

Bid Document

Bid Details	
Bid End Date/Time	30-11-2022 20:00:00
Bid Opening Date/Time	30-11-2022 20:30:00
Bid Offer Validity (From End Date)	180 (Days)
Ministry/State Name	Ministry Of Law And Justice
Department Name	Department Of Justice
Organisation Name	National Judicial Academy Bhopal
Office Name	Bhopal
Item Category	Catering service (Duration Based) - Mixed; Fruit Basket; Fruit Basket , Catering service (Duration Based) - Mixed; Bed Tea or Coffee; Bed Tea or Coffee , Catering service (Duration Based) - Mixed; Working tea with assorted cookies and biscuits; Working tea with assorted cookies and biscuits , Catering service (Duration Based) - Mixed; Working tea with snacks and biscuits; Working tea with snacks and biscuits , Catering service (Duration Based) - Mixed; Snacks/High Tea; Special High Tea Buffet , Catering service (Duration Based) - Mixed; Breakfast; Special Buffet , Catering service (Duration Based) - Mixed; Lunch; Special Buffet , Catering service (Duration Based) - Mixed; Dinner; Special Buffet , Catering service (Duration Based) - Mixed; Special Dinner; Special Buffet , Catering service (Duration Based) - Mixed; Food Packet; Special Packet , Catering service (Duration Based) - Water; Package drinking Water; 1 Ltr , Catering service (Duration Based) - Water; Package drinking Water; 500 ml , Catering service (Duration Based) - Water; Package drinking Water; 250 ml , Catering service (Duration Based) - Assorted Cookies Set; Assorted Cookies Set; Assorted Cookies Set , Catering service (Duration Based) - Tea and Coffee Set; Tea and Coffee Set; Tea and Coffee Set , Catering service (Duration Based) - Continental; Continental Lunch or Dinner; Continental Lunch or Dinner
Contract Period	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	150 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes

Bid Details	
Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	Yes
RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
Time allowed for Technical Clarifications during technical evaluation	3 Days
Estimated Bid Value	49677050
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Amount	1500000

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	26

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Registrar (Administration)
National Judicial Academy, Surajnagar PO, Bhopal
(Mr. Vijay Chandra)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the

"OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

8. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

Excel Upload Required:

BOQ for Catering Service 2023-25 - [1668856316.xlsx](#)

Catering Service (Duration Based) - Mixed; Fruit Basket; Fruit Basket (48)

Technical Specifications

Specification	Values
Core	

Specification	Values
Type of Preparation	Mixed
Type of Spread	Fruit Basket
Spread bifurcation	Fruit Basket
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	48	<ul style="list-style-type: none"> Number of Service days during the contract period : 120

Catering Service (Duration Based) - Mixed; Bed Tea Or Coffee; Bed Tea Or Coffee (48)

Technical Specifications

Specification	Values
Core	
Type of Preparation	Mixed
Type of Spread	Bed Tea or Coffee
Spread bifurcation	Bed Tea or Coffee
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	48	<ul style="list-style-type: none"> Number of Service days during the contract period : 480

Catering Service (Duration Based) - Mixed; Working Tea With Assorted Cookies And Biscuits; Working Tea With Assorted Cookies And Biscuits (87)

Technical Specifications

Specification	Values
Core	
Type of Preparation	Mixed
Type of Spread	Working tea with assorted cookies and biscuits
Spread bifurcation	Working tea with assorted cookies and biscuits
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	87	<ul style="list-style-type: none"> Number of Service days during the contract period : 240

Catering Service (Duration Based) - Mixed; Working Tea With Snacks And Biscuits; Working Tea With Snacks And Biscuits (116)

Technical Specifications

Specification	Values
Core	
Type of Preparation	Mixed
Type of Spread	Working tea with snacks and biscuits
Spread bifurcation	Working tea with snacks and biscuits
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	116	<ul style="list-style-type: none">Number of Service days during the contract period : 180

Catering Service (Duration Based) - Mixed; Snacks/High Tea; Special High Tea Buffet (58)**Technical Specifications**

Specification	Values
Core	
Type of Preparation	Mixed
Type of Spread	Snacks/High Tea
Spread bifurcation	Special High Tea Buffet
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	58	<ul style="list-style-type: none">Number of Service days during the contract period : 50

Catering Service (Duration Based) - Mixed; Breakfast; Special Buffet (58)**Technical Specifications**

Specification	Values
Core	

Specification	Values
Type of Preparation	Mixed
Type of Spread	Breakfast
Spread bifurcation	Special Buffet
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	58	<ul style="list-style-type: none"> Number of Service days during the contract period : 600

Catering Service (Duration Based) - Mixed; Lunch; Special Buffet (58)

Technical Specifications

Specification	Values
Core	
Type of Preparation	Mixed
Type of Spread	Lunch
Spread bifurcation	Special Buffet
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	58	<ul style="list-style-type: none"> Number of Service days during the contract period : 600

Catering Service (Duration Based) - Mixed; Dinner; Special Buffet (58)**Technical Specifications**

Specification	Values
Core	
Type of Preparation	Mixed
Type of Spread	Dinner
Spread bifurcation	Special Buffet
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	58	<ul style="list-style-type: none">Number of Service days during the contract period : 480

Catering Service (Duration Based) - Mixed; Special Dinner; Special Buffet (58)**Technical Specifications**

Specification	Values
Core	
Type of Preparation	Mixed
Type of Spread	Special Dinner
Spread bifurcation	Special Buffet
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044,Bhadbhada Road, P.O. Suraj Nagar, Bhopal	58	<ul style="list-style-type: none"> Number of Service days during the contract period : 120

Catering Service (Duration Based) - Mixed; Food Packet; Special Packet (12)

Technical Specifications

Specification	Values
Core	
Type of Preparation	Mixed
Type of Spread	Food Packet
Spread bifurcation	Special Packet
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044,Bhadbhada Road, P.O. Suraj Nagar, Bhopal	12	<ul style="list-style-type: none"> Number of Service days during the contract period : 120

Catering Service (Duration Based) - Water; Package Drinking Water; 1 Ltr (120)

Technical Specifications

Specification	Values
Core	
Type of Preparation	Water
Type of Spread	Package drinking Water
Spread bifurcation	1 Ltr
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044,Bhadbhada Road, P.O. Suraj Nagar, Bhopal	120	<ul style="list-style-type: none"> Number of Service days during the contract period : 480

Catering Service (Duration Based) - Water; Package Drinking Water; 500 MI (96)**Technical Specifications**

Specification	Values
Core	
Type of Preparation	Water
Type of Spread	Package drinking Water
Spread bifurcation	500 ml
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044,Bhadbhada Road, P.O. Suraj Nagar, Bhopal	96	<ul style="list-style-type: none"> Number of Service days during the contract period : 240

Catering Service (Duration Based) - Water; Package Drinking Water; 250 MI (96)**Technical Specifications**

Specification	Values
Core	
Type of Preparation	Water
Type of Spread	Package drinking Water

Specification	Values
Spread bifurcation	250 ml
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	96	<ul style="list-style-type: none"> Number of Service days during the contract period : 240

Catering Service (Duration Based) - Assorted Cookies Set; Assorted Cookies Set; Assorted Cookies Set (144)

Technical Specifications

Specification	Values
Core	
Type of Preparation	Assorted Cookies Set
Type of Spread	Assorted Cookies Set
Spread bifurcation	Assorted Cookies Set
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	144	<ul style="list-style-type: none"> Number of Service days during the contract period : 120

Catering Service (Duration Based) - Tea And Coffee Set; Tea And Coffee Set; Tea And

Coffee Set (144)**Technical Specifications**

Specification	Values
Core	
Type of Preparation	Tea and Coffee Set
Type of Spread	Tea and Coffee Set
Spread bifurcation	Tea and Coffee Set
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	144	<ul style="list-style-type: none">Number of Service days during the contract period : 120

Catering Service (Duration Based) - Continental; Continental Lunch Or Dinner; Continental Lunch Or Dinner (40)**Technical Specifications**

Specification	Values
Core	
Type of Preparation	Continental
Type of Spread	Continental Lunch or Dinner
Spread bifurcation	Continental Lunch or Dinner
Addon(s)	

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	Ranjan Verma	462044, Bhadbhada Road, P.O. Suraj Nagar, Bhopal	40	<ul style="list-style-type: none"> Number of Service days during the contract period : 64

Buyer Added Bid Specific Terms and Conditions

1. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of National Judicial Academy payable at Bhopal.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

3. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of National Judicial Academy payable at Bhopal.

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name National Judicial Academy Account No. 40664100503 IFSC Code SBIN0010468 Bank Name State Bank of India Branch address BM-93, Nehru Nagar Square Bhopal - 462003.

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

5. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

6. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also

(besides PBG which is allowed as per GeM GTC). DD should be made in favour of National Judicial Academy payable at Bhopal. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

9. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of National Judicial Academy A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

10. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name National Judicial Academy Account No. 40664100503 IFSC Code SBIN0010468 Bank Name State Bank of India Branch address BM-93, Nehru Nagar Square Bhopal - 462003. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

11. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

12. Generic

Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:

- i) The Seller fails to comply with any material term of the Contract.
- ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
- iv) The Seller becomes bankrupt or goes into liquidation.
- v) The Seller makes a general assignment for the benefit of creditors.
- vi) A receiver is appointed for any substantial property owned by the Seller.
- vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid.

Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---