Bidding Documents

Tender No. 09-18
PROCUREMENT OF IT EQUIPMENT FOR PUNJAB HUMAN ORGAN
TRANSPLANT AUTHORITY, 156-B SHAH JAMAL, LAHORE.

P

HOTA
Punjab Human Organ Transplant Authority

BIDDING DOCUMENTS
PUNJAB HUMAN ORGAN TRANSPLANT AUTHORITY, 156-B
SHAH JAMAL, LAHORE.
LAHORE
FINANCIAL YEAR 2017-18
TENDER No. 09-18
TENDER FOR PURCHASE OF
IT EQUIPMENT FOR PUNJAB HUMAN ORGAN TRANSPLANT AUTHORITY,
LAHORE
PUNJAB HUMAN ORGAN TRANSPLANT AUTHORITY, 156-B SHAH JAMAL,
LAHORE ON F.O.R BASIS.
UNDER PROCEDURE PPRA REVISED RULES 2014.

Tender Fee: Rs 500/-
Last date of Issuance: 20/11/2017
Receiving Date & Time: 20/11/2017 TILL 10.00 a.m.
Opening date & Time: 20/11/2017 at 10.30 a.m.
Venue: P-HOTA OFFICE 156-B SHAH JAMAL, Lahore
Bid Security: 2% of estimated price in the shape of
CDR in the name of Administrator / DG P-HOTA, Lahore
(With Financial Proposal).

PARTICULARS OF THE PARTICIPATING FIRMS

Name of Firm. ...........................................................................
Complete Address ..................................................................
Office Telephone /Fax No. ...........................................................
Name of authorized representative ...........................................
Cell No. (Authorized Representative) ......................................
I.D. Card No. (N.I.C.) (Copy attached) ........................................
Sales Tax Reg. No. ................................................................
Income Tax No. (N.T.N.) ...........................................................
Amount of Tender Fee deposited (Copy Attached) .................

(CERTIFICATE MUST BE PROVIDED ON STAMP PAPER OF Rs. 20/-)

We M/S ___________________________ are not suspended/Black listed/defaulter of
any Government/Autonomy Institution at any time. We accept the terms & conditions of the bidding
documents. In case of any violation of any of the terms and conditions, our security/call deposit may be
forfeited. We further hereby undertake that such an action of the administration shall not be challenged
in any court of law.

We also confirm to abide by all the terms and conditions laid down in the tender inquiry or any
subsequent amendment made by the P-HOTA. Maintenance of equipment/items and replacement of the
defective items / parts will be done without any cost during warranty.

SIGNATURE OF THE BIDDER
STAMP
PUNJAB HUMAN ORGAN TRANSPLANT AUTHORITY, LAHORE

TENDER ENQUIRY
OF IT EQUIPMENT FOR PUNJAB HUMAN ORGAN TRANSPLANT AUTHORITY, LAHORE
UNDER PPRA RULE 2014 38(2) a
PUNJAB HUMAN ORGAN TRANSPLANT AUTHORITY, LAHORE ON (F.O.R) BASIS.

TERMS & CONDITIONS

Sealed offers are invited from all importers/Suppliers/manufacturers/whole sale dealers and their distributors having good repute for the Purchase of ————————————————————————————————————

P-HOTA, Lahore on FOR Basis according to attached specifications, as per schedule in this Tender Enquiry. Tender should be addressed in the name of the Administrator P-HOTA Lahore along with the following arranged documents:-

1.  
<table>
<thead>
<tr>
<th>S. No.</th>
<th>KNOCK OUT CLAUSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Original receipt for purchase of tender</td>
</tr>
<tr>
<td>2</td>
<td>Acceptance of terms and conditions of tender documents duly signed and stamped by the bidder.</td>
</tr>
<tr>
<td>3</td>
<td>An affidavit on stamp paper of Rs. 20/- regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted as per sample</td>
</tr>
<tr>
<td>4</td>
<td>Attested Copies of National Tax Number and General Sale Tax Number.</td>
</tr>
<tr>
<td>5</td>
<td>Original CDR of bid security ( demanded in the tender form in the name of Administrator/DG P-HOTA)</td>
</tr>
<tr>
<td>6</td>
<td>Bid with pin binding and all pages numbered with indexing page.</td>
</tr>
</tbody>
</table>

The bid shall be received under the Punjab Procurement Rules, 2014.as specified below:-

Only that rule will be mentioned under which Tender is being floated.

ii. Single Stage Two Envelopes Bidding Procedure (PPRA, 2014 Rule 38(2) (a)):-

Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
(ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
(iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
(iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements/specifications;
(v) during the technical evaluation no amendments in the technical proposal shall be permitted;
(vi) after the evaluation and approval of the technical proposals by approving authority, the 
procuring agency shall open the financial proposals of the technically accepted bids publically at 
a time, date and venue announced and communicated to the bidders in advance, within the bid 
validity period; 
(vii) the financial bids found technically nonresponsive shall be returned un-opened to the 
respective bidders; and 
(viii) the lowest evaluated bidder shall be awarded the contract.

iii. **Evaluation Criteria**

For the purposes of evaluation the word "Product" would mean the specific item included in the 
bidders bid along with specific make and model. Marking will be as follows:-

**PLS. DONOT FILL THIS FORM, JUST ATTACH THE REQUIRED DOCUMENTS. THIS IS A SAMPLE FOR YOUR INFORMATION**

**COMPANY / BIDDER EVALUATION CRITERIA:**

a. **COMPULSORY DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID / BID**

a) **COMPANY PROFILE / QUALIFICATION PARAMETERS**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Parameters</th>
<th>Details</th>
<th>Total Marks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Performance of Last one year Of the Item being quoted. (Attach relevant Purchase / Work orders)</td>
<td>institutions served:</td>
<td>20</td>
<td>Institutions may include Private or Public Organizations, or individuals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) No institution served</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) 1</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) 2 to 4</td>
<td>10</td>
<td></td>
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<td></td>
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<td>iv) 5 to 7</td>
<td>15</td>
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<td></td>
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<td>v) 8 and above</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>ii</td>
<td>Market experience / Business experience (Attach supporting documents in proof thereof)</td>
<td>i) 1 - 3 years</td>
<td>5</td>
<td>Bidders having less than 1 year market experience are ineligible.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) 3 - 5 years</td>
<td>10</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>iii) Above 5 years</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>iii</td>
<td>Income tax &amp; sales tax registration along with employees salary statement</td>
<td>Income tax registered ( attach G-Form for salary of Technical staff)</td>
<td>10</td>
<td>Authorized certificate issued by the concerned Authority is required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Sale tax registered</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
### Valid Letter of Authorization from the Principal

<table>
<thead>
<tr>
<th></th>
<th>Valid letter of Authorization from Principal/sole propriety certificate etc.</th>
<th>10</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not attached</td>
<td>0</td>
<td></td>
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</tbody>
</table>

### Company capacity to provide after sales service.

- Attach CVs of Technical Staff, with Salary Statements duly attested

<table>
<thead>
<tr>
<th></th>
<th>Warranty will be examined as per following parameters:</th>
<th>20</th>
<th>Marks obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Good</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acceptable</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Un-acceptable</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Company's goodwill & reputation.

- Market reputation, and P-HOTA experience

<table>
<thead>
<tr>
<th></th>
<th>Good</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Average</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Un-acceptable</td>
<td>0</td>
</tr>
</tbody>
</table>

Total marks: 100
Qualifying marks: 70%

**SIGNATURES OF THE TECHNICAL EVALUATION COMMITTEE (TEC)**

I. End User / Indenter

ii. ________________________________

iii. ________________________________

iv. ________________________________

v. ________________________________

vi. ________________________________

**iv. General Terms**

1. It is mandatory to get 70% marks in the technical evaluation criteria, otherwise bid will be rejected.
2. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
3. The bidder shall complete the bid form indicating the goods to be supplied, a brief description of the goods, their packing, quantity, price schedule with unit price and total bid price of the goods.
4. Alternate offers without separate tenders will not be considered.
5. The bidder is required to offer competitive price. All prices must include the General Sales Taxes and other taxes/duties, where applicable. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.
6. Prices shall be in Pak Rupee on FOR basis
7. Bids shall remain valid for period of (180) days after opening of Technical bid. The bid validity will be extendable equal to the period of the original bid validity with mutual consent of the Parties. A bid valid for a shorter period shall be rejected as non-responsive.

8. If the acceptance of the bid issued during the validity period is not accepted by the bidder, the bid security will be forfeited.

9. The successful bidder shall furnish a Performance Security equal to 5% of the bid value in the shape of Pay Order / CDR in the name of Administrator / DG P-HOTA.

10. Performance Security has to be deposited before final order.

11. No interest shall be payable by the procuring agency on the securities.

12. The P-HOTA authorities, at any stage of the procurement proceedings, may require the supplier or contractors to provide information concerning their professional, Technical, Financial, legal or managerial competence whether already pre-qualified or not.

13. Failure to submit the tender in the manner prescribed in the invitation to tender will not be accepted.

14. The authority reserves the right of accepting the full or part quantity offers (subject to technical scrutiny).

15. The offer should be strictly as per specifications of the tender.

No offer will be considered if it:

i. Is received after the date and time fixed for its receipt.

ii. Is unsigned.

iii. Is conditional.

iv. Is given by a firm black listed, suspended or removed from any institution Public or Private in the Country.

v. Is received with a validity period shorter than that required in the tender inquiry.

vi. Does not conform to the general conditions of the tender inquiry.

vii. Is received without earnest money as specified in the tender.

5. SPECIAL TERMS

1. The tender documents should be signed by the authorized representative of the firm.

2. Provisions of 'Vermin protection' and 'Rodent Proof' measures would also be the responsibility of the contractor/supplier.

3. In case of downtime more than 12 hours 0.1% of the cost of Purchase of equipment/machinery would be deducted per day from the security deposit and the company might be blacklisted.

4. LIQUIDATED DAMAGES.

The delivery period is the essence of the contract if the contractor fails to adhere to the delivery as per schedule/time and intends to seek extension thereof it will be the sole discretion of Administrator / DG either to grant or refuse extension in Delivery Period. If granted shall be subject to liquidate damages @ 0.1 % per day of the value of Good / Services supplied date will be imposed payment of additional security as per rules.

5. MANUFACTURER/SUPPLIER'S GUARANTEE CERTIFICATE.

Manufacturer/Supplier will provide Guarantee Certificate at the time of delivery clearly stating that the stores being supplied by them are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given with the tender. They will also provide two copies of service manuals.
6. EXECUTION OF WARRANTY.
The manufacturer/Supplier have undertaken to supply the specified model, appropriate material and workmanship of the items for satisfactory operation for a comprehensive warranty period of Three years (03 years) from the date of installation/commissioning inclusive of all kind of parts and service etc. free of cost, if the item is faulty, the supplier would have to replace it at his cost.

7. PANELTY CLAUSE.
a. The Inspection Committee of P-HOTA, Lahore will conduct inspection of the supplied items, if found substandard and not conforming to the specifications as per data sheet provided by the bidder, the same shall be returned for replacement at the cost of supplier.
b. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods they supplied by him would be usurped, bid security fortified and proceeding for his blacklisting initiated.

8. LATE DELIVERY
Supply should be done in accordance with the time schedule mentioned in the purchase order. In case of late supply, beyond the stipulated period, penalty @ of 2.0 % Per Month or 0.067% per day of the cost of contract will be deducted from the final payment.

9. TRANSPORTATION.
a). The Supplier shall arrange transportation of the goods/equipment to their final destination.
b). Transportation including loading/unloading of goods shall be arranged and paid for by the supplier.

10. INCIDENTAL CHARGES.
a.) The supplier shall be required to provide all the incidental service charges including taxes.
b). The procuring agency will not pay any extra amount against any expenditure incurred on it, as the contract shall be construed as fixed amount and includes all costs.

11. The offer rates should be inclusive of all applicable taxes i.e. Income Tax, GST, and Stamp Duties etc. No bid will be consider if rates are exclusive of applicable taxes.

12. A bidder quoting against this Invitation to bids shall be deemed to have read and understood the conditions thereof and the particulars of the stores required by the purchaser and their specification etc.

13. The Supply should be done within 30 days or earlier from the date of receipt of purchase Orders.


Administrator / Director General
Punjab Human Organ Transplant Authority,
Lahore.
<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Item Name</th>
<th>Specifications</th>
<th>Qty.</th>
</tr>
</thead>
</table>
| 1.    | Laptop          | • Processor: Intel Core i7 7th Generation or Higher  
• Random Access Memory: 8GB DDR4 or Higher  
• Hard Disk Drive: HDD 01TB or Higher  
• Optical Drive: SuperDrive (Internal or External)  
• Video Graphic Adapter: Integrated Intel® HD Graphics  
• Network Adaptor: Integrated 10/100/1000/  
• Display Screen: 15.6 or Higher  
• Keyboard: Back light Keyboard  
• Battery: 3 Cell or Higher  
• Camera: HD Front Web Cam 720p or Higher  
• Connectivity: Dual Band 802.11b/g/n or ac + 1x1 Wi-Fi + Bluetooth 4.0  
• Operating System: DOS,  
• 3 Years Warranty                                                                                     | 16   |
| 2.    | Desktop Computer  | • Processor: Intel Core i7 7th Generation or Higher  
• Intel® Q270 Chipset or Higher  
• Random Access Memory: 8GB DDR4 or Higher  
• Hard Disk Drive: HDD 01TB 7200RPM or Higher  
• Optical Drive: Internal SuperDrive  
• Video Graphic Adapter: Integrated Intel® HD Graphics  
• Network Adaptor: Integrated 10/100/1000/  
• Tower Chassis with Power Supply Manufacture Standard,  
• USB keyboard & Optical Mouse same Brand  
• LED/LCD Wide Screen 18-inches or higher same Brand  
• UPS 600VA or higher with internal Dry Battery/Backup time 10~15 Minutes  
• Operating System: DOS,  
• 3 Years Warranty and 6 month Battery warranty.                                                        | 20   |
| 3.    | Photocopier      | • Copies: 35 PPM or Higher  
• Resolution: 600x1800 DPI or Higher  
• Memory: 2048MB or Higher  
• HDD: 80 GB or Higher  
• Max. Original Size: A3 or Higher  
• Copy Sizes: A3 to A5 or Higher  
• Zooming: 25-400% with 0.1% Increments or Higher  
• Paper Supply: 550 Sheets x 2 trays or higher,  
• By Pass: 100 Sheets Bypass or Higher  
• Protocol: TCP/IP, IPX/SPX (NDS Support), SMB (Net BEUI), Lpd, ipp 1.1, SNMP, HTTP  
• Interface: 10 BASE T/100 BASE-TX/1000 BASE-T,  
• 3 Years Warranty                                                                                     | 04   |
| 4. Printer | • LaserJet Printer,  
• Print Speed 38ppm or higher,  
• 100-sheet multipurpose tray 1 & 250-sheet input tray 2 or higher,  
• Processor 1000MHz or higher,  
• Memory 128MB or higher,  
• Resolution 1200 x 1200 dpi or Higher,  
• Duty Cycle 80000 Pages or Higher,  
• Connectivity: USB 2.0 & Ethernet 10/100/1000T, Wi-Fi  
• 3 Years Warranty | 16 |
| 5. Printer Cum Scanner | • LaserJet Printer  
• Function: printer/Copier/Scanner/Fax  
• Print Speed 20ppm or higher,  
• 100-sheet Input Tray, or higher,  
• Processor 500MHz or higher,  
• Memory 256MB or higher,  
• Print Resolution 600 x 600 dpi, or higher,  
• Duty Cycle 10000 Pages, or higher,  
• Scan Size A4/legal, or higher, with ADF  
• Connectivity: USB 2.0 & Ethernet 10/100T, Wi-Fi  
• 3 Years Warranty | 16 |
| 6. Tablet (WINDOWS) | Display : 12 inches or higher  
Touch : 10 point multi-touch or higher  
Memory : 4 GB or higher  
Storage : 128 GB SSD or Higher  
Processor : Core i5 6th Generation or higher  
Graphic : Intel HD Graphic 520 or equivalent  
OS : windows 10 or higher  
Wireless : 802.11ac Wi-Fi wireless networking, IEEE 802.11a/b/g/n compatible, Bluetooth Wireless 4.0 technology  
Camera : 5.0MP front-facing camera with 1080p HD video or Higher  
8.0MP rear-facing autofocus camera with 1080p HD video or Higher  
Battery Life : 9 Hrs. with video Playback or Higher  
Ports : Full-size USB 3.0, micro SD™ card reader, Headset jack, Mini Display Port  
Warranty : 3 years warranty from the authorized dealer or distributor | 40 |
| 7. Tablet (Android) | Display : 10 inches or higher TFT/LCD, capacitive touchscreen,  
Memory : 2 GB or higher  
Storage : 8 GB or Higher  
Processor : Quad-core 1.7 GHz or higher  
OS : Android 5.0 or higher  
Software Update : update over the air | 10 |
<table>
<thead>
<tr>
<th>Wireless</th>
<th>Wi-Fi 802.11 a/b/g/n, dual-band, hotspot, GPS, Bluetooth 3.0 or Higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camera</td>
<td>5 MP or Higher</td>
</tr>
<tr>
<td>Battery Life</td>
<td>Stand by time 24 Hrs., transaction time 8 Hrs. or Higher</td>
</tr>
<tr>
<td>Interfaces</td>
<td>sim slot micro SD, 3.5mm sound jack, micro USB 2.0 with USB host controller</td>
</tr>
<tr>
<td>Network</td>
<td>GSM / 3G or above</td>
</tr>
<tr>
<td>Others</td>
<td>Compliance to industry standards (FC, CE, BSMI etc), Keypad, functions and navigation keys as per standards</td>
</tr>
<tr>
<td>Warranty</td>
<td>3 years warranty from the authorized dealer or distributor</td>
</tr>
</tbody>
</table>

### Tripod Camera

- Type of camera: Single-lens reflex digital camera
- Sensor Resolution: 24.1 Megapixel or higher,
- Optical Sensor Size: 15.6 x 23.5mm or higher,
- Image Processor: EXPEED 3 or Equivalent
- Video Resolution: 1920 x 1080 or higher,
- Shutter Speed: 1/8000 to 30 s in steps of 1/3 or 1/2 EV, bulb, time, X250
- With Tripod Stand
- With 18-140 mm lens and memory card of 64 GB or Higher
- 3 Year Warranty

### Wireless System

- VHF FM solid state Walkie Talkie (Qty 27)
  - IC-F3003 or Equivalent
- With Solid State VHF Base Radio, IC-F5023H or Equivalent (Qty 01)
  - 3 Year Warranty

### IP Camera

- 2 Megapixel CMOS ICR Infrared Network Bullet Camera
- Image Sensor: 1/2.8" Progressive Scan CMOS
- Min. Illumination: 0.011Lux @ (F1.2, AGC ON), 0 Lux with IR 0.028Lux @ (F2.0, AGC ON), 0 Lux with IR
- Digital Noise Reduction: 3D DNR
- Video Compression: H.264/ MJPEG
- Video Bit Rate: 32 Kbps – 8 Mbps or higher,
- Max. Resolution: 1920 x 1080 or higher,
- Frame Rate: 25 fps or Higher
- Protocols: TCP/IP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, PPPoE,
- Communication Interface: 1 RJ45 10/100 Ethernet interface, Wi-Fi.
- Wireless Standards: IEEE802.11b, 802.11g, 802.11n or Higher
- Ingress Protection level: IP67 or Higher
- IR Range: 30 meter or higher,
- External battery, backup time 60 minutes or higher
- With Camera management software that support 32 cameras real time monitoring
- Complete installation and configuration
| 11. | **Video Conferencing System** | **POINT TO POINT VIDEO CONFERENCING SYSTEM (Qty 03)**  
|     |                             | Full H.D (1080p) Resolution PTZ Camera 6x Zoom or Higher, Codec Microphone array, cables and remote control  
|     |                             | 50 inches Smart LED or Higher, (Qty 03)  
|     |                             | With Trolley  
|     | **Sound system**: MIC Port |  
|     | Output Power: 80W + 18W x 2 or Higher |  
|     | Drive Unit: Subwoofer: 8" Satellite: 3" x 2 or Higher |  
|     | USB/SD Supported, Remote Control, Bluetooth |  
|     | Frequency Response: 40Hz-20 KH |  
|     | With Complete Installation and Configuration |  
|     | **MULTIPARTY VIDEO CONFERENCING SYSTEM FOR FOUR SITES (Qty 01)** |  
|     | Full HD 1080p video conference, Codec Microphone array, cables and remote control |  
|     | 50 inches smart LED or Higher (Qty. 02) |  
|     | PTZ Camera 10x Zoom or Higher, Dual Display, With Trolley |  
|     | **Sound system**: MIC Port |  
|     | Output Power: 80W + 18W x 2 or Higher |  
|     | Drive Unit: Subwoofer: 8" Satellite: 3" x 2 or Higher |  
|     | USB/SD Supported, Remote Control, Bluetooth |  
|     | Frequency Response: 40Hz-20 KH |  
|     | With Complete Installation and Configuration |  
|     | 3 year warranty |  
| 12. | **LED 72" or higher** |  
|     | • Screen Size 72" or Higher |  
|     | • V Type: LED (Smart TV) |  
|     | • Resolution 1920 x 1080 or Higher |  
|     | • Motion Rate: 100 Hz or Higher |  
|     | • WiFi Direct: YES |  
|     | • Film MODE: Yes |  
|     | • Sound: 20w, Dolby Digital Plus DTS Studio Sound |  
|     | • Connectivity 2 HDMI; 2 USB; 1 Audio Out (Mini Jack) |  
|     | • 3 years warranty |