid Data Sheet, within fifteen days. The Second Appellate Authority, after hearing the parties, shall dispose of the appeal and pass an order within a period of 30 days which shall be final and binding on the parties. If the Second Appellate Authority is unable to dispose of the appeal within the aforesaid period, he shall record reason for the same.

#### **Appeal not to lie in certain cases:**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely: -

- a. determination of need of procurement;
- b. provisions limiting participation of Bidders in the bidding process;
- c. the decision of whether or not to enter into negotiations;
- d. cancellation of a procurement process;
- e. applicability of the provisions of confidentiality.

#### **Form and procedure of filing an appeal**

- a. An appeal shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

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**Fee for filing appeal**

- a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- b. The fee shall be paid in the form of bank demand draft or banker's Cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**Procedure for disposal of appeals**

- a. The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- b. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall-
  - (i) hear all the parties to appeal present before him; and
  - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- c. After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- d. The order passed under sub-clause (c) above shall be placed on the State Public Procurement Portal.

  
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## ANNEXURE – I

### Declaration by the Bidder regarding Qualification

In relation to my/our Bid submitted to the Dean, College of Agriculture, Navgaon for procurement of different electronic items at College of Agriculture, Navgaon in response to their Notice Inviting Bid No. F. ( )/COAN/Store/2025/1505 Dated 14.01.2025.

I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the bidding document;
3. I/We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/We do not have a conflict of interest as specified in the Act, Rules and Bidding Document, which materially affects fair competition;

**Date:**

**Signature of Bidder:**

**Place:**

**Name:**

**Designation:**





ANNEXURE – II

**DECLARATION BY TENDERER**

*(strike off whichever not applicable)*

We hereby declare that we are Bona-fide manufacturer/Authorized whole sellers/Sole distributors/Authorized Dealer Distributor/Sole Selling/Marketing Agent in the Goods/Store/equipment's/item for which we have tendered.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

**Signature of Tenderer with seal**

*Suman*

ANNEXURE – III

DECLARATION BY TENDERER

We hereby declare that we are not blacklisted by any Govt. Department/PSU/Company from last 3 years, wherever we have supplied placement work/service unit, for supplying substandard goods/services to these units.

We also declare that, We are not defaulter, insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons.

**Signature of Tenderer with seal**

*Suman*

ANNEXURE - IV

FALL CLAUSE CERTIFICATE

This is to certify that we have offered the maximum possible discount to you in our Bid. The prices charged for the items supplied under this tender are under no event higher than the lowest prices at which the firm sells the items of identical description to any other Govt. Organisation/ PSU's/ Central Govt./State Govt. Autonomous bodies/Central/State Universities/Central/State Educational Institutions during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, purchaser will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

**Seal and Signature of the Tenderer**

*Suman*

ANNEXURE - V

FORM No. 1 [See rule 83 of RTTP]

**Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012**

Appeal No .....of .....

Before the ..... (First / Second Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

2. Name and address of the respondent(s):

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....  
.....  
.....  
.....(Supported by an affidavit)

7. Prayer:

.....  
.....  
.....

Place .....

Date .....

Appellant's Signature

*Suman*

ANNEXURE – VI

Annual Turnover Certificate

We hereby declare that the annual turnover of our firm is as under.

S. No.	Financial Year	Turnover ( In Lakh)
1	2021-22	
2	2022-23	
3	2023-24	
	<b>Total Turn Over</b>	
	<b>Avg. Turn Over</b>	

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

**Signature of Tenderer with seal**

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**ANNEXURE – VII**  
**FINANCIAL BID**

Date: .....

**To,**  
**The Dean,**  
**College of Agriculture, Navgaon (Alwar)**

We, the undersigned, declare that:

- a. We have examined and have no reservations to the Bidding Document.
- b. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- c. We offer to supply the following Goods and Related Services in conformity with the Bidding Document and in accordance with the specifications, the delivery schedule and other requirements as specified in tender documents.

Sr. No.	Name of Item	Make & Model	Unit Rate (Rs.)	GST (%)	Total Amount (Rs.)
1	All in One Desktop Computer				
2	Laser Printer				
3	UPS for computers				
<b>GRAND TOTAL (Rs.)</b>					

**Signature with Seal**

Name of Firm	
Address of the Firm	
Bank Details	Bank & Branch:  Account No.:  IFSC Code:

**Signature with Seal**

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**ANNEXURE – VIII**

**TECHNICAL SPECIFICATION**

<b>Sr. No.</b>	<b>Name of Item &amp; Quantity</b>	<b>Detailed Specifications</b>
1	All in One Desktop Computers	<ul style="list-style-type: none"><li>• Screen Size: Min. 23.8"</li><li>• Screen Resolution: Min. FHD (1920 x 1080)</li><li>• Processor: Min. 13<sup>th</sup> Generation Intel Core i5 Processor</li><li>• Graphics: Intel Integrated Graphics</li><li>• RAM: 16 GB DDR4</li><li>• Hard Drive: 512 GB PCIe NVMe M.2 SSD</li><li>• Operating System: Windows 11 Professional</li><li>• Ports: Min. 1×USB C, 3×USB A (USB 3.2), 1×3.5 mm combo audio jack, 1×RJ45 Ethernet port, 1×HDMI-OUT, 1×HDMI-IN, 1×SD Card Slot</li><li>• WiFi: Min. WiFi 6 (802.11ac and above)</li><li>• Bluetooth: Min. Ver. 5.2</li><li>• Wireless Full-Size Keyboard &amp; Mouse combo</li><li>• Web Cam: Min. 1080p FHD Camera</li><li>• Audio: Built in speaker and microphone</li><li>• Warranty: Minimum three-year onsite warranty.</li></ul>
2	Laser Printer	<ul style="list-style-type: none"><li>• Print Technology: Laser Printer</li><li>• Colour: Black and White</li><li>• Function: Print Only</li><li>• Printing Speed: Min. 15 pages per minute</li><li>• Duplex Facility: Manual/Auto</li><li>• Print Resolution: 600 x 600 dpi (Normal)</li><li>• Monthly Duty Cycle: Min. 5000 pages</li><li>• Paper Size Supported: A4, B5, A5, Legal, Letter, Executive, Envelope etc.</li><li>• Input Capacity: Up to 150 sheets</li><li>• Output Capacity: Up to 100 sheets</li><li>• Warranty: Minimum one-year onsite warranty.</li></ul>
3	UPS for computers	<ul style="list-style-type: none"><li>• Capacity: 650VA/360W</li><li>• Input Voltage: 140V~300V AC</li><li>• Output Voltage: 230V AC Nominal</li><li>• Battery: 12V/7AH Battery</li><li>• Features: Auto Switch Off in Battery Low, Built in Off mode Charging &amp; Overload Protection.</li><li>• Warranty: Minimum one-year onsite warranty.</li></ul>

  
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