



BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY

Dhanbad, Jharkhand – 826004

E-mail: - registrarbbmku@gmail.com

Tender Memo No. – BBM KU/R/415/2024

Date: 07.03.2024

NOTIFICATION

Sealed tenders in two bid systems (Technical and financial) are invited for the outsourcing of Skilled, Semi-Skilled, and unskilled workers in the office of the University and Colleges of Binod Bihari Mahto Koyalanchal University Dhanbad. Tender documents can be found on the University website, www.bbmku.ac.in used for submitting the bid accompanied with a document cost of Rs. 5000/- in the form of a demand draft and in favor of the Registrar, Binod Bihari Mahto Koyalanchal University, Dhanbad.

Scheduled Dates and Time:

- | | |
|--|----------------------------|
| 1. Pre-bid meeting - | 14 - 03 - 2024 (12:30 pm.) |
| 2. Start date and Time for Submission of Bid - | 16 - 03 - 2024 (11:00 am.) |
| 3. Last Date and Time for Submission of Bid - | 30 - 03 - 2024 (05:00 pm.) |
| 4. Date and time for opening of Bids – | |
| (i) Technical Bid: | 01 - 04 - 2024 (12:30 pm.) |
| (ii) Financial Bid: | 02 - 04 - 2024 (12:30 pm.) |


07.03.2024

BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY, DHANBAD

Tender Document

For

Selection of Manpower Services Provider Agency for hiring workers (Category: Skilled, Semi-Skilled and Un-Skilled) for deployment in the University Offices and the Colleges under Binod Bihari Mahto Koyalanchal University Dhanbad.


07.03.2024


CONTENTS

Sl. No.	Particulars	Page No.
1	Important Dates and Time Schedule	04
2	Category-wise Tentative Requirement of Workers	05
3	Age Qualification & Skill Criteria of Category-wise Workers	06
4	Tender Value and Earnest Money Deposit	07
5	Technical Eligibility Criteria of Bidder	08
6	General Instructions to Bidders	09
7	Technical Bid	10 - 18
	7(i) Letter of Bid	11
	7(ii) Notarized Affidavit adhered to the minimum eligibility criteria of Bid and having experience	12
	7(iii) Notarized Affidavit of acceptance of Terms and Condition	13
	7(iv) Notarized Affidavit for relatives and non-conviction	14
	7(v) Notarized Affidavit of having trained manpower and payment of wages as per up-to-date rules in force of the Govt. of Jharkhand	15
	7(vi) Technical Bid Form	16 - 17
	7(vii) Checklist of Technical Bid	18
8	Financial Bid	19 - 21
	8(i) Financial Bid Form	20 - 21
9	Preparation and Submission of Tender	22

M
07.03.2024

1. Important Dates and Time-Schedule

Sl. No.	Activity Description	Date and Time Schedule
(i)	Tender Notice reference and Date	
(ii)	Pre-bid meeting	14 – 03 – 2024 (12:30 pm.)
(iii)	Start date and time for Submission of Bid	16 – 03 – 2024 (11:00 am.)
(iv)	Last Date and time for Submission of Bid	30 – 03 – 2024 (05:00 pm.)
(v)	Date and time for opening of Bids	Technical Bid: 01 – 04 – 2024 (12:30 pm.) Financial Bid: 02 – 04 – 2024 (12:30 pm.)
(vi)	Duration of Contract	Under normal circumstances, the contract shall be valid for one (01) year from the date of issue of the work order subject to continuous satisfactory performance of the contractor. However, the duration of the contract may be extended further on a mutual consent basis on the same terms and conditions subject to the satisfactory performance of the contractor and approval by the authority of the University.


