



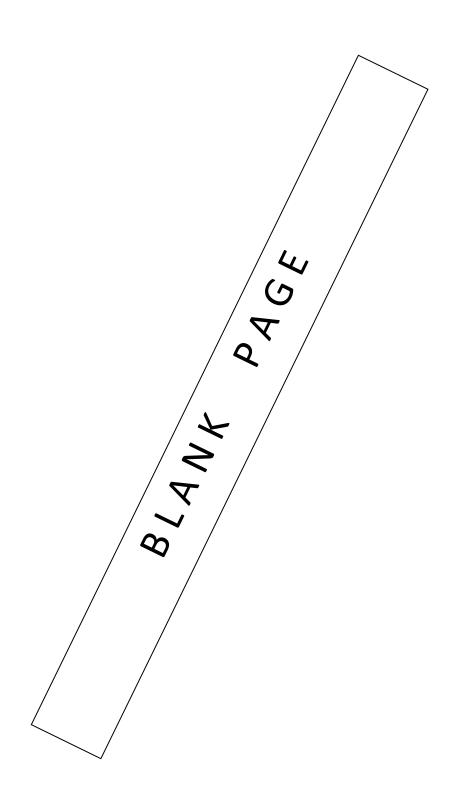
Tender Document for Renovation of Toilet Room At CIPET Head Office, Chennai

e-Tender Document no. CIPET/HO-SPC/Civil/2025-26 dated 24-04.2025

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY

(Ministry of Chemicals & Fertilizer, Govt. of India) SPC Cell, Head Office, Guindy, Chennai – 600 032







Notice Inviting E-Tender

E-Tender No.: CIPET/HO-SPC/Civil/2025-26 Date: 24.04.2025

Service Provider Cell, CIPET, Head Office, invites E- Tender in two Bid Systems (Technical and Financial) from govt./govt. organization registered contractor for Toilet renovation work at at our Campus, CIPET Head Office with an approximate estimated cost of Rs. 3,56,000.00 (Rupees Three Lakhs fifty six thousand Only).

E-Tender No. & Date	Estimated Cost (Appx.) Rs.	EMD (Rs)	Completion Time	Lat Date & Time of Online bid submission
CIPET/HO-SPC-Civil/	3,56,000.00	18,000.00	21 days	04.05.2025
2025-26				
dated 24.04.2025				

Interested and eligible bidders may view and download detailed tender documents from CIPET's e -Tender portal www.tenderwizard.com/CIPET, www.cipet.gov.in. All Bids must be submitted through the online portal www.tenderwizard.com/CIPET.

The Tender Fee and EMD will be accepted in the form of NEFT or RTGS to our account in <u>CIPET HO SPC Holding A/C No. 120028046566</u> and IFS Code: <u>CNRB0000909</u> of CIPET and proof of submission of EMD and Tender fees shall be submitted in online tender portal and a copy of the EMD instruments shall also be uploaded along with the Technical Bid submitted online.

Exempt from EMD Classes prevailing Govt. rule will be applicable for exemption of EMD for SSI unit Bidder or others as applicable. But they must deposit the security deposit of 5% of bid value in the form of account payee demand draft / fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank or online payment in favour of "CIPET Head Office" payable at Chennai within seven days of accepting work order, if they will qualify as lowest bidder. If after accepting the work order the bidder fails to pay the security deposit within seven days as mentioned above, their order will be cancelled.

Bank Details:

Name of the Account	CIPET HEAD OFFICE
Bank Name	CIPET HO SPC HOLDING A/C
Branch	Guindy
Current A/c No.	120028046566
IFS Code	CNRB0000909



Salient information about the E-Tender:

- 1. **Mode of submission**: ONLINE. No offline Tenders will be accepted.
- Availability of Tender Documents: All Bid (Technical & Financial) are available ONLINE at CIPET's e-Tender portal <u>www.tenderwizard.com/CIPET</u>. The registered tenderers can download the Bids from this website.
- 3. **Who can participate for this e-Tender**: The registered tenderers of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.

4. How to register by a vendor:

- (a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by online payment of Rs. 1,500/- + GST (As Applicable) to M/s KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.
- (b) Processing Fees is Rs. 750/- (PLUS Taxes) payable Online separately to M/s KEONICS LTD.
- 5. Bidders should have valid class 3 Digital Signature Certificate (DSC) device for participating in e -Tender. For integrity of data and its authenticity/ non repudiation of electronic record and to be compliant with IT Act, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of class-III Issued by a Certifying Authority (CA) Licensed by Controller of Certifying Authorities (CCA).

6. Contact details for e-Tender related issue:

o. Contact details for a remach related issue.	
Contact Person Details	Remarks
Name of Service Provider: M/s KEONICS LTD	Local Representative of For, Vendor
Address: 24, Sudha Complex, 3 rd Stage, 4 th	registration/DSC/any other issue regarding e-
Block, Bashveshwarnagar,	Tender Process, Please contact M/s KSEDC
Bengaluru - 560079	LTD. (KEONICS) as the details given in the
	previous Columns.
Name: Mr. Madhan	
Mobile No. 9941947400	Keonics Help Desk:
Email: madhans19@gmail.com	Mob: m7542028164
	Email: cipethelpdesk@gmail.com



- 7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate may be downloaded and rates may be filled appropriately in this format only.
- 8. While uploading /submitting the documents, it should be ensured that the file name should be the name of the documents itself.
- 9. All pages of Tender documents with Addenda/ Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holder at the lower right hand corner.
- 10. Bidders are advised to visit CIPET's e-Tender portal regularly for any Addenda / Corrigenda (if any) with regard to the e-Tender for which no separate paper advertisement will not be published.
- 11. Last date of online submission of Tender bid: 04.05.2025
- 12. **EMD** must be submitted separately in the form of NEFT or RTGS to the above bank details of CIPET with necessary enclosures and shall be submitted in physical from (hard copy) in person/by speed post at Service Provider Cell, CIPET Head Office, Chennai and non-receipt of EMD, the Tender is liable for rejection.
- 13. Date & Time of Online Technical Bid Opening: 05.05.2025
- 14. **Date & Time of Online Financial Bid Opening**: Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.
- 15. Site Address: CIPET Head Office, TVK Industrial Estate, Guindy, Chennai 600 032



INSTRUCTIONS TO BIDDERS

(A) INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology (CIPET) (formerly known as Central Institute of Plastics Engineering & Technology (CIPET)) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized institute was to develop manpower in different disciplines of Plastics Engineering & Technology. CIPET is a premier Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

(B) THE BIDDING DOCUMENTS

1. Contents

The Bidding Documents include;

- Eligibility Criteria for Bidders
- Terms and Conditions
- Preparation Of Bids
- Award Of Contract
- Security Deposit
- Technical Bid Document
- Financial Bid Document
- 2. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

(C) Eligible Criteria for Bidders:

- 1. Balance sheet & PL Account statement for the last 3 financial years (2021-22, 2022-23 & 2023-24)
- 2. IT return for the last three (03) Assessment years (2021-22, 2022-23 & 2023-24) & submit PAN Card, GST Registration Certificate.



- 3. The Bidders must have satisfactorily completed construction works in Govt. Organizations/PSU/Corporate Sectors during the last 5 years with the total cumulative cost of the project not less than 20 lakh rupees, THREE Similar completed works not less than 40% of estimated cost OR TWO similar completed works not less than 50% of estimated cost OR ONE similar completed work not less than 80% of estimated cost. The Certificate in support of that from the user must be attached.
- 4. Average Annual Turnover certificate for the last three financial years of Rupees 20 Lakh or more certified by Chartered Accountant.
- 5. Self-declaration on NO PENDING LITIGATION along with he is Not Debarred/ Blacklisted or Banned from any Central Government / PSU / State Govt. / any Corporate Sector.
- 6. The bidders shall give a self-declaration of his relatives working with the CIPET along with their designations and addresses.
- 7. The bidder should sign & seal each page of the tender document and required to upload.
- 8. The contractor should depute a Site Engineer till completion of works and should have skilled labour.
- 9. The Builder should have valid registration certificate from CPWD/State PWD/Public Sector Undertaking of appropriate class.

(D) Terms & Conditions:

- 1. **Payment**: Against submission of each running bill.
- 2. Taxes: Goods and Service Taxes are applicable as per the prevailing rate. All the bidders/tenders should ensure that they are GST Compliant and their quoted tax structure/rates are as per GST Law. The bid and contract must show the GST Tax Rates are GST Amount explicitly and separate from the bid/contract price (exclusive of GST).
- 3. **Time Of Completion**: The period of completion of the work is 21 days from the date of the award of Work Order.
- 4. Earnest Money Deposit (EMD)
 - a) EMD of Rs. 18,000/- (Rupees Eighteen thousand only) to be deposited in the form of Demand Draft drawn on any scheduled bank in favour of "<u>CIPET HO SPC Holding A/C No.</u> <u>120028046566</u>" payable at "Chennai". However, scanned copy of the same to be uploaded along with the copy of the Technical Bid document.
 - b) Bid received without EMD in the specified mode or without valid documents w.r.t. exemption related to deposition of EMD, will not be considered.
 - c) Bidder claiming the exemption w.r.t. non-submission of EMD should submit the valid document issued by the Authorized/Competent Government Body.
 - d) EMD of the unsuccessful parties will be returned within a specified period on completion of the tender process and on receipt of a written request from the parties/bidder in this regard.
 - e) Bidders registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) are exempted from paying the EMD subject to production of the valid documents.



- f) Withdrawal is not allowed after submission of tender. EMD of the successful bidders who fail to honor the acceptance of Letter of Intent/Work order with prescribed terms & condition shall stand forfeited. No representation in this regard shall be entertained by this Institute.
- g) EMD will not earn any interest during its pendency with CIPET Head Office-Chennai. EMD of the successful bidder will be returned on execution of the agreement with CIPET for the said policy.
- 5. **Defect Liability Period**: The defect liability period is 12 months from the date of the complete handover of work to CIPET, Head Office, Chennai. Inspection & field visit charge shall be borne by the bidder. Free maintenance service shall be provided till one year from the date of satisfying completion of work and hand over to CIPET, Head Office, Chennai. Loading, Transportation & Insurance (if applicable) charges shall be bear by the bidder.
- 6. **Performance Security**: Security deposit shall be 5% of the total contract value and deducted from each running bill as security deposit. 50% of the security deposit shall be refunded after completion of the work and on submission of completion certificate. Remaining 50% shall be refunded only after end of defect liability period of one year, provided the contractor has satisfactory carried out all the works and attended to all defects in accordance with the all conditions of contract.
- 7. **Safety Provision**: Contractor should take all safety precautionary measures including any safety equipment, protective suits etc. during the execution of awarded works. In case of any accidents occurring during execution of the awarded works, the Contractor shall be wholly responsible and the Contractor cannot claim any kind of compensation from CIPET, Head Office/Organization, Chennai.
- 8. **Site Visit**: The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the work site and its surroundings and obtain all information that may be necessary for preparing the Bid for entering into a contract for execution of the Works. The costs of visiting the site shall be at the Bidders' own expense.
- 9. Liquidated Damage: If the contractor fails to complete the works within the time period(s) specified in the Contract/work order, CIPET, Head Office, Chennai shall, without prejudice to its other remedies under the contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 1 % of the contract value of the delayed work or unperformed services for each week of delay until actual performance, up to a maximum deduction of Max of 10% of the delayed works or services of the Contract price. Once the maximum is reached, CIPET, Head Office, Chennai may consider for termination of the contract and may initiate for process for blacklisting.
- 10. The Bidder shall provide the Bank accounts details along with Scanned copy of cancelled cheque for onward transaction.
- 11. **Bid document**: The bidder should read the e-Tender documents carefully before quoting. It shall be deemed that the bidder has gone through the documents carefully and has understood its implication.



- 12. The Tender, submitted by the Bidder who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or who was unable to supply any Institute/Organization run by the State / Central Government / PSU / Corporate Sectors will not be considered even his being the lowest rate.
- 13. The Bidder should provide relevant documents regarding the Partnership Firm/Public/Pvt. Ltd. Company/Cooperative society.
- 14. Restriction of Bidders from Countries sharing Land Borders with India: vide Department of Expenditure, MOF, Govt. of India OM No. 6/18/2019-PPD date: 23/07/2020 and its subsequent order dated 23.07.2020 and 24.07.2020 is applicable in this tender.
- 15. Relaxation of Norms for Startup and Micro & Small Enterprises in Public Procurement on Prior Experience Prior Turnover Criteria is applicable; hence the MSME/NSIC certificate should be submitted.
- 16. Rates quoted by the Contractor are firm and fixed for the entire duration of contract. No escalation whatsoever will be permissible on any account. CIPET HO reserves the right to remove or alter any item from the scope of work. Execution of extra item, if any, should be done only after prior approval from CIPET HO.
- 17. Material: All material, workmanship, execution, method of testing, etc., shall comply with the relevant current IS Codes and as quoted in the Tender. Necessary stage inspection approval and final inspection approval are to be obtained from CIPET HO periodically for the items supplied by the Contractor. Contractor should submit the sample tiles/granite and other building material for approval, before use in the work
- 18. Duly attested and scanned copy of the below mentioned essential documents need to be uploaded on E-tender portal along with the Tender documents of Technical Bid:
 - (a) PAN Card of the agency
 - (b) GST No Registration copy
 - (c) Copy of Authorization letter for signing the Tender Document
 - (d) Documents related to Minimum 05 years' experience in the related field.
 - (e) Turnover should for the Financial Years of the last three years i.e. 2021-22, 2022-23 & 2023-24. To substantiate the claim company is required to enclose the audited copy of the Balance Sheet.
 - (f) Income Tax Return filed for the Financial Year 2021-22, 2022-23 & 2023-24.
 - (g) Undertaking that "The Company has not been blacklisted by any of the departments/organizations of the Government of India/State Government Departments/ Autonomous body/ Public Sector Undertaking/ Co-operative Societies/ Society registered under prevailing Society Act of the India & Major/ reputed Private Organization running his/her/their business in Indian Territory. Further, it is stated that neither any criminal/fraud case is pending/contemplated nor convicted in any Criminal/fraud case by the Court of Law."
 - (h) Duly signed Copy of the Tender Form as a mark of acceptance of the Terms and Condition of the Tender.



(E) Preparation of Bids

1. Bid Form

- a) The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bidding Documents.
- 2. Documents establishing Bidder's Eligibility and Qualifications
 - a) The Bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
 - b) The documentary evidence of the Bidder's qualifications to perform the Contract if its bid is accepted, shall establish to the CIPET's satisfaction:
 - The Bidder has the financial, technical, and production capability necessary to perform the Contract and meets the criteria outlined in the qualification criteria specified as per the Tender norms.

3. Period of Validity of Bids

a) Bids shall remain valid for 90 days after the date of bid opening prescribed by the CIPET. A bid valid for a shorter period may be rejected by the CIPET as non- responsive.

4. Deadline for Submission of Bids

a) CIPET may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents, in which case all rights and obligations of the CIPET and Bidders previously subject to the deadline will thereafter be subject to the dead-line as extended.

(F) AWARD OF CONTRACT

1. Post Qualification

- a) CIPET will determine to its satisfaction whether the Bidder selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract.
- b) The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder as well as such other information as the CIPET deems necessary and appropriate.
- c) An Affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

2. CIPET's Right to Accept any Bid and to Reject Any or All Bids

a) The CIPET reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidders or Bidders of the grounds for the p CIPET's action.



(G) SECURITY DEPOSIT / PERFORMANCE GUARANTEE

Successful bidder has to submit Performance Guarantee/Security deposit equivalent to 5% of the amount of Work Order value in the form of fixed deposit/DD of a nationalized bank in favour of <u>CIPET HO SPC Holding A/C No. 120028046566</u> Payable at Chennai which should be valid for a period of 60 days beyond the completion of the contractual obligations by the bidder. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the bidder. The same will be returned after the completion of contract without any interest.

(H) FORFEITURE OF SECURITY DEPOSIT/PERFORMANCE GUARANTEE

- If the successful bidder refuses/fails to accept the Letter of Intent (LOI)/Work Order issued by CIPET, Head Office, Chennai or the works assigned to the bidder are not done as per the scope of work/schedule of requirement, Security Deposit will be forfeited and the bidder will not be entertained for any tenders that may be published in future by CIPET, Head Office, Chennai.
- 2. If the contract is terminated by CIPET, Head Office, Chennai due to poor performance/violation(s) of any clause(s) of the agreement or for any bad acts considered prejudicial by CIPET Centre of the selected bidder, Performance Guarantee will be forfeited.

(I) JURISDICTION FOR DISPUTE REDRESSAL

 All disputes or differences whatsoever arising between the parties out of or relating to the meaning and operation of effect of the work order or the breach thereof shall be subject to courts at located at Chennai, Tamil Nadu.

* * *



ANNEXURE-I

TECHNICAL BID DOCUMENT

1	Name of the Company		
2	Profile of the Company		
3	Name of Contractor/Proprietor		
4	Full Address of Registered	Office of Company	
	(a) Telephone No.		
	(c) Mobile No.		
	(d) e-Mail ID		
5	Correspondence address of office of Company		
6	Full address of branch office of Company		
7	PAN No.		
8	GST No.		
9		the below three asse	the last three Financial year (a copy of ssment years separately, duly certified
			Average > Rs. 20 Lakh
	Assessment Year	Amount (Rs. in Lakh)	Remarks, if any
	2021 – 22		
	2022 – 23		
	2023 – 24		



10	Balance Sheet & PL Account statement for the last three financial year (a copy of the				
	balance sheet statement for the below three financial year separately to be attached):				
	Financial Year	Amount (Rs. in Lakh)	Remarks, if any		
	2021 – 22				
	2022 – 23				
	2023 – 24				
11	IT return for the last three three assessment year sep	• ,	py of the statement for the below):		
	Assessment Year	Amount (Rs. in Lakh)	Remarks, if any		
	2021 – 22				
	2022 – 23				
	2023 – 24				
12	Self-declaration undertaking of No pending litigation				
13	Self-declaration statement undertaking for bidder not debarred/blacklisted or banned from any Central Government / PSU / State Govt. / any Corporate Sector.				
14	The bidder shall have local office/infrastructure to attend visit within 48 hours (Mention in details)				
15	The bidder should sign & seal each page of the tender document and required to upload.				



16	Details of the Bidder must have satisfactorily completion of construction work in Govt.		
	Organizations/PSU/Corporate Sectors during the last 5 Years with the total cumulative		
	cost of the project not less than Rs. 20 Lakh Rupees (Separate copies of related document		
	should be separately uploaded)		
S.	Details of Parties along with their	Price of the Awarded	Name/Type of the
No.	address, telephone & email	Contract (in `)	Work Completed
	address		
1			
2			
3			
4			
5			
			_
		Signat	ture of authorized person
			With Office Seal
		Name:	
		D. I	
DI		Date:	
Place:			



DECLARATION

and Adamahtan Institute of Chail Chat
I son/daughter/wife of Shri/Smt
Proprietor/Director/Authorized Signatory of the Manufacturer/Dealer mentioned above is
competent to sign this declaration and execute this tender document.
I have carefully read and understood all the terms and conditions laid down in the tender and
undertake to abide by them.
The information/documents furnished along with the above bid/application are true and
authenticate to the best of my knowledge and belief. I am well aware of the fact that furnishing
of any false information/fabricated document would lead to rejection of my tender/bid at any
stage besides liabilities towards prosecution under appropriate law.
Signature of authorized person With Office Seal
Name:
Date:



FINANCIAL BID DOCUMENT

ITEM No	DESCRIPTION	UNITS	QTY	RATE	AMOUNT
1	Demolishing and Debri Disposal				
	Removal of existing floor and wall tile with plaster by hacking and disposing the debris outside the work premises.	Sqft	540.75		
2	Carpentry				
	Removing and replacing of existing damaged door frame with WPC frame and refixing of door. The rate includes Material and Labour cost.	Nos	2		
3	Removing and replacing of existing damaged wooden Ventilator with UPvC ventilator with Pinned glass louvers and exhaust fan. The rate includes Material and Labour cost.	Nos	2		
4	Plumbing and Electrical Line Rerouting				
	Plumbing Inlet and Outlet line to be checked for blocks and re routing as per the new layout design. Electrical switch board points to be shifted to the new design layout and socket provisions to be done for Geyser and Exhaust fan as per the requirement and conceal the switch board.	L.s	2		
5	Tile Laying				
	Laying of New Ceramic Joint Free wall tile and Ceramic Joint Free Anti Skid floor tile with Cement Mortar of ratio 1:3 of approved tile brand and design. The rate includes Material and Labour cost.	Sqft	572.75		
	Replacement of Bath Fixtures with New ones of approved brand and model. The rate includes Material and Labour cost for installation.				
6	Parryware or Hindware or approved quality Angle cork	Nos	8		
7	Concealed Stop cork	Nos	2		
8	Parryware or Hindware or approved quality Pillar Cork for wash basin	Nos	2		
9	Parryware or Hindware or approved quality 2 in 1 Tap	Nos	2		
10	Parryware or Hindware or approved quality Heealth Faucet Set	Nos	2		





TEM No	DESCRIPTION	UNITS	QTY	RATE	AMOUNT
11	Parryware or Hindware or approved quality	Nos	2		
	Wash Basin Set with Bottle Trap				
12	Parryware or Hindware or approved quality Floor	Nos	2		
	Mounted EWC (P Trap Model)				
13	S.S Floor drop for drain collection	Nos	2		
14	Towel Ring	Nos	2		
15	Corner Stand	Nos	2		
16	Brush holder Cup and Stand	Nos	2		
17	Wall Mounted Light	Nos	2		
18	Acrylic Soap Stand	Nos	2		
19	Parryware or Hindware or approved quality	Nos	2		
	Shower Arm and Shower Head				
20	WashBasin Mirror	Nos	2		
21	Parryware or Hindware or approved quality 3 in	Nos	2		
	1 Wall Mixer with Hand Shower Set				
22	Painting				
	Wall (Door Frame Area) and Ceiling - one coat of	Sft	100		
	Asian Damp Sheath Interior Primer and Two Coat				
	of Asian Apex of Approved shade. Door and Door				
	Frame to be painted with First class Synthetic				
	Enamel paint of approved brand and shade (two				
	coat). The rate includes Material and Labour				
	cost.				
				TOTAL	
				GST	
			GRAN	D TOTAL	



Renovation of Toilet Room at CIPET, Head Office, Chennai,

"FINANCIAL BID"

To,
M/s. CIPET, Head Office
(Service Provider Cell)
Guindy
Chennai – 600 032

Sub: Financial Bid for Toilet Renovation Work at our Campus at CIPET, Head Office, Chennaireg.

Dear Sir,

In response to Tender Doc No: CIPET/HO-SPC/Civil/2025-26, we are pleased to enclose the following as our financial bid for your kind consideration:

S. No.	Description	Amount (Rs.)
01.	Renovation work of Two Toilet Rooms at our Campus at CIPET, Head Office, Chennai as per BOQ of the Tender No. CIPET/HO-SPC-Civil/2025-26 dated 24.04.2025	
02.	Applicable Taxes (GST, etc.)	
	TOTAL Amount	

Note: The prices quoted shall be EXCLUSIVE OF TAXES.

	Signature of authorized person With Office Seal
	Name:
aco.	Date: