



**HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)

AMBALAMUGAL, Ernakulam District, PIN – 682 032.

Phone: (0484) 2720911, FAX No. (0484) 2720893

**E- TENDER NOTICE**

HOCL Invites e-Bids under the **single-bid system** for the following work:

Sl. No.	Description of Item and Tender No.
1	<b>MAINTENANCE OF VESSELS IN UTILITIES</b> <b>HOCL Tender Ref : MEC30147/2305</b>

Tender documents may be downloaded from [www.hoclkochi.com](http://www.hoclkochi.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in).

Interested parties may please get registered with NIC e procurement portal (URL: <https://eprocure.gov.in/eprocure/app>.) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum/ extension before submitting the offers.

Please submit your E-bids under the **SINGLE BID SYSTEM** confirming to the specifications and the terms and conditions.

For and on behalf of Hindustan Organic Chemicals Limited  
(GSTN:32AAACH2663P1ZG),(CIN:I99999MN1960GOI011895)

L. SHANIL LAL  
GENERAL MANAGER (MECHANICAL)



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**MEC30147/2305**

M/s.

Dear Sir,

Hindustan Organic Chemicals Limited is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **MAINTENANCE OF VESSELS IN UTILITIES**. HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

**Tender documents are uploaded in HOCL website [www.hoclkochi.com](http://www.hoclkochi.com) and <https://eprocure.gov.in/eprocure/app>**

**Index of documents enclosed is attached herewith. You are requested to kindly go through the same in detail before preparing/submitting your Tender. It is also preferred to visit the site to access the quantum of work before submitting your tender.**

You may submit your offer on **SINGLE BID SYSTEM**, online before the due date and time specified.

Thanking you,

Yours Faithfully,

For Hindustan Organic Chemicals Limited (CIN: L99999MH1960GOIO11895),

L. SHANIL LAL

GENERAL MANAGER (MECHANICAL)

**LIMITED TENDER NOTICE FOR MAINTENANCE OF VESSELS IN UTILITIES**

**AT HOCL, AMBALAMUGAL, KOCHI**

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**HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)  
Ambalamugal P.O., Ernakulam District, Kerala – 682 302.

**HOCL Tender Ref : MEC30147/2305**

**MAINTENANCE OF VESSELS IN UTILITIES**

***THIS DOCUMENT TO BE SIGNED AND STAMPED BY BIDDER ON ALL PAGES AND  
SUBMITTED ALONG WITH THE E-TENDER***

**SCOPE OF WORK**

**I. General**

1. Once the equipment is ready for maintenance, isolation of equipment by putting blinds/spectacle blinds in feed (inlet) and out let nozzles and all other nozzles indicated/instructed by engineer-in-charge for the purpose and fix blind number tags and record the same in blind register.
2. Preparation for man entry ie. provide necessary hose connections for draining, purging, steaming and water washing and airing of the equipment as the case may be as per the instruction of Engineer-in-Charge.
3. Opening all the man ways for pre-inspection for vessels after issue of permit.
4. Providing hoses, fixing and operating eductors for ventilation & removal of hydrocarbon traces from the equipment.
5. Record the blind tag Nos. in the blind register and obtain signature in the register by Engineer-in-Charge.
6. Removal and re-fixing (including to and fro transportation to central workshop / equipment) of Pressure safety valves on the equipment and connected pipe lines shall be in the scope of work of the respective equipment given in the schedule of rates unless otherwise mentioned separately.
7. Providing /retaining a standby person near the man way when man entry permit is live.
8. Assisting the inspecting team engaged in the inspection of column.
9. CRANE / DERRICK required for the successful completion of the entire work shall be arranged by the contractors at his own cost.
10. Supply of Scaffolding material (pipe and clamps) and erection of scaffolding if required shall be arranged by the contractor.
11. The work is planned to be carried out during March - April 2019.
12. All tools and tackles, consumables, safety appliance for their working personnels shall be in the scope of contractor

## **II. Vessel Maintenance**

1. Opening of all man-way after getting instruction of engineer -in-charge.
2. After receipt of man entry permit and positioning of a standby person at the man-way, Man entry through shell man-way.
3. Cleaning the shell and internals including renewal and cleaning of Demister Pads/packing and replace internals if any if required. Silt / residue/ rust accumulated inside the vessel shall be collected in bags, weighed and dumped to a location as instructed by the Engineer-in-Charge.
4. Surface preparation for NDT as per the instruction of the Inspector/ Engineer-in-charge.
5. Assisting the inspecting team engaged in the inspection of equipment.
6. Boxing up the man ways and nozzles using new gaskets for preparing the vessel for Hydro test after getting clearance from engineer-in-charge/third party inspector & box-up permit. Hydrotest the vessel at the test pressure as per the instruction of Engineer-in-charge. You shall get the hydro test witnessed by Engineer – in-charge / 3rd party Inspector. After hydro-test, release the pressure and drain the water. Removal of isolations ie. blind, spectacle blinds, blind tags and normalizing of vessels. Record in the blind register and obtain signature in the register by Engineer-in-Charge.

## **III. Maintenance of Pressure Safety Valves**

1. Removal of PSV from the location, which are mounted on vessels and or its connected piping.
2. Blinding inlet/outlet nozzle of the PSV immediately and put blind tags without disturbing the flare system and record in the blind register and obtain signature of the Engineer-in-Charge in the register.
3. Dropping the PSV to the ground level.
4. Transportation of PSV from site to HOCL Central Workshop.
5. After overhauling, testing and witnessing by third party / HOCL, collect the valves from Central Workshop and transport it to the respective locations.
6. Removal of isolations ie. blind, spectacle blinds, blind tags and fix the PSVs at respective locations using new gaskets and fasteners and normalizing.
7. Record in the blind register and obtain signature in the register by Engineer-in-Charge.

Cost of these works shall be absorbed in the quoted rate for the maintenance of columns incase that equipment is in the list.

## **Testing & Inspection**

HOCL shall inspect the equipments during the work in progress along with the 3rd party inspector arranged by HOCL. All the necessary assistance shall be provided by the contractor to the Inspectors during inspection of the equipments. Contractor has to follow all the instruction given by HOCL Engineer-in-Charge, Inspection Engineer & 3rd party Inspector.

### **General instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal(Govt. Of India), using valid **Digital Signature Certificates**. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is **free of charge**.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected)

cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

#### **Contact Person (National Informatics Centre)**

**Mr.Midhun Babu**  
**Co-ordinator(NIC-HOCL)**  
**Mob: 8547196394, 0484 2727401**



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**HOCL Tender Ref : MEC30147/2305**

**MAINTENANCE OF VESSELS IN UTILITIES**

**GENERAL TERMS AND CONDITIONS**

***THIS DOCUMENT TO BE SIGNED AND STAMPED BY BIDDER ON ALL PAGES AND SUBMITTED ALONG WITH THE E-TENDER***

**EARNEST MONEY DEPOSIT**

Quotation shall accompany an EMD of ₹3,600/- shall be paid by crossed DD/Bankers Cheque. Details of bank transfer shall be indicated / scanned copy of instrument shall be uploaded in your technical offer. Quotations not accompanied with EMD, are liable to be rejected.

EMD of the tenderer will be forfeited under the following conditions:-

- a. If after opening of the tender, the tenderer revokes his tender or increase his quoted rates.
- b. If the tenderer does not commence the work after awarding the contract.
  - No interest on EMD will be paid.
  - EMD of the successful tenderer will be adjusted against the security deposit.
  - EMD of unsuccessful bidders shall be refunded after finalization of the contract and no interest shall be payable.

The Earnest Money Deposit shall be forfeited if: -

- a) The tender is revoked or varied during its validity period.
- b) The Prices are increased unilaterally after the tender opening and during its validity.
- c) The tenderer after intimation of acceptance of the tender fails to execute the agreement/or furnish security deposit within the stipulated time.

**RATES**

Rates quoted shall be inclusive of all taxes, duties, octroi and other levies etc. GST, in case applicable shall be paid extra. The bidder should have GST registration with Central Excise Department.

**SECURITY DEPOSIT**

Total security deposit shall be 10% of contract value/actual value of work.

Initial security deposit @ 2.5% of the contract value shall be remitted with HOCL, Kochi within 21 days from the date of receipt of Work Order.

Balance 7.5% will be recovered from the 1st and subsequent running bills/final bill against security deposit at a rate of 10% of the value of each running bill till the total security deposit is collected.

### **LIQUIDATED DAMAGES**

If the work is not completed within the stipulated time, the contractor is liable to pay a LD of ½% of the total contract value **PER DAY** of the delay or part there of subject to a maximum of 5% of the contract value.

### **PERIOD OF CONTRACT**

The period of the contract shall be **ONE YEAR** from the date of issue of work order.

### **SCOPE OF SUPPLY**

#### **MATERIAL**

##### **a. Contractor's Scope**

All skilled & Unskilled manpower requirement for the work shall be arranged by the contractor.

Supply of Scaffolding material (pipe and clamps) and erection of scaffolding if required shall be arranged by the contractor.

##### **b. HOCL's Scope**

HOCL shall issue hoses, gaskets (metallic / CAF), fasteners, demister pads, packings, pressure gauges, fasteners, tube plugs, air, water, electricity at one point free of cost to the Contractor. In case of CAF Gaskets, HOCL shall provide only the gasket sheets (free of cost) to the contractor. The contractor has to make arrangements to cut the gaskets to the required size perfectly.

Fasteners (if required) for the final box up work shall be issued by HOCL at free of cost.

#### **TOOLS AND TACKLES**

##### **a. Contractor's Scope**

All machines, tools, tackles, lifting equipments such as crane, chain pulleys, slings, D-shackles, hydraulic test pumps and other tools and equipments required for the satisfactory completion of the work shall be arranged by the contractor.

b. Crane / derrick required for the successful completion of the entire work shall be arranged by the contractor at his own cost.

HOCL shall permit the contractor to hire the HOCL's mobile crane on chargeable basis IF IT IS AVAILABLE and the rate shall be Rs.1000/hr. + GST for mobile crane of capacity 18T.

NON-AVAILABILITY OF HOCL CRANE SHALL IN NO WAY RELIEVE THE VENDOR OF HIS RESPONSIBILITY IN MEETING ALL THE PROVISIONS OF THE ENQUIRY CONDITIONS).

##### **b. HOCL's Scope**

Calibrated pressure gauges for hydrotest shall be given by HOCL which shall be returned back without any damage.

### **TIME OF COMPLETION**

Time of completion shall be 5 to 10 days from the date of issue of work order or as instructed by the Engineer-in-Charge (for each column).

The work is planned to be carried out during March - April 2019.

### **VALIDITY OF THE TENDER**

The offer shall be valid for a period of 90 days from the last date of submission of tenders. The successful tenders shall sign the "**Form of Rate List**" or execute an agreement in non-judicial stamp paper of appropriate value (to be borne by the contractor) within 21 days from the date of issue of work order.

### **PRICE**

The Contract will be awarded on fixed all-inclusive price unless otherwise specified. All rates in the tender shall cover applicable taxes, levies and duties. However applicable GST will be paid by HOCL subject to the successful tenderer having GST registration with Central Excise.

The price shall be quoted both in figures and words. In case a tenderer has quoted two different prices in words and figures the lower of the two will be considered valid and binding on the tenderer.

### **PAYMENT TERMS**

- 90% payment will be released after completion of work and certification by Engineer-In-Charge.
- Balance 10% payment will be made after defect liability period of one year or on production of PBG for the said amount.

### **CONTRACT PREFERENCE**

Contract / Price Preference or any other concessions applicable for **MSME / SSI Units /PSUs** will be as per latest Government of India Directives. For availing this benefit, the bidder shall make their claim in the Technical Bid itself and enclose necessary documentary evidence to prove their eligibility.

### **DEFECT LIABILITY PERIOD**

As per GCC.

### **OTHER TERMS AND CONDITIONS**

#### **AGREEMENT**

The contractor has to execute an agreement with HOCL in the prescribed format on a non judicial stamp paper of appropriate value and the same has to be submitted within 21 days from the date of issue of work order.

## **GENERAL CONDITIONS OF CONTRACT (GCC) OF HOCL**

The General Conditions of Contract of the company is applicable to, and forms part of the contract. The General Conditions of Contract of HOCL is available in the office of The Chief General Manager (P&A) of HOCL, Ambalamugal or can be downloaded from our Web site [www.hoclkochi.com](http://www.hoclkochi.com).

### **RIGHT TO ISSUE ADDENDUM**

The company reserves the right to issue any addendum to the tender document to clarify/amend/supplement and/ or delete any of the conditions, clauses or terms stated in the tender documents. Each addendum issued shall be distributed to the tenderer or his authorized representative and each such addendum shall become part of the tender documents.

**DUE DATE & TIME:** Due date for submission of tender is (Closing date) 05/12/2018 at 02.00 pm.

**OPENING OF BIDS:** The Technical Bids will be opened on 06/12/2018 at 02.00 PM electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

**VALIDITY OF OFFER:** Offer shall be valid for a minimum period of 90 days form the last date of submission stipulated for the tender.

**SUBMISSION OF BIDS:** Refer Annexure II.

**PRICE BID SUBMISSION-BOQ:** Bidders are requested to note that they should necessarily **submit their financial bids in the format provided and no other format is acceptable.** If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. **Bidders are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details** Refer Instructions to Bidder for Online Bid Submission. **(such as name of the bidder).** No other cells should be changed. Once details have been completed, the bidder must save it and submit it online, without changing the file name. **If the BOQ file is found to be modified by the bidder, the bid will be rejected.**

**RIGHT TO REJECT A BID:** HOCL reserves the right to reject any bid due to reasons such as (a) Vendor not following above bidding procedures (b) Vendor not being technically acceptable to HOCL (c) Not enclosing EMD with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Any other valid reasons.

**SIGNING & STAMPING ON ALL PAGES OF BIDS:** The vendor shall sign and stamp on all the pages of the bids uploaded, failing which bids are liable to be rejected.

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**MAINTENANCE OF VESSELS IN UTILITIES**

**SPECIAL CONDITIONS OF CONTRACT**

1. All manpower, tools, tackles, hydraulic test pumps, lifting tools, ropes, wire brushes, chain pulley block, wheel barrows etc. whatever required for the work are to be arranged by the contractor. **A list of tools and tackles intended to be brought for the work by the contractor has to be kept along with the bid.**
2. Spiral wound Gaskets, bolts, nuts, fasteners required for the work will be supplied by HOCL free of cost **as per requirement**. But HOC will issue only the gasket sheets for initial blinding. It has to be cut to the correct size by the contractor at his cost.
3. Safety Helmets, safety shoes, goggles, safety belts and other PPEs etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
4. No work to be carried out without wearing safety gadgets (PPE's), work order, confined space entry record and safety work permit by the employees of the contractor.
5. This work is a **shutdown activity** and you have to put all efforts to complete the work in time. Also you have to deploy people on round the clock basis if situation warrants as per the instruction of Engineer-in-Charge.
6. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOC/3<sup>rd</sup> party inspection agency.
7. All debris, waste etc. arising out of the job should be segregated weighed, transported and dumped into the scrap yard as per the instruction of Engineer-in-Charge at your cost. The contractor also has to abide by the guidelines for Environmental Protection.
8. HOC has every right to stop the work if the progress and quality of work is found unsatisfactory. The balance work will be carried out by HOC through another agency at the cost and risk of the first contractor.
9. Contractor has to mobilise the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.
10. Either the contractor or his authorised supervisor shall be available at work site throughout the work.

11. The quantity shown can vary ie. Increase or decrease depending upon the situation. However, the rate and other terms and conditions shall be same throughout the pendency of the contract for which the contractor shall be ready.
12. Appropriate insurance shall be arranged by the contractor for the coverage of the liability to the people employed by them, arising out of any accident occurring during the execution of the work.
13. The Contractor shall follow all clause in Annexure –A, B & C like ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labor Laws, PF, Guidelines to contractors / suppliers for environmental protection & Confined Space Entry
14. Contractor shall get prior permission from the Engineer-in-Charge for bringing the material to HOC.
15. Contractor shall ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space.
16. You are requested to visit the site to ascertain the exact quantum of work/site condition before submitting your offer.

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**MAINTENANCE OF VESSELS IN UTILITIES**

**CHECKLIST**

***THIS DOCUMENT TO BE SIGNED AND STAMPED BY BIDDER SCANNED AND UPLOADED ALONG  
WITH THE E-TENDER***

**1. Details of EMD enclosed:**

DD No. \_\_\_\_\_ Dated \_\_\_\_\_ Amounting to \_\_\_\_\_

Name of the Bank : \_\_\_\_\_.

2. Scope of work, general terms and conditions, special conditions of contract, Annexure A, B & C to be signed and stamped on all pages, scanned and uploaded.

3. Annexure D - duly filled, signed and stamped, scanned and uploaded.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :