



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR toner refilling/repair, UPS repair/battery replacement rate contract

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	Short term e- tender notice for toner refilling/repair, UPS repair/battery replacement rate contract for Baba Farid University and its constituent colleges & Institutes located at faridkot, based on the different demands that will be generated during the period upto 31.12.2018 and further extendable subject to satisfactory services and mutual consent of both the parties.
Cost of the tender document:-	Rs. 1000/- only (Rs. Two Thousand Only) {Non refundable, under any circumstances}.
Tender Processing fee:-	To be charged by Punjab Infotech, Chandigarh as per their norms. (Non- refundable).
EMD Amount :	<p>Rs. 10,000/- only (Rupees Ten Thousand Only)</p> <p><i>{Refundable to the Non-successful bidders, without any type of interest or other charges}.</i></p> <p><i>However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period.</i></p> <p><u>The Earnest Money Deposit must be submitted in the shape of a Bank Demand Draft only of any nationalized bank and issued in the favour of “ Registrar, Baba Farid University of Health Sciences, Faridkot” payable at “Faridkot” and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her</u></p>



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	<u>bid will be rejected without any prior notice. The demand draft must reach to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.</u>		
Date of start of downloading of tender documents:-	immediate from the website of the Punjab Government i.e. https://etender.punjabgovt.gov.in		
Website for downloading of the tender document:-	From the above website However, the details may also be obtained from the University website i.e. www.bfuhs.ac.in		
Last date for downloading of the tender document:-	<u>18.01.2017 up to 12.30 pm</u>		
Last date & Time for submission of the tender documents:-	<u>18.01.2017 up to 1.30 pm</u> <u>(through online mode only)</u>		
Date of opening of the Tender documents:-	18.01.2017 (at 2.30 p.m.) on the e- procurement portal of the Govt. of Punjab. at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.		
Address for the submission :	The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.		
Who can be contacted for obtaining more information about the tender.	<u>Sr.</u> <u>No.</u>	<u>Nature of</u> <u>Information</u>	<u>Name of the concerned Official</u> <u>with contact No:-</u>
	1	About the tenders and allied information:-	Sh. RAJ SINGLA, Audit Officer, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot. Phone:- 01639-250267, 256232, 256236,



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			Email id:- upfdbfuhs@gmail.com (on all working days from 9.00 a.m. to 5.00 p.m.)
	2	For any type of information, Solutions of technical problems in E-tendering, Digital Signature certificates and User Id etc:-	Sh. Harmeet Singh, District Coordinator (Faridkot) of Punjab Infotech, Chandigarh, Mob: 81466-99868. Or At Punjab Government's e-Procurement helpline numbers 92572-09340, 80546-28821, 0172-3934667.



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SCOPE OF SUPPLY

E-tenders are invited from the **Manufacturers/ Sole**

agents/distributors for toner refilling/repair, UPS repair/battery replacement Rate Contract the Baba Farid University of Health Sciences, Faridkot and its constituent colleges located at faridkot, based on different requirements that will be raised with in a period upto 31.12.2018, further extendable subject to satisfactory services and mutual consent of both the parties.

Tonnors for refilling & Repair

Sr. no.	Name of Item	Model	Approx. qty
1.	HP Laserjet Printer	P-1108	30 no.
2.	Canon Laserjet Printer	2920	30 nos.
3.	HP Laserjet	1018,1020	07 no.
4.	Samsung Laserjet SCX	4521	02 no.
5.	HP Laserjet M	1136	02 no.
6.	Epson dotmatrix	PQ20	02 no.
7.	Brother HL	2321	01 no.
8.	HP Laserjet Printer Scanner copier	1005	02 no.
9.	Canon MF	3010	01 no.
10.	HP Laserjet Printer	1536	01 no.
11.	HP Laserjet	2035	01 no.

UPS repair & Battery replace

Sr. no.	Name of Brand	Specification	Approx. Qty
1.	Intex/Microtek/Zebronic/APC 1. Single Battery 2. Double Battery	600 V, 800 V, 1 Kw	100

* Note: Quantity may increase or decrease.

The L1 bidder may be called for negotiation by the University.



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INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document..
2. upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non- Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website.
3. upload Technical Bid Proforma (Annexure-III).
4. upload a signed copy of the terms and conditions (Annexure-IV).
5. Detail of Bank Account for refund of EMD (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-
 - i) Tender Fee : The tender document fee of Rs. 1,000/- only may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non- refundable under any circumstances.
 - ii) **Earnest Money Deposit (EMD) of Rs. 10,000/-** (Rs. Ten Thousand Only). The Earnest Money Deposit must be submitted **in the shape of a Bank Demand Draft** of any nationalized bank and issued in the favour of “Registrar, Baba Farid University of Health Sciences, Faridkot” payable at “Faridkot” and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice. The demand draft must reach to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.