07.03.2024

2. Category-wise Tentative Requirement of Workers

Sl. No.	Name of the Office and the College	Category-wise Tentative Requirement			Total
		Skilled	Semi-Skilled	Un-Skilled	
(i)	University H. Q.	9	9	19	37
(ii)	SSLNT Mahila College Dhanbad	0	6	5	11
(iii)	PKRM College Dhanbad	3	6	2	11
(iv)	BS City College Bokaro	0	10	0	10
(v)	BSK College Maithon	2	5	1	8
(vi)	Chas College Chas	0	14	6	20
(vii)	Katras College Katras	0	0	5	5
(viii)	KB College Bermo	2	8	5	15
(ix)	RSM College Govindpur	1	4	0	5
(x)	Sindri College Sindri	1	3	8	12
(xi)	RSP College Jharia	0	4	10	14
(xii)	Degree College, Jharia	2	3	1	6
(xiii)	Degree College, Tundi	2	3	1	6
(xiv)	Degree College, Bermo	2	3	1	6
Total		24	78	64	166

Category-wise Workers

Sl. No.	Category	Workers	Required Numbers
(i)	Skilled	Computer Operators	24
		Moter-Car Drivers	
		Electrician	
		Plumber	
(ii)	Semi-Skilled	Guards	78
		Computer Operators	
(iii)	Un-Skilled	Office Peons	64
		Gardeners	
		Sweepers	
Total			166

M
07.03.2024

3. Age, Qualification, and Skills Criteria of Category-wise Workers:

Sl. No.	Category		Age, Qualification, and Skills
(i)	Skilled	Computer Operator	Age: 18 to 50 years of age. Degree from a recognized University with diploma/ Certificate in Computer Application, Programming and have proficiency in MS Office with good communication skills (Hindi and English).
		Driver (Motor-Car)	Age: 18 to 50 years of age. Passed 10th standard or equivalent examination from a recognized Board. Must have a valid Driving License for LMV. Should have experience of driving a motor car for at least three years. Should know the navigation/GPS. Should be of sound health and self-disciplined. Should have good communication skills, must have a thorough knowledge of local routes, traffic rules, and regulations.
		Electrician	Age: 18 to 50 years of age. Passed 10th standard or equivalent examination from a recognized Board. Having skill in electrical works
		Plumber	Age: 18 to 50 years of age. Passed 10th standard or equivalent examination from a recognized Board. Having skill in plumbing works.
(ii)	Sem-Skilled	Guard	Age: 18 to 50 years of age Passed 10th standard or equivalent examination from a recognized Board. Should have sound health.
		Computer Operator	Age: 18 to 50 years of age. Passed 12th standard or equivalent examination from a recognized Board. Proficient in the operation of Computer.
(iii)	Unskilled	Office Peon / Mali/ Sweeper	Age: 18 to 50 years of age. Should be Passed 10th standard or equivalent examination from a recognized Board.

4. Tender Value and Earnest Money Deposit

Sl. No.	Workers Category	No. of Workers required	Wages per Month (up-to-date Rate) (Govt. of Jharkhand)	EPF @ 13% Employer Contribution	ESIC@3.25% Employer Contribution	Monthly Total (4 + 5 + 6)	Total Cost for 12 Months <i>Col. 3 × Col. 7 × 12</i>
1	2	3	4	5	6	7	8
(i)	Skilled	24	26×588.674 = 15306	$15000 \times 13\%$ = 1950	$15306 \times 3.25\%$ = 498	17754	51,13,152
(ii)	Semi-Skilled	78	26×442.796 = 11513	$11513 \times 13\%$ = 1497	$11513 \times 3.25\%$ = 375	13385	1,25,28,360
(iii)	Unskilled	64	26×422.786 = 10993	$10993 \times 13\%$ = 1429	$10993 \times 3.25\%$ = 358	12780	98,15,040
Total (A)							2,74,56,552

4a. Tender Value: Rs. 2,74,56,552/-, Estimated as above.

4b. Earnest Money Deposit (EMD): Rs. 8,00,000/, (Rupees eight lakh only)

- (i) The bids shall be accompanied by an Earnest Money Deposit in the form of a Demand Draft of any Nationalised/ Commercial bank. It shall be in favour of the Registrar, Binod Bihari Mahto Koyalanchal University, Dhanbad. The original of the EMD shall be submitted with the technical bid documents. It can also be submitted in person at the office of the Registrar on or before the closing of the bid.
- (ii) Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFR-2017, should submit documentary evidence thereof (valid exemption certificate) along with the technical bid.
- (iii) No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the University in respect of any previous work shall be entertained.
- (iv) The bids without Earnest Money Deposit shall be summarily rejected (Except 4b(ii)).
- (v) No claim shall lie against the university in respect of erosion in the value or interest on the amount of the earnest money.
- (vi) The successful bidder will be liable for forfeiting the Earnest Money Deposit and to be debarred from future tendering If,
 - (a) Fails to sign the contract in accordance with the terms of the bid document.
 - (b) Fails to furnish required performance security in accordance with the terms of the bid document within the time frame specified by the Client.
 - (c) Fails or refuses to honour his own quoted prices for the services or part thereof.
- (vii) The successful bidder will have to deposit a Performance Security Deposit (PSD) of a sum equivalent to 10% of the Earnest Money Deposit in the form of a Demand Draft of any Nationalised/ Commercial bank in favour of the Registrar, Binod Bihari Mahto Koyalanchal University, Dhanbad.

M
07.03.2024

5. Technical Eligibility Criteria of Bidder

Sl. No	Criteria	Details
(i)	Validity	The Bidder shall necessarily be a legally valid and registered entity either in the form of i. Proprietorship ii. Partnership iii. Limited Company iv. Private Limited Company
(ii)	Registration	The Bidder shall necessarily be registered with i. The Income Tax ii. Goods and Service Tax iii. Employees Provident Fund Organization iv. Employees State Insurance Corporation
(iii)	Experience	The Bidder should have at least three years of experience in providing Manpower services in Ministries / Departments under the Government of India or State/ Govt. Institutions/ PSUs
(iv)	Turnover	The Bidder should have an average gross turnover of Rs. 3 crore (Rupees three crore only) in the similar business of providing manpower during the last three financial years ending last March.
(v)	Manpower	The bidder should have its own trained manpower on their rolls. A Notarized affidavit and undertaking that the workers employed would be paid as per the up-to-date wage rate and the rules in force of the Government of Jharkhand, also observe all statutory requirements concerning ESI, EPF, etc., regarding workers.
(vi)	Location of Office	The Bidder should have an operational office located in Dhanbad for which necessary documents shall be submitted.

The Bidders shall submit attested copies/ Notarized affidavits in support of the eligibility criteria mentioned as at (i) to (vi) above. Non-submission of the same shall render the bid unresponsive.

Note: - A Pre-Bid meeting shall be held on 14.03.2024 at 12:30 pm. in the Senate Hall of the University for clarification of any issues w.r.t. the contents of this Bid Document.

6. General Instructions to Bidders

- (i) Binod Bihari Mahto Koyalanchal University, Dhanbad referred to as “Client” invites bids under two bid systems (Technical and Financial) from reputed firms dealing with Ministries/ Govt. Departments/ Govt. Institutions/ PSUs for providing manpower services to the University offices and the Colleges.
- (ii) The Bidders are advised to inspect the University offices and the Colleges before filling in and submitting the bids to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
- (iii) While all efforts have been made to avoid errors in the drafting of the bid documents, the Bidder is advised to check the same carefully. No claim will be entertained later.
- (iv) The Bidders are advised to download the Bid document from the University website www.bbmku.ac.in, Furnish with signature and stamp in token of the Bidder having acquainted himself/ themselves and accepted the entire terms and conditions of the bid and submit it in the office of the Registrar, Binod Bihari Mahto Koyalanchal University, Dhanbad. Unsigned bid documents shall not be accepted/entertained. No page should be removed/detached from the bid document.
- (v) The bidder shall attach a copy of the authorization letter/ power of Attorney as proof of authorization for signing on behalf of the firm.
- (vi) The Bidders are hereby explicitly informed that any deviation from the terms and conditions or the bids not meeting the minimum eligibility criteria or Technical Bid not accompanied with EMD of the requisite amount, or any other requirements, stipulated in the bid documents are **liable to be rejected**.
- (vii) For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgment to the Registrar, Binod Bihari Mahto Koyalanchal University, Dhanbad. The bidder shall be solely responsible for the consequences of any omission or error in notifying the change of address in the aforesaid manner.
- (viii) The requirements of the number of manpower as mentioned in the Bid Documents are tentative and may increase or decrease at the sole discretion of the competent authority of the client. Accordingly, the contract cost is also liable to increase/decrease.



67.03.2024

7. Technical Bid

7(i) Letter of Bid/ Intent

To

The Registrar,
Bind Bihari Mahto Koyalanchal University,
Dhanbad, Jharkhand.

I/We the undersigned declare that:

- (i) We undertake to provide Manpower (Skilled, Semi-Skilled, and Unskilled) services to your university office and Colleges in conformity with the Bidding Documents.
- (ii) We also declare that the Government of India or the State has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/lapses of serious nature.
- (iii) We undertake, to enter into an agreement as per the terms and conditions of the bidding documents and bear all expenses including charges for stamps, etc. and the agreement will be binding on us.
- (iv) We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the highest-ranked bid / lowest bid or any other bid that you may receive.

Yours faithfully,

Authorised Signatory
(The authorized person shall attach a copy of the authorization
form for signing on behalf of the Bidding company)
Full Name and Designation

(To be printed on Bidder's letterhead)

**7(ii) Notarized Affidavit of adhered to the minimum eligibility criteria
on non-judicial stamp paper**

- (i) That I, the undersigned undertake that I have fully adhered to the minimum eligibility criteria as per the requirements of the bid document.

No.....dated.....

- (ii) That my agency M/s.....has at least three years of experience in providing manpower services in Ministries / Departments under the Government of India/States/PSUs. The details of work experience and work completion certificates have been enclosed.

Place:

Date:

Dated Signature of Bidder along with Stamp.....

Name of the Bidder.....

**7(iii) Notarized Affidavit of acceptance of Terms and Condition to be
executed on non-judicial stamp paper**

- (i) I, the undersigned certify that I have gone through all the terms and conditions mentioned in the bid document No..... dated..... and undertake to comply with them unconditionally.
- (ii) That the rates quoted by me are valid and binding upon me for the entire period of the contract.
- (iii) That I/We give the rights to the competent authority of the University, to forfeit the Earnest Money/Security money deposit submitted by me/us in case of breach of conditions of Contract and take action for blacklisting my/our agency.
- (iv) That I/We also give rights to the competent authority of the University to forfeit the Earnest Money Deposit and blacklist our agency in case our agency fails to accept the work order and/or execute the contract agreement, or in cases of negligence in executing the contract, or in case of breach of contract.
- (v) That I/We also give rights to the competent authority of the University to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fails to submit the performance under the terms and conditions of the bid document/contract agreement / Letter of Acceptance.
- (vi) That I/We also declare that the Government of India or any Government of State has not declared us ineligible or blacklisted or debarred us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/lapses of any nature.
- (vii) That I/We also hereby undertake to provide the items as per the directions given in the bid document/contract agreement.

Place:

Date:

Dated Signature of Bidder along with Stamp

Name of the Bidder.....

**7(iv) Notarized Affidavit form for relatives and non-conviction under
IPC**

- (i) That my firm has not been convicted of an offense under the Prevention of Corruption Act, 1988.
- (ii) That my firm has not been convicted under the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health.
- (iii) That none of my relative(s) as defined in the bid document is/are employed in the office of the BBMK University, Dhanbad as per the details given in the bid document. In case at any stage, it is found that the information given by me is false/incorrect, the University shall have the absolute right to take any action including termination of the Contract as deemed fit without any prior intimation to me.

Place:

Date:

Dated Signature of Bidder along with Stamp

Name of the Bidder.....

7(v) Notarized Affidavit of trained manpower to be executed on non-judicial stamp paper

- (i) That I, the undersigned undertake that my agency M/s has its own trained manpower on our rolls to provide requisite services in accordance with the Tender Memo No.Dated: -2024.
- (ii) I also undertake that the workers (skilled, Semi-Skilled, and unskilled) employed would be paid wages as per up-to-date rules in force of the Govt. of Jharkhand and oblige all statutory requirements in respect to ESI, EPF, etc. in accordance with the conditions of the contract.

Place:

Date:

Dated Signature of Bidder along with Stamp.....

Name of the Bidder.....

7(vi) Technical Bid Form

1. Name of the Firm: _ _ _ _ _
2. Name of the authorized person submitting the bid: _ _ _ _ _
3. Designation of the authorized person submitting the bid: _ _ _ _ _
4. Address of the firm: _ _ _ _ _
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _
- E-mail ID: _ _ _ _ _ Website url: _ _ _ _ _
5. Mobile No. of the person submitting the bid:
6. Registration/ incorporation details of the firm:
 - (a) Private Limited
 - (b) Public Limited
 - (c) Any other (specify): _ _ _ _ _
7. Name of the Director (s): _ _ _ _ _
8. E-mail ID of the Director (s): _ _ _ _ _
9. Mobile No. of the Director (s): _ _ _ _ _
10. Bank details of the firm:
 - (a) Current Account No. _ _ _ _ _
 - (b) Name of the bank: _ _ _ _ _
 - (c) Branch: _ _ _ _ _
 - (d) IFSC: _ _ _ _ _
11. Income Tax Circle: _ _ _ _ _ PAN. _ _ _ _ _
12. GST No. _ _ _ _ _
13. EPF Registration No. _ _ _ _ _

14. ESIC Registration No. _ _ _ _ _

15. EMD Details:

(a) Demand Draft No./ Bank Guarantee No. _ _ _ _ _

(b) Date: _ _ _ _ _

(c) Name of the Bank: _ _ _ _ _

(d) Address of the Bank: _ _ _ _ _

16. Description of similar work of providing manpower services during the last three financial years in Central/State Government Departments/Institutions and PSUs:

Sl No	Description of Executed Work order	Value of work	Name of Government Department/ Organization	Period		Evidence Enclosed
				Start Date	End Date	
(i)						Yes/ No
(ii)						
(iii)						
(iv)						

Place:

Date:

Dated Signature of Bidder along with Stamp.....

Name of the Bidder.....

7(vii) Checklist for Technical Bid

Sl. No.	Particulars	Yes/ No
01.	Earnest Money Deposit	
02.	Attested copy of proof of legal validity	
03.	Attested copy of valid registration with	-----
	3a. Income Tax (PAN)	
	3b. Goods and Services Tax (GST)	
	3c. Employees Provident Fund Organization (EPF)	
	3d. Employees State Insurance Corporation (ESIC)	
04.	Attested copies of ITR for the last three years	
05.	Attested copies of Experience Certificates and Work orders for the last three years as on the date of submission of bid, providing Manpower services in Ministries / Departments under the Government of India or State/ Govt. Institutions/ PSUs	
06.	Attested copies of Annual Financial Documents as evidence of a minimum average gross turnover in the similar business of providing manpower during the last three financial years ending last March.	
07.	Proof of location of office at Dhanbad	
08.	7(i) Letter of Bid/ Intent	
09.	7(ii) Notarized Affidavit adhered to minimum eligibility criteria	
10.	7(iii) Notarized Affidavit of Acceptance of Terms and Conditions	
11.	7(iv) Notarized Affidavit for relatives and non-conviction	
12.	7(v) Notarized Affidavit of having trained manpower and payment of wages as per up-to-date rules in force by the Govt. of Jharkhand	
13.	7(vi) Technical Bid Form	
14.	7(vii) Checklist of Technical Bid	

Place:

Date:

Dated Signature of Bidder along with Stamp.....

Name of the Bidder.....

8. Financial Bid

8. Financial Bid Form (Consolidated Wage Schedule)

Sl. No.	Workers Category	No. of Workers required	Wages per Month (up-to-date Rate) (Govt. of Jharkhand)	EPF @ 13% Employer Contribution	ESIC@3.25% Employer Contribution	Monthly Total (4 + 5 + 6)	Total Cost for 12 Months <i>Col. 3 × Col. 7 × 12</i>
1	2	3	4	5	6	7	8
(i)	Skilled	24	26×588.674 = 15306	$15000 \times 13\%$ = 1950	$15306 \times 3.25\%$ = 498	17754	51,13,152
(ii)	Semi-Skilled	78	26×442.796 = 11513	$11513 \times 13\%$ = 1497	$11513 \times 3.25\%$ = 375	13385	1,25,28,360
(iii)	Unskilled	64	26×422.786 = 10993	$10993 \times 13\%$ = 1429	$10993 \times 3.25\%$ = 358	12780	98,15,040
Total (A)							2,74,56,552
Percentage of Service Charges on A (B)							%
Amount of Service Charges on A (C)							Rs.
Consolidated Cost (A + C) = (D)							
GST on D							as applicable

Notes:

- Bidders are required to fill in the percentage of the Total (A) and the amount of service charges in the appropriate cell of the table in clear and legible terms without any overwriting or the use of white fluid.
- The percentage of service charges should not be below 1%, if a bidder quotes service charges below one percent, the bid shall be treated as unresponsive and will not be entertained.
- Only two significant digits will make the fractional portion of the service charges in the percentage of the Total (A).
- Any tender filled in, other than the above format with alteration or addition/deletion of the column or change in percentage of the statutory payments will be rejected on the spot of the opening of the financial bid. No explanation will be entertained in this regard.
- On the revision of wages by the Govt. of Jharkhand, the contractor may request in writing to the Client for enhancement of wages accordingly, which shall be considered and paid with effect from the admissible date, if found in order.

6. Monthly wages shall be on 26 days a month basis. However, for months having 27 working days, the wages shall be paid as per actual number of days worked by the worker.
7. The contractor shall mandatorily ensure that the wage per head as in the table above is paid as monthly wages to their employees who are deployed in the Client's offices and Colleges for services.
8. The bidders should submit the financial bid as per the above format. If the bid is not complete in any manner it will be rejected on the spot of opening of financial bid. No explanation will be entertained in this regard.
9. Service charges (including agency profit, administrative charges, cost of tools, equipment, and uniforms, etc.) quoted by the contractor would be fixed for the entire period of the contract. Only an increase in wages (as revised by the Govt. of Jharkhand) will be considered.
10. The financial bid of only those bidders whose technical bid are found responsive shall be opened by the committee authorized by the University for the purpose.
11. The bidder quoting the lowest minimum service charges as % of Total (A) up to two decimal places will only be considered as the criteria for the award of work.
12. In case the quoted price of two or more bidders are the same, then the following criteria in order taken into consideration to decide the successful bidder.
 - (i) Length of experience in providing manpower services.
 - (ii) Turnover in the last three consecutive years.
13. The University reserves the right to reject any or all the bids without assigning any reason and its decision will be firm and final.

Place:

Date:

Yours faithfully,

Authorised Signatory
(The authorized person shall attach a copy of the authorization
form for signing on behalf of the Bidding company)
Full Name and Designation

(To be printed on Bidder's letterhead)

9. Preparation and submission of tender:

All the bidders should read and understand the terms and conditions of the contract before furnishing their bid as no change or violation are permissible if once the bid is received by the University. All the mandatory and supporting documents and each page of the bid must bear the signature and seal of the bidder.

The bids must be submitted in two bid system (two separate sealed envelopes for Technical and Financial bid, respectively) as under

(i)	Envelope "A"	It must contain the technical bid documents as stated in checklist and superscripted as ENVELOPE – A , with seal and signature of the bidder.
(ii)	Envelope "B"	It must contain the financial bid documents and superscripted as ENVELOPE – B , with seal and signature of the bidder.

The two envelopes (**A & B**) along with the tender **document cost** should be inserted in a single envelope and duly sealed, addressed to The Registrar, BBMK University, Dhanbad PIN- 826004, and superscripted with tender memo no. and date. The cover must also bear the name and address of the bidder including the contract number(s).


By the order of the Vice Chancellor
Sd/-
Registrar


Memo No. BBMKU/ /R/415/2024,

Date: - 07.03.2024

Copy to: -

1. Establishment Section, BBMKU, Dhanbad
2. Finance Officer, BBMKU, Dhanbad
3. P.A. to VC/PVC/R for information to VC/PVC/R.
4. University Website WWW.bbmku.ac.in for uploading.
5. Guard File.


Registrar (I/c)
BBMKU, Dhanbad.


07.03.24