



**STANDARD BIDDING DOCUMENTS  
FOR  
NATIONAL COMPETITIVE BIDDING**

SINGLE STAGE  
ONE ENVELOPE PROCEDURE

**TENDER FOR PROCUREMENT  
OF DUPLICATING PAPERS,  
MASTER ROLLS & INK FOR  
RISO GRAPH MACHINES**

IN RESPECT OF THE  
BIE/AG/L&N/1074/2024 Dated: 08/03/2024

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)



**BOARD OF INTERMEDIATE EDUCATION,**  
**BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,**  
**KARACHI-74700**

Website:  
[www.biek.edu.pk](http://www.biek.edu.pk)  
Phone:  
99260211-12-13  
Ext: 130

**INSTRUCTIONS TO BIDDERS &**  
**GENERAL CONDITIONS OF CONTRACT:**

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses

**SECTION - I**  
**BID DATA SHEET**

| <b>INTRODUCTION</b>                       |  |   |
|---|--|---|
| <b>ITB 1.1</b>                            | Name of Contract   | <b>PROCUREMENT OF DUPLICATING PAPERS, MASTER ROLLS &amp; INK FOR RISO GRAPH MACHINES</b>  |
| <b>ITB 4.1</b>                            | Name of Procuring Agency   | <b>Board of Intermediate Education, Karachi</b>   |
| <b>ITB 6.1</b>                            | Procuring Agency's Address, Telephone, Telex and Facsimile Numbers   | Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad<br>Tel: 99260211, 99260212, 99260213<br>Fax: 99260203 & 99260208   |
| <b>ITB 8.1</b>                            | Language of the Bid  | English or Urdu   |
| <b>BID PRICE AND CURRENCY</b>             |  |   |
| <b>ITB 11.2</b>                           | The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.                                   |   |
| <b>ITB 11.5</b>                           | During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates. |   |
| <b>PREPARATION AND SUBMISSION OF BIDS</b> |  |   |
| <b>ITB 13.3 (d)</b>                       | Eligibility Criteria & Qualification Requirements  | <ul style="list-style-type: none"><li>• 05 years' experience in the relevant field (Client List)</li><li>• Minimum 3 contracts of <b>Rs.10 Million</b> per year in last 3 years of similar goods / jobs (Job order/ Purchase order be attached)</li><li>• Turn-over of last three years having a sum of <b>Rs.30 Million</b> (Copies of financial statements / Audit Report be attached).</li></ul> |

|                     |                                      |   |
|---------------------|--------------------------------------|---|
|                     |                                      | <ul style="list-style-type: none"> <li>Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods.</li> <li><u>Submission of Samples along with bidding documents is mandatory bids submitted without samples shall be treated as “Non-Responsive”.</u></li> <li>An affidavit on stamp paper that the firm has never been blacklisted</li> </ul>                    |
| <b>ITB 15.1</b>     | Amount of Bid Security (Refundable)  | 3% (Three percent) of the bid price, which should be submitted in shape of Pay Order in the name of Secretary, Board of Intermediate Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.   |
| <b>ITB 16.1</b>     | Bid Validity Period                  | 90 days from the date of opening of Tender.   |
| <b>ITB 18.2 (a)</b> | Address for Bid Submission           | The office of the <b>(Procurement Wing)</b> , Administration General Section (Chairman’s Secretariat), Ground Floor, Board of Intermediate Education, Karachi.  |
| <b>ITB 18.2 (b)</b> | IFB Title and Number                 | Title: <b>PROCUREMENT OF DUPLICATING PAPERS, MASTER ROLLS &amp; INK FOR RISO GRAPH MACHINES</b><br>IFB No: <b>BIE/AG/L&amp;N/1074 /2024 DATED:08-03-2024</b>  |
| <b>ITB 19.1</b>     | Deadline for Bid Submission          | <b><u>09-04-2024 up to 12:00 p.m</u></b><br>Sealed bids duly filled-in, mentioning on top of the envelope <b>“PROCUREMENT OF DUPLICATING PAPERS, MASTER ROLLS &amp; INK FOR RISO GRAPH MACHINES”</b>  |
| <b>ITB 22.1</b>     | Time, Date and Place for Bid Opening | Bids duly stamped on each document must be submitted in the office of the (Procurement Wing) Administration General Section (Chairman’s Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on <b><u>09-04-2024</u></b> up to <b><u>12:00 P.M</u></b> and will be opened on the same day at <b><u>12:30 P.M</u></b> in the presence of bidders’ representatives who wish to attend. |
| <b>ITB 25.4 (b)</b> | Delivery Schedule                    | The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least <b><u>60 DAYS</u></b> after issuance of Work Order which may be increased or decreased due to demand of time/situation as per SPPRA Rules.  |



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**SECTION - II**  
**GENERAL CONDITIONS**

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security or specimen/samples shall be rejected.

Bids not submitted on Standard Bidding documents issued by the procuring agency shall be rejected or treated as **Non Responsive**.

Prior to submission of bids, the bidders may obtain further information from the office of **Procurement Wing, Administration General Section (Ground Floor, Chairman's Secretariat)** and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted / prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.

The quoted rates shall be inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc, and all Taxes, Transportation, Material and Labour charges involved therein i.e. complete in all respects.

Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.

**The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Contract.**



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**SECTION - III**  
**SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

**1. DEFINITIONS (GCC CLAUSE 1)**

|    |                    |                                    |   |
|----|--------------------|------------------------------------|---|
| 1) | <b>GCC 1.1 (g)</b> | The Procuring agency is:           | Board of Intermediate Education, Karachi. |
| 2) | <b>GCC 1.1 (h)</b> | The Procuring agency's country is: | Islamic Republic of Pakistan.             |
| 3) | <b>GCC 1.1 (j)</b> | The Project Site is:               | Same as GCC 1.1(g) mentioned above.       |

**2. COUNTRY OF ORIGIN (GCC CLAUSE 3)**

All countries and territories in the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement"

**3. PERFORMANCE SECURITY (GCC CLAUSE 7)**

|    |                |  |  |
|----|----------------|--|--|
| 1) | <b>GCC 7.1</b> | The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of <b>Pay Order</b> in the name of <b><u>Secretary, Board of Intermediate Education Karachi.</u></b> |  |
|----|----------------|--|--|

**4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)**

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

**5. GOVERNING LANGUAGE (GCC CLAUSE 29)**

|    |                 |                                  |          |
|----|-----------------|----------------------------------|----------|
| 1) | <b>GCC 29.1</b> | The Governing Language shall be: | English. |
|----|-----------------|----------------------------------|----------|

**6. NOTICES (GCC CLAUSE 31)**

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Procurement Wing of Administration General Section, (Chairman's Secretariat Ground Floor), Board of Intermediate Education, Karachi.

**7. PENALTY**

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
  - i. Rejection of the unsatisfactory Supplied material
  - ii. Blacklisting of the firm
  - iii. Deductions as per SPPRA Rules.
  - iv. Forfeiting of whole Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award.
- b) In case of transgression, deviation, mistake or low quality found in the supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.

**8. SUBJECT TO RELEVANT SPPRA RULES,  
THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:**

- (a) Divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) Accept or reject all or any bid.
- (c) Increase or decrease quantity without any notice at any time/stage.
- (d) "BIEK" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 15 day's notice.

**9. SPECIAL CLAUSE (TERMS & CONDITIONS)**

- 1) Under following conditions bid will be rejected:-
  - i. Conditional and telegraphic bids/tenders
  - ii. Bids not accompanied by Bid Security of required amount and form
  - iii. Bids received after specified date and time
  - iv. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security and original challan shall be rejected.
- 4) Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
- 5) An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
- 6) The offered products should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.
- 7) Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.
- 8) The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract subject to compatibility/suitability of the item(s).

- 9) The bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the bidder.
- 10) The Contract Award may be assigned at any time during the period of bid validity.
- 11) **Performance Security:**
  - GCC 3.1 The amount of **performance security is 10%** of the Contract Price.
  - GCC 3.2 After delivery and acceptance of the goods, the performance security shall be released as per SPPRA Rules.
- 12) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency in accordance with SPPRA Rules.
- 13) Print Line must be given by the Printer on every Printed material.
- 14) Before start of final printing the Supplier should get the specimen and final proof approved by the Concerned Officer(s), within one week of acknowledgement of the Award of Contract.
- 15) Placement of Contract Award will be subject to payment of Performance Security.
- 16) The material shall be delivered to Storekeeper, through the concerned Officers as the case may be, against delivery challan in triplicate along with samples of material in duplicate. Two copies of the bills and challan shall be retained by the Storekeeper while the third copy shall be returned to the supplier for his own record.
- 17) The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least **60 DAYS** after issuance of Work Order which may be increased or decreased due to demand of time/situation.
- 18) SPPRA Rules-2010 (Amended) shall strictly be followed.
- 19) The Payment shall be subject to deduction of Income Tax / Sales Tax / GST / SRB at source, satisfactory report of concerned officer, completion certificate and production of delivery challans as being delivered the items in full quantity & quality.
- 20) Stamp Duty @ 0.35% of the cost of transaction / Work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 21) The validity of the contract will be effective from the date of issue of Purchase Order.
- 22) Liquidity damages as per SPPRA Rules.

## **10. EQUIVALENCY OF STANDARDS AND CODES**

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words “or at least equivalent.”

# **SECTION - IV**

## **SCHEDULE OF REQUIREMENTS**

### **SCHEDULE OF REQUIREMENTS:**

The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least **60 DAYS** after issuance of Work Order which may be increased or decreased due to demand of time/situation.





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**SECTION - V**  
**TECHNICAL SPECIFICATIONS & FINANCIAL PROPOSAL**

| ARTICLE NO. | SPECIFICATION  | QTY                 | RATES INCLUDING ALL GOVT. TAXES | TOTAL AMOUNT |
|-------------|--|---------------------|---------------------------------|--------------|
| 01          | <b><u>DUPLICATING PAPER REAM</u></b><br>containing 500 sheets in each 55 – 60 Grams Super Quality, smooth finish good texture strictly without any variation in any ream under any circumstance 14 x 8.5” subject to satisfactory acceptance & printing on our Riso Graph Machines. Any ream which is not suitable for Riso Graph Machine is to be replaced immediately. | 12,000<br>Reams     |                                 |              |
| 02          | <b>MASTER ROLL EZ/SF B4</b><br>ORIGINAL OR EQUIVALENT  | 20<br>Nos.          |                                 |              |
| 03          | <b>RISO INK EZ/SF (Fresh Stock)</b><br>ORIGINAL F-II & EQUIVALENT (JANIBIS & OAT)  | 400<br>Bottles      |                                 |              |
|             |  | <b>GRAND TOTAL:</b> |                                 |              |

## **CONTRACT AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ of \_\_\_\_\_ 2024, between **Board of Intermediate Education, Karachi, Bakhtiari Youth Center, North Nazimabad Karachi** (hereinafter called "the Purchaser" of the one part.

**AND**

**M/s. \_\_\_\_\_, Pakistan (hereinafter called "the Supplier") of the other part.**

**WHEREAS** the Purchaser invited bids for certain goods and ancillary services, viz: supply of \_\_\_\_\_ for Board of Intermediate Education, Karachi, has accepted a bid by the Supplier for the Supply of those goods in the sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) only (hereinafter called "Contract Price").

### **NOW THIS AGREEMENT WITNESS AS FOLLOWS:-**

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
  - a) the Bid Form and Price Schedule submitted by the Bidder
  - b) the Schedule of Requirements;
  - c) the Technical Specifications;
  - d) the General Conditions of Contract;
  - e) the Special Conditions of Contract;
  - f) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of contract at the times and in the manner prescribed by the contract. **IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Board of Intermediate Education, Karachi

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Signature of Purchaser)

\_\_\_\_\_  
(Signature of Supplier)

\_\_\_\_\_  
(Designation / Stamp)

\_\_\_\_\_  
(Stamp of Firms)

**Signed, Sealed and Delivered by the said in the presence of**

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Signature of Witness)

Name:\_\_\_\_\_

Name:\_\_\_\_\_

# **INTEGRITY PACT**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the contractor;  
M/s \_\_\_\_\_, the contract hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the BIEK or any administrative or financial offices thereof or any other department under the control of the BIEK through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the contractor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the BIEK directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the BIEK, except that which has been expressly declared pursuant hereto.
- (c) He contractor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the BIEK under any law, contract, or other instrument, be stand void at the discretion of the BIEK.
- (d) Notwithstanding any right and remedies exercised by the BIEK in this regard, contractor agrees to indemnify the BIEK for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the BIEK in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the contractor as aforesaid for the purpose of obtaining or inducing procurement/ work/ service or other obligation or benefit in whatsoever from the BIEK.

**Note:**

**This integrity pact is mandatory requirement other than auxiliary services / works.**

\_\_\_\_\_  
Stamp & Signature



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Tender No. BIE/AG/L&N/1074/2024 dated: 08-03-2024

## **BILL OF QUANTITY**

### **PROCUREMENT OF DUPLICATING PAPERS, MASTER ROLLS & INK FOR RISO GRAPH MACHINES**

M/S. \_\_\_\_\_

| ARTICLE NO. | SPECIFICATION  | QTY                 | RATES INCLUDING ALL GOVT. TAXES | TOTAL AMOUNT |
|-------------|--|---------------------|---------------------------------|--------------|
| 01          | <b><u>DUPLICATING PAPER REAM</u></b><br>containing 500 sheets in each 55 – 60 Grams Super Quality, smooth finish good texture strictly without any variation in any ream under any circumstance 14 x 8.5” subject to satisfactory acceptance & printing on our Riso Graph Machines. Any ream which is not suitable for Riso Graph Machine is to be replaced immediately. | 12,000<br>Reams     |                                 |              |
| 02          | <b><u>MASTER ROLL EZ/SF B4</u></b><br>ORIGINAL OR EQUIVALENT   | 20<br>Nos.          |                                 |              |
| 03          | <b><u>RISO INK EZ/SF (Fresh Stock)</u></b><br>ORIGINAL F-II & EQUIVALENT (JANIBIS & OAT)   | 400<br>Bottles      |                                 |              |
|             |  | <b>GRAND TOTAL:</b> |                                 |              |



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| <b>SUMMARY OF TURN-OVER OF LAST THREE FINANCIAL YEARS</b> |                                 |                                 |
|---|---------------------------------|---------------------------------|
| <b>YEAR</b><br><b>2020-2021</b>                           | <b>YEAR</b><br><b>2021-2022</b> | <b>YEAR</b><br><b>2022-2023</b> |
|   |                                 |                                 |
| <b>TOTAL:</b>   |                                 |                                 |

|   | <b>Rupees In Words</b> | <b>Rupees In Figures</b> |
|---|------------------------|--------------------------|
| Total cost of the Bid:<br><i>(as offered by the Bidder)</i>                               |                        |                          |
| 3% (Three percent) amount<br>of the Bid Price<br>Bid Security (Refundable)                |                        |                          |
| 10% (ten percent) amount<br>of the Contract Price<br>Performance Security<br>(Refundable) |                        |                          |

# **CERTIFICATE**

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Intermediate Education, Karachi.

NAME OF FIRM: \_\_\_\_\_

ADDRESS OF FIRM: \_\_\_\_\_

\_\_\_\_\_

FULL NAME OF CONCERNED PERSON: \_\_\_\_\_

CNIC NUMBER: \_\_\_\_\_

POSITION HELD IN: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

MOBILE NUMBER(S): \_\_\_\_\_

FAX NUMBER(S): \_\_\_\_\_

NATIONAL TAX NUMBER: \_\_\_\_\_

GENERAL SALES TAX NUMBER: \_\_\_\_\_

PAY ORDER NUMBER: \_\_\_\_\_

BANK & BRANCH NAME: \_\_\_\_\_

SIGNATURE WITH DATE: \_\_\_\_\_

DATED: \_\_\_\_\_

STAMP OF THE FIRM: \_\_\_\_\_