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- iii) Details of registration as Company / Shop / Establishment. The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
 - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT (as applicable). The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
8. It should be clearly noted that this tender will be accepted though e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.



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Annexure-I

NOTICE INVITING TENDER (E-TENDER NOTICE)

E-tenders

are invited from the **Manufacturers/ Sole**

agents/distributors for toner refilling/repair, UPS repair/battery replacement rate contract for Baba Farid University of Health Sciences, Faridkot and its constituent colleges located at Faridkot city, based on different requirements that will be raised with in a period upto 31.12.2018, further extendable subject to satisfactory services and mutual consent of both the parties.

The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://etender.punjabgovt.gov.in> and its details may also be seen at the University website i.e. www.bfuhs.ac.in

TERMS AND CONDITIONS:-

1. The Earnest Money Deposit of Rs. 10,000/- only (Rs. Ten Thousand Only) must be submitted in the shape of a Bank Demand Draft of any nationalized bank and issued in the favour of “ Registrar, Baba Farid University of Health Sciences, Faridkot” payable at “Faridkot” and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice. The demand draft must reach to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.
2. The tenders will be opened on the same day at 2.30 PM, on the e-procurement portal of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.



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3. The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.
4. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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Annexure-II

(To be furnished on non-judicial stamp papers worth Rs.30/- duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____ partner/sole proprietor (Strike out which is not applicable) of (Name & Address of Firm) _____ do hereby declare and solemnly affirm:-

- a) That the individual/firm/ companies are **not debarred or black- listed** by any department of Union/ State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) That the terms and conditions for **“Toner refilling/repair, UPS reapiir/battery replacement rate contract for BFUHS and its constituent colleges/ hospitals”**. are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That I will supply and install the required material within the stipulated delivery period of the tender document/ supply .

Date: _____

Place: _____

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: _____

Place: _____

DEPONENT



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Annexure-III

TECHNICAL BID

- 1 Name of the applicant _____
(tenderer/ bidder).
- 2 Constitutional status of the _____
tenderer/ bidder.
i.e. Proprietor/ Partnership firm/ Pvt. Limited
Company/ Public Limited Company/ Co-op
Society etc.
- 3 Address of the tenderer/ _____
bidder _____
- 4 Name of the Dealing Person :- _____
- 6 Position of the dealing person _____
in the tenderer firm/
company/ society :-
- 7 E mail id:- _____
- 8 Fax No:- _____
- 9 Mobile No:- _____
- 10 Details of the Earnest Money Deposit (EMD):-
(A) *In case EMD is deposited in the shape of a demand draft:-*
Demand Draft No. _____
Date of demand draft _____
Amount of the demand draft Rs. 10,000/- only
Bank with branch name _____
(B) *In case EMD is deposited in the shape of a University receipt:-*



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University Receipt No.	_____
University receipt date	_____
Amount of the University receipt	Rs. 10,000/- only
10 PAN Number	_____
11 VAT No.	_____

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
3.	Technical Bid Proforma attached – Annexure – III (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Annexure – VI) (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs. 1000/- on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. Rs. 10,000/- only has been submitted in the shape of a Bank <u>Demand Draft</u> issued in the	Yes/No



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	favour of <i>"The Registrar, Baba Farid University of Health Sciences, Faridkot"</i> and payable at "Faridkot" has been submitted to the Incharge, University Procurement and Facility Department. Whether a soft copy of the same has been uploaded on the designated website at the time of submission of the tender or not?	
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted? (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN attached. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
11.	Whether a copy of Audited Balance Sheet of last two financial years have been uploaded on the website along with technical bid or not?	Yes/ No
12.	Whether a copy of the Income tax return of last two financial years have been uploaded on the website along with the technical bid or not?	Yes/ No

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected outrightly and Price bid of the firm will not be opened.

Dated:- _____.

Place:- _____.

Signature_____

Name:-_____

Address:- _____

Contract No:-_____

E-mail id:-_____

With Seal



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Annexure-IV

TERMS AND CONDCTIONS

Short Term e-TENDER DOCUMENT FOR Toner Refilling/repair, UPS Repair/battery replacement at the University Offices as well as its Constituent Colleges/ Hospitals.

1. The **Manufacturers/ General Merchants/Sole agents/Authorized firms/Distributors** may quote their rates.
2. Tenders will be submitted only through e-tendering mode. The tenders will not be submitted through any other mode, under any circumstances.
3. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
4. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances. The EMD shall be deposited in the shape of a bank demand draft, issued by any nationalized bank in the favour of the Registrar, Baba Farid University of Health Sciences, Faridkot (Punjab) and payable at Faridkot. The said demand draft must be submitted to the Incharge, University Procurement & Facility Department on or before the last date for submission of the e-tenders.
5. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot or Guru Gobind Singh Medical College & Hospital, Faridkot in connection with any other tender/case shall not be considered against this tender.
6. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for any type of delay in submission of the e-tenders.
7. The rates once quoted will remain valid/ un-changed for a period upto 31.12.2018 or the period that will be further extendable upto this period.
8. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time. The Earnest Money Deposit must be submitted before the last date and time for opening of the technical bids.



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9. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected. A scanned copy of the complete tender document should be uploaded on the e-procurement portal of the Govt. of Punjab.
10. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
11. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
12. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender. THE E-TENDER WILL BE OPENED IN THE UNIVERSITY PROCUREMENT & FACILITY DEPARTMENT OF THE UNIVERSITY.
13. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
14. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.



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15. The rates quoted should be F.O.R. destination i.e. Central Store of the Baba Farid University of Health Sciences, Faridkot. It should also include packing and forwarding charges, taxes and other levies.

16. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.

17. CRITERIA OF EVALUATION OF PRICE BID

The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates of all types of taxes as applicable should be quoted clearly.

18. SECURITY DEPOSIT:

- i) The EMD of Rs. 10,000/- only (Rs. Ten Thousand Only) submitted with the Tender considered as Security Deposit.
- ii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.
- iii) The above said amount of the security deposit will be retained by the University and will be refunded after completion of period of rate contract.

19. PAYMENT TERMS

The bill of the toner refilling/repair, UPS repair/battery replacement will be paid after receipt and inspection of the materials, through Account Payee Cheques/ NEFT/RTGS, in the favour of the seller/ dealer only. The payment will not be made to any third party under any circumstances.

20. PENALTY CLAUSE

If the supply is not made within the delivery period, then late delivery charges @2% will be imposed on the total amount of Supply Order up to delay of 30 days and thereafter @ 4% for another 30 days after which Supply Order/Rate Contract will be



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deemed cancelled & security/earnest money forfeited and company will be black-listed for future.

However, the University can grant 15 to 30 days relaxation in the delivery period, based on the written request of the tenderer, if the University observes that the tenderer has valid reasons for non- supply of material within the stipulated time/period.

- a. If the Successful bidder refuses or does not respond to the order with in stipulated period, the EMD shall be forfeited and order may stand cancelled.
- b. If the firm refused to execute the order fully or partially, the security amount shall be forfeited and supply order may stand cancelled.

11. ARBITRATION

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.

21. Jurisdiction – All disputes are subject to the jurisdiction of courts at Faridkot only.



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Dated:- _____.

Place:- _____.

Signature_____

Name:-_____

Address:- _____

Contract No:-_____

E-mail id:-_____

With Seal

Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person

Accepted

Dated:- _____.

Place:- _____.

Signature_____

Name:-_____

Address:- _____

Contract No:-_____

E-mail id:-_____

With Seal



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Annexure- V

Details about Bank Account of the firm who has deposited EMD

Name of the firm: M/s _____

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated:- _____.

Place:- _____.

Signature_____

Name:-_____

Address:- _____

Contract No:-_____

E-mail id:-_____

With Seal



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Annexure- VI

TENDER/CONDITIONS ACCEPTANCE LETTER

Date:-----

To

The Registrar
Baba Farid University of Health Science,
Sadiq Road, Faridkot.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read 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 organization 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 / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- _____

Name:- _____

Address: - _____

Contact No:- _____



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Financial Bid

Name and Address of the firm:- _____

Rates of the toner refilling/repair, UPS repair/battery replacement rate contract **Tonnors for refilling & Repair**

Sr. no.	Name of Item	Model	Rate per pc. (in Rs.) inclusive of all lavises etc.
1.	HP Laserjet Printer	P-1108	
2.	Canon Laserjet Printer	2920	
3.	HP Laserjet	1018,1020	
4.	Samsung Laserjet SCX	4521	
5.	HP Laserjet M	1136	
6.	Epson dotmatrix	PQ20	
7.	Brother HL	2321	
8.	HP Laserjet Printer Scanner copier	1005	
9.	Canon MF	3010	
10.	HP Laserjet Printer	1536	
11.	HP Laserjet	2035	

UPS repair & Battery replace

Sr. no.	Name of Brand	Specification	Rate per pc. (in Rs.) inclusive of all lavises etc.
1.	Intex/Microtek/Zebronic/APC 1. Single Battery 2. Double Battery	600 V, 800 V, 1 Kw	