

Central Forensic Science Laboratory, Directorate of Forensic Science, Ministry of Home Affairs,
Govt. of India, Ramanthapur, Amberpet Post, Hyderabad - 500013, India
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Notice Inviting Tenders

For providing manpower for Central Forensic Science Laboratory,
Directorate of Forensic Science, Ministry of Home Affairs, Govt. of India, Ramanthapur, Hyderabad.

I. Invitation to Tender

1. Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for providing following manpower for assistance in crime case examination and allied works for a period of one year from the date of contract in the under mentioned fields / disciplines in Central Forensic Science Laboratory, Directorate of Forensic Science, Ministry of Home Affairs, Govt. of India, Ramanthapur, Hyderabad - 500013:

Sl. No.	Field/ Discipline	Post/Position	No. of Posts/ Positions	Educational Qualification	Salary per Month
i.	Chemistry	Forensic Analyst	01	Master's degree in Chemistry/Biochemistry/ Forensic Science with Chemistry as one of the subjects at Bachelor of Science level from a recognized university or equivalent.	Rs. 10,000
ii.	Explosive	Forensic Analyst	01		Rs. 10,000
iii.	Toxicology	Forensic Analyst	05		Rs. 10,000
iv.	Biology	Forensic Analyst	01	Master's degree in Zoology/Microbiology/ Biotechnology/ Anthropology/Biochemistry/ Genetics/Forensic Science with Zoology/ Biotechnology as one of the subjects at Bachelor of Science level from a recognized university or equivalent.	Rs. 10,000
v.	Computer / Cyber Forensics	Forensic Analyst	02	B.Tech. in Computer Science / Master's in Computer Application (MCA) / Master's degree in Computers with Computers as one of the subjects at Bachelor of Science level from a recognized university or equivalent.	Rs. 10,000

2. The service providers are requested to quote for the salary for each position by giving proper break-up (within the limits mentioned above), service charges and other statutory / taxation liabilities in force at the time of entering into the contract for providing the manpower.

3. The interested Company/Firm/Agency may collect tender document free of cost from CFSL, Hyderabad, on written request, by post or personal pick up or can be downloaded from the website <http://www.dfs.gov.in>.

4. The interested Company/Firm/Agency may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 20,000/- in the form of D.D./Banker's cheque /Bank guarantee in favour of Pay and Accounts Officer, DCPW, New Delhi and other requisite documents by the stipulated date and time in the Tender Box kept in Central Forensic Science Laboratory, Ramanthapur, Hyderabad – 500013. They can also send the bid/tender by registered/speed post/courier to the Director, Central Forensic Science Laboratory, Ramanthapur, Hyderabad - 500013. The EMD should be valid for a period of 45 days beyond the bid validity. The Bank Guarantee format is enclosed at Annexure-III.

II. Schedule

Last date & time for receipt of tenders:	20 th November 2009 at 1700 hours
Date & Time for opening of Technical Bid:	23 rd November 2009 at 1400 hours
Date & Time for opening of Financial Bids for technically qualified bidders:	To be notified later
Place of opening the Tenders (Technical Bid) :	Central Forensic Science Laboratory, Ramanthapur, Hyderabad – 500013
Validity of tenders:	90 days from the date of Opening of tenders.

Director
Central Forensic Science Laboratory, Hyderabad

BIDDING/TENDER DOCUMENT

I. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Central Forensic Science Laboratory, Directorate of Forensic Science, Ministry of Home Affairs, Govt. of India, Hyderabad (hereinafter referred to as the CFSL, Hyderabad) requires the services of a reputed, well established and financially sound Manpower Company/Firm/Agency for providing the following manpower:

Sl. No.	Field/ Discipline	Post/Position	No. of Posts/ Positions	Educational Qualification	Salary per Month
vi.	Chemistry	Forensic Analyst	01	Master's degree in Chemistry/Biochemistry/ Forensic Science with Chemistry as one of the subjects at Bachelor of Science level from a recognized university or equivalent.	Rs. 10,000
vii.	Explosive	Forensic Analyst	01		Rs. 10,000
viii.	Toxicology	Forensic Analyst	05		Rs. 10,000
ix.	Biology	Forensic Analyst	01	Master's degree in Zoology/Microbiology/ Biotechnology/ Anthropology/Biochemistry/ Genetics/Forensic Science with Zoology/ Biotechnology as one of the subjects at Bachelor of Science level from a recognized university or equivalent.	Rs. 10,000
x.	Computer / Cyber Forensics	Forensic Analyst	02	B.Tech. in Computer Science / Master's in Computer Application (MCA) / Master's degree in Computers with Computers as one of the subjects at Bachelor of Science level from a recognized university or equivalent.	Rs. 10,000

2. The nature of services required from the manpower under this contract shall include assisting the officers in the forensic examination of the exhibits of crime cases and allied works in the fields/disciplines of Chemistry, Toxicology, Explosive, Biology, and Computer / Cyber Forensics at CFSL, Hyderabad.

3. Performance of each person deployed by the Company/Firm/Agency under this contract in CFSL, Hyderabad will be assessed at periodic intervals by the Director CFSL Hyderabad.

4. The contract is for a period of one year. The period of the contract may be curtailed/terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency or breach of contract or reduction or cessation of the requirements of work after giving one-week notice to the selected service providing Company/ Firm/ Agency.

5. The various crucial dates relating to "Tender for Providing Manpower to CFSL, Hyderabad" are cited as under:

Last date & time for receipt of tenders:	20 th November 2009 at 1700 hours
Date & Time for opening of Technical Bid:	23 rd November 2009 at 1400 hours
Date & Time for opening of Financial Bids for technically qualified bidders:	To be notified later.
Place of opening the Tenders (Technical) :	Central Forensic Science Laboratory, Ramanthapur, Hyderabad – 500013.
Validity of tenders:	90 days from the date of Opening of tenders.

6. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested Companies/Firms/Agencies are advised to submit two separate sealed envelopes super-scribing "Technical Bid" for providing manpower to CFSL, Hyderabad" and "Financial Bid" for providing manpower to CFSL, Hyderabad ". Both sealed envelopes should be kept in a third sealed envelope super-scribing "Tender for providing manpower to CFSL, Hyderabad ".

7. The interested Company/Firm/Agency may collect tender documents from CFSL, Hyderabad, on written request, by post or can be downloaded from the website <http://www.dfs.gov.in>.

8. The interested Company/Firm/Agency are to submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 20,000/- in the form of D.D./Banker's cheque / Bank guarantee in favour of Pay and Accounts Officer, DCPW, New Delhi and other requisite documents by the stipulated date and time in the Tender Box kept in the Central Forensic Science Laboratory, Ramanthapur, Hyderabad - 500013. The EMD should be valid for a period of 45 days beyond the bid validity. The Bank Guarantee format is enclosed at Annexure III. Tender can also be sent by registered/speed post/courier so as to reach the Director, Central Forensic Science Laboratory, Ramanthapur, Amberpet Post, Hyderabad - 500013 by the stipulated date and time

9. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rupees Fifty Thousand, subject to the revision at the time of placing the work order, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Pay & Accounts Officer, DCPW, New Delhi or fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider Company/Firm/Agency but hypothecated to the Pay and Accounts Officer, DCPW, New Delhi. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

10. The tendering Company/Firm/Agency shall submit the Technical Bid & Financial Bid as per the formats enclosed at Annexure- I & II. The bidder is required to enclose the following documents alongwith the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:

- i. List of persons sponsored by Agency for deployment in CFSL, Hyderabad along with their photographs and bio-data indicating date of birth, marital status, address, education qualifications including photocopy of certificates in support of the qualifications, assignments attended in support of the experience, if any;
- ii. Character Certificate of each person sponsored by Agency for deployment in CFSL, Hyderabad from a Gazetted Officer of the Central/State Government;
- iii. Certificate of verification of antecedent of each person sponsored by Agency for deployment in CFSL, Hyderabad;
- iv. It is important that this 'Tender Document', duly filled in and signed on each page, is returned with the Technical Bid, failing which the offer will be treated as incomplete and ignored;
- v. Photocopies of the following documents:
 - a. Companies registration certificate with appropriate registration authority;
 - b. Copy of PAN/GIR card;
 - c. Copy of the IT return filed for the last two financial years;
 - d. Copy of the Service Tax registration certificate;
 - e. Certified extracts of the Bank Account containing transactions during last two years.

CFSL, Hyderabad reserves the right to call the original documents at any time before or during the currency of contract for verification.

11. The service providers are to quote for the salary for each position (within the limits mentioned above), service charges and other statutory/taxation liabilities in force at the time of entering into the contract for providing the manpower in the Financial Bid.

12. In case offers are received both from a Company/Firm as well as from their authorized dealer, offer from Company/Firm shall be considered and offer from their dealer shall be summarily rejected.

13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid must be initialed by the person authorized to sign the tender/bid.

14. The competent authority of CFSL, Hyderabad" reserves the right to annul any or all bids without assigning any reason.

II. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY

1. The Registered Office or one of the Branch Office's of the Service Provider Firm/Agency should be located either in Secunderabad / Hyderabad.
2. The Service Provider should be registered with the appropriate registration authority.
3. The Service Provider should have at least three years experience in providing manpower to Public Sector Company/Banks and Government Departments etc.

4. The Service Provider should have its own Bank Account.
5. The Service Provider should be registered with Income Tax and Service Tax departments.
6. The Service Provider should have a minimum financial turnover of Rs. 25 lakh per annum during the last two years.
7. Essential educational qualifications for each post/position are given as under:

Sl. No.	Field/ Discipline	Post/Position	No. of Posts/ Positions	Educational Qualification	Salary per Month
i.	Chemistry	Forensic Analyst	01	Master's degree in Chemistry/Biochemistry/ Forensic Science with Chemistry as one of the subjects at Bachelor of Science level from a recognized university or equivalent.	Rs. 10,000
ii.	Explosive	Forensic Analyst	01		Rs. 10,000
iii.	Toxicology	Forensic Analyst	05		Rs. 10,000
iv.	Biology	Forensic Analyst	01	Master's degree in Zoology/Microbiology/ Biotechnology/ Anthropology/Biochemistry/ Genetics/Forensic Science with Zoology/ Biotechnology as one of the subjects at Bachelor of Science level from a recognized university or equivalent.	Rs. 10,000
v.	Computer / Cyber Forensics	Forensic Analyst	02	B.Tech. in Computer Science / Master's in Computer Application (MCA) / Master's degree in Computers with Computers as one of the subjects at Bachelor of Science level from a recognized university or equivalent.	Rs. 10,000

8. The age of manpower to be deployed by the service provider for providing the service should not exceed 45 years as on closing date of this tender.
9. Antecedents of each person to be deployed by the service provider for providing the service should have been got verified strictly by the Agency.
10. Each person to be deployed by the service provider for providing the service should qualify for selection by obtaining atleast 50% marks in the interview to be held at appropriate stage as described under Clause III(4) of this bid/tender document at CFSL, Hyderabad.

III. PROCEDURE FOR SELECTION, TERMS AND CONDITIONS

1. The competent authority shall first open the envelope containing Technical Bid on the scheduled date and time in the Central Forensic Science Laboratory, Ramanthapur, Hyderabad - 500013 in the presence of the representative of the Company/ Firm/ Agency, if any, who wish to be present on the spot at that time.
2. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened in presence of short listed contractors or their authorized representative, if any, who wish to be present on the spot at that time.
3. The competent authority shall evaluate the Bids/Tenders in terms of the conditions stipulated in this bidding/tender document; no new conditions should be brought in for evaluation of the bids. Determination of a bid's responsiveness should be based on the contents of the bid itself without recourse to extrinsic evidence.
4. After opening of Financial Bids, the L1 Service Provider has to send his candidates for the interview and selection by CFSL, Hyderabad. If the candidates sponsored by L1 Service Provider are not meeting the requirement, then CFSL, Hyderabad will call next Service Provider for their candidates and the process will go on till CFSL, Hyderabad gets the suitable candidates. Manpower for all the positions will be taken from a single service provider.

GENERAL

5. The contract will commence from the date the selected person reports to Head of the Office for duty and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements of work, etc.
6. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of this Laboratory.
7. The tenderer will be bound by the details furnished by him/her to this Laboratory, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
8. The contracting Agency shall ensure that the manpower deployed in CFSL, Hyderabad conforms to the Technical Specifications of educational qualification, age, etc. as prescribed in this Tender Document.
9. The manpower employed by the Agency shall be required to work normally as per this Laboratory's working days, i.e. from Monday to Friday from 0900 hours to 1730 hours with a lunch break of ½ hour from 1300 hours to 1330 hours. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one day's wage shall be deducted. The manpower may also be occasionally called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the Laboratory on such holidays.
10. In case, the person employed by the successful Company/Firm/Agency commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence and security risks, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such required by this Laboratory within 2 days of being brought to their notice.
11. The tendering company shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
12. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the Laboratory.
13. The service provider shall ensure proper conduct of his personnel in Laboratory premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
14. The Agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with the CFSL, Hyderabad so that optimal services of the persons deployed by the Agency could be availed without any disruption.
15. The selected Agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay by the Agency in providing a substitute beyond five working days shall attract liquidated damages @ Rs. 100 per day (per such case) on the service providing Agency, besides deduction in payment on pre-rata basis.
16. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Laboratory. This Laboratory will have no liabilities in this regard.
17. The service provider shall be solely responsible for redressal of grievances/resolution of dispute relating to person deployed. This Laboratory shall, in no way be responsible for settlement of such issues whatsoever.
18. This Laboratory shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Agency in the course of their performing the functions/duties, or for payment towards any compensation.

19. The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular/confirmed employees of this office during the currency or after expiry of the contract.

20. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity.

LEGAL

21. The tendering Agency will be responsible for compliance of all statutory provisions, if any, in respect of the persons deployed by it in this Laboratory.

22. Tendering Agency shall also be liable for all statutory/taxation liabilities under law on account of service rendered by it to CFSL, Hyderabad as per extant rules and regulations on the matter.

23. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the Agency by this office.

24. In case, the tendering Agency fails to comply with any statutory/taxation liability under law, and as a result thereof the office is put to any loss/obligation, monetary or otherwise, the office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss of obligation in monetary terms.

FINANCIAL

25. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 20,000/- (Rupees Twenty Thousand) in the form of Demand Draft/Pay order drawn in favour of Pay and Accounts Officer, DCPW, New Delhi failing which the tender shall be rejected outrightly. Further, if the Agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.

26. The EMD in respect of the Agency which do not qualify the Technical Bid (First State)/Financial Bid (Second competitive state) shall be returned to them without any interest.

27. The rates quoted by the tendering Agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract. Bids, offering salaries higher than the salary prescribed as per this tender document would be rejected.

28. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 50,000/- (Rupees Fifty Thousand Only), subject to the revision at the time of placing the work order, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Pay and Accounts Officer, DCPW, New Delhi or fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider Company/Firm/Agency but hypothecated to the Pay & Accounts Officer, DCPW, New Delhi. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

29. The Agency shall raise the bill in triplicate in the first week of the succeeding month. The payment will be released by the second week of the succeeding month. The claims in bills should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Laboratory.

30. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by this Laboratory besides annulment of the contract.

31. The competent authority of CFSL, Hyderabad reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Director
Central Forensic Science Laboratory, Hyderabad

TECHNICAL BID
(To be enclosed in a separate sealed envelope)

For Providing Manpower for the Central Forensic Science Laboratory, Directorate of Forensic Science, Ministry of Home Affairs, Govt. of India, Hyderabad

1. Name of Tendering Company/Firm/Agency: -----
(Attach certificate of registration)

2. Name of proprietor/Director of Company/Firm/Agency: -----

3. Full address of Reg. Office: -----

Telephone No.: ----- Fax No.: -----

E-mail address: -----

4. Full address of Operating/Branch Office: -----

Telephone No.: ----- Fax No.: -----

E-mail address: -----

5. Banker of Company/Firm/Agency with full address: -----

(Attach certified copy of statement of A/c for the last three years)

6. PAN/GIR No.: -----

(Attached attested copy)

7. Service Tax Registration No.: -----

(Attach attested copy)

8. E.P.F. Registration No., if any: -----

(Attached attested copy)

9. E.S.I. Registration No., if any: -----

10. Financial turnover of the tendering Company/Firm/Agency for the last 2 Financial Years:

(Attach separate sheet if space provided is insufficient)

Financial year	Amount (Rs. lakh)	Remarks, if any

11. Give details of major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs and Government Departments during the last three years in the following format. Attested copies of work orders may also be attached.

S.No.	Details of client	Address	Tel.No.	Fax No.	Amount Contract (Rs. Lakh)	From	To

(if the space provided is insufficient, a separate sheet may be attached)

12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Name:

Seal:

Date:

Place:

DECLARATION

1. I, ----- son/daughter/wife of Shri -----, proprietor/Director/authorized signatory of the Agency/Firm/mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Name:

Seal:

Date:

Place:

FINANCIAL BID
(To be enclosed in a separate sealed envelope)

For providing manpower to Central Forensic Science Laboratory, Directorate of Forensic Science, Ministry of Home Affairs, Govt. of India, Hyderabad

1. Name of Tendering Service Provider Company/Firm/Agency: -----

2. Details of Earnest Money Deposit: Rs. -----
D.D./P.O No. & Date: -----
Drawn on Bank: -----
3. Salary and other charges on per month basis:
(Are to be quoted in accordance with this tender)

Sl. No.	Field	No. of Posts/ Positions	Qualification and Experience	Salary per Month	Service charges by the Service provider as % and amount on the remuneration per month (per candidate)	% & Amount of Service tax, etc. applicable	Total Rs.

The manpower employed by the Agency shall be required to work normally as per the Laboratory's working days, i.e. from Monday to Friday from 0900 hours to 1730 hours with a lunch break of ½ hour from 1300 hours to 1330 hours. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the Laboratory on such holidays.

Signature of authorized person

Full Name:

Seal:

Date:

Place:

Notes:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month.

Bid Security (EMD) Form

(To be issued by a bank scheduled in India as having at least one branch in Hyderabad)

Whereas ... (here in after called "the Bidder") has submitted its bid dated (Date). For the execution of ... (here in after called "the Bid") KNOW ALL MEN by these presents that WE ... having our registered office at ... (herein after called the "Bank") are bound unto the Central Forensic Science Laboratory, Directorate of Forensic Science, Ministry of Home Affairs, Government of India (hereinafter called "The CFSL, Hyderabad") in the sum of ... for which payment well and truly to be made to the said CFSL, Hyderabad itself, its successors and assignees by these presents.

The conditions of this obligation are:

- 13. If the bidder withdraws its bid during the period of bid validity or
- 14. If the bidder, having been notified of the acceptance of its bid by the CFSL, Hyderabad during the period of bid validity:
 - i. fails or refuses to execute the contract form if required; or
 - ii. fails or refuses to furnish the performance security, in accordance with the bid requirement;

We undertake to pay the CFSL, Hyderabad up to the above amount upon receipt of its first written demand, without the CFSL, Hyderabad having to substantiate its demand, provided that in its demand the CFSL, Hyderabad will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee of Rs. ... will remain in force up to and including 45 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Place:

Signature of the Bank Official with seal

Date: