

TROPICAL FOREST RESEARCH INSTITUTE
उष्णकटिबंधीय वन अनुसंधान संस्थान
(Indian Council of Forestry Research & Education)
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्)

(An Autonomous Council under the Ministry of Environment Forests and Climate Change, Govt. of India)

(पर्यावरण एवं वन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद्)


P.O. – R.F.R.C, Mandla Road, JABALPUR – 482 021 (M.P)

डाकघर – आर०एफ०आर०सी०, मण्डला रोड, जबलपुर – 482 021

F No 15-1(I)/2019-20/E-PROCUREMENT/DPR/TFRI/JBP/ 547 Dated: 10 /06/2019

NOTICE INVITING TENDER
(No: DPR-NARMADA/GIS-Tender/TFRI/JBP/01)

Tropical Forest Research Institute invites tenders for the “**Technical Services for Preparation of GIS Layers and Maps for the Project “Preparation of DPR for rejuvenation of River Narmada through Forestry Interventions”**” from eligible bidders on line. Details may be obtained online at CPPP web site <http://eprocure.gov.in/eprocure/app> and at TFRI website (<http://tfri.icfre.gov.in>) for reference purpose only. Last date for submission of bids is ^{es-}10/07/2019. Bids shall be submitted online only at CPPP web site. Manual bids shall not be accepted.


Under Secretary
TFRI, Jabalpur

TROPICAL FOREST RESEARCH INSTITUTE
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F No 15-1(I)/2019-20/E-PROCUREMENT/DPR/TFRI/JBP/ **547** Dated: 10/ 06/2019

NOTICE INVITING e-TENDER
(NO: DPR-NARMADA/GIS-Tender/TFRI/JBP/01)

The Tropical Forest Research Institute, Jabalpur invites only online bids for **Technical Services for Preparation of GIS Layers and Maps for the Project “Preparation of DPR for rejuvenation of River Narmada through Forestry Interventions”** under two bid systems. Please visit the CPPP webportal <http://eprocure.gov.in/eprocure/app> and at TFRI website (<http://tfri.icfre.gov.in>) for reference purpose only. Last date for submission of tender is at 10-July 2019, 3.00 PM.


The schedule of activity is as follows:

| | | |
|-----|---|---|
| 1. | Tender No. & Date | DPR-NARMADA/TFRI/JBP/01 dated |
| 2. | Tender Inviting Authority: | The Director, Tropical Forest Research Institute (Indian Council of Forestry Research and Education), P.O. R.F.R.C, Jabalpur-482021, (MP), INDIA |
| 3. | Brief description of Job | Technical Services for Preparation of GIS Layers and Maps for the Project “Preparation of DPR for rejuvenation of River Narmada through Forestry Interventions” . |
| 4. | EMD (Bid Security) | An Earnest Money Deposit of Rs. 25,000/- (Rupees Twenty five Thousand Only) in the form of DD/Bank Guarantee/Bankers Cheque issued by any nationalized bank, in favour of Director, Tropical Forest Research Institute, Jabalpur |
| 5. | Tender documents available at Website | http://eprocure.gov.in/eprocure/app |
| 6. | Publish date and time | 10 June 2019 15:00 Hrs. |
| 7. | Document Download Start Date & Time | 10 June 2019 15:00 Hrs. |
| 8. | Document Download End Date & Time | 10 June 2019 17:00 Hrs. |
| 9. | Online Bid submission start date and time | 10 June 2019 10:00 Hrs. |
| 10. | Online Bid submission last date and time | 05 July 2019 17:00 Hrs. |
| 11. | Venue and last date for submission of Original EMD offline: | 05 July 2019 17:00 Hrs Tropical Forest Research Institute (Indian Council of Forestry Research and Education) P.O. R.F.R.C, Jabalpur-482021, INDIA |
| 12. | Date and time for opening on line Technical Bid | 08 July 2019 15.00 Hrs. |
| 13. | Date and time for opening on line Financial Bid | To be notified after technical Evaluation. |
| 14. | Contact person | Name – Shri. C. Behera, <i>IFS</i> Contact no. - 6266002784 |
| 15. | Seek Clarification start date | 10 June 2019 |
| 16. | Seek Clarification end date | 05 July 2019 17:00 Hrs. |
| 17. | Pre bid Meeting | 15 June 2019, 15:30 Hrs. |

NOTE: For any update / amendments reg. this tender amendments, etc. may be obtained through the eProcurement portal only or during the pre-bid meeting, if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.

On-line tender is invited in two bid systems i.e. technical bid & financial bid from concerned agencies and producers those have completed at least one projects of "Similar Nature" of work in a Government Department/PSU/Autonomous Body or any reputed organization will be preferred.

The details of tender with complete terms and conditions are available on the TFRI Website and CPP Portal at URL: <http://eprocure.gov.in/eprocure/app> which may be read out carefully before applying the same.


Under Secretary
TFRI, Jabalpur

1. PURPOSE OF TENDER

- a) Data integration from already existing maps, GIS datasets, database & various layer available with National & State Level Departments/Organizations/institutes.
- b) To prepare a geo-referenced database map in GIS environment and update/collect information as per work allotted.
- c) Technical co-ordination and support of GIS activities to other experts & subject matter specialist and other work groups of DPRN.
- d) Analysis of the geographical area on the basis of various criteria and indicators and presenting the same as tables, graphs and chapters.

2. TENDERING/BIDDING PROCESS

- a) The tenders/bids are to be submitted as per the single stage single envelope system and all eligibility, technical and financial details should be uploaded as a single document.
- b) Financial bids of only those firms who qualify the technical evaluation will be considered by the committee.

3. GENERAL TERMS AND CONDITIONS

- a) Quality Cum Cost Based System (QCBS) method will be used for evaluation and selection of consultants. In this method, proposals will be ranked according to their combined technical (ST) and financial (SF) scores. The weights for technical and financial scores will be 70 and 30 respectively.
- b) The bidder who will qualify pre-qualification criteria, will be considered for technical evaluation. Bidders after qualifying in Technical Evaluation will only be considered for Financial Bid Evaluation.
- c) All bidder must quote the price in as per the BoQ file of eProcurement portal. Only for delivery at designated consignee address including all applicable taxes/duties.
- d) Irrespective of various costs/taxes, L1 bidder will be decided on the Grand Total. The taxes and duties should be mentioned separately and comparison will be carried out on the total costs with taxes.
- e) Conditional Tenders are liable to be rejected.
- f) In case of any dispute, the Director, Tropical Forest Research Institute, Jabalpur shall decide the issue and his/her decision will be final and shall be the binding on the parties.
- g) The Director, Tropical Forest Research Institute, Jabalpur reserves the right without assigning any reasons thereof to:
 - i. Accept or reject whole or any part of an offer.
 - ii. Reject any or all offers partly or wholly.
 - iii. Cancel or withdraw the Tender notice.
 - iv. Accept or reject any deviations from these conditions

QUALIFYING REQUIREMENTS AND DOCUMENTS TO BE FURNISHED

4. PRE-QUALIFICATION CRITERIA:

The Bidder who qualify the pre-qualification criteria, will consider for technical evaluation. (All Details should be provided as per Annexure – A & B)

- 4.1 The bidder will have to furnish an Earnest Money Deposit of Rs. 25,000/- (Rupees Twenty-five thousand only) in the form of DD/Bank Guarantee/Bankers Cheque issued by any nationalized

bank, in favour of Director, Tropical Forest Research Institute, Jabalpur. *(Scanned copy of the same should be uploaded as part of the bid)*

- 4.2 The agency must be a firm or legal entity i.e. (Private Company incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, Partnership Firm registered Partnership Act, 2008 or a Society registered under The Societies Registration Act, 1860. The applicant agency must have been operational in India from at least 05 years. *(Registration/Incorporation Certificate must attach)*
- 4.3 The agency must have sufficient work experience in the field of Remote Sensing and GIS based projects in India for more than 05 years. *(Work orders and Completion Certificates must attach as proof of experience)*
- 4.4 The agency must have experience of similar kind of services with Government organizations/Public Sector undertakings etc. during last five years for which the cost of the single work order more than Rs. 5 lakh. *(Work orders and Completion Certificates must attach as proof of experience)*
- 4.5 The agency should have a well-established office with minimum infrastructure (standard image processing ERDAS Imagine/ArcGIS/Geomedia software's.) *(Proof must be attached for said infrastructure/facilities).*
- 4.6 The agency must have PAN of income tax department *(Attach PAN and Income Tax Clearance Certificate of last three F.Y.)*
- 4.7 The agency must have valid GST Registration Certificate *(Copy must attach)*
- 4.8 The agency must have minimum annual turnover of Rs. 25 lakh in last three F.Y. *(Certified copy of audited balance sheets along with Certificate from Chartered Accountant must attach).*
- 4.9 The Consultant Firm shall not be a Consortium.
- 4.10 The agency must not have been black listed or debarred in any Central/ State Govt. / PSU/ Autonomous bodies and the like. *(Self-Declaration on Company letter head)*
- 4.11 The agency must not have been penalized by any Central/ State Govt. / PSU/ Autonomous bodies and the like for delayed completion of work or carrying substandard work. *(Self-Declaration on Company letter head).*
- 4.12 The agency must have sufficient technical staff/ man power along with experienced executives. *(Undertaking on Company letter head)*

NOTE:

The information asked for in attached Annexure - A and B must be furnished in given format only and should be supported by necessary documents. It may be noted that supporting documents alone shall not be accepted as a substitute for the information asked for in the Annexure - A and B.

Annexure – A

Pre-Qualification criteria - Compliances must be filled by the bidder

| Sl. No. | Description | Compliance Yes/ No | Page No. of Documents attached |
|---------|---|--------------------|--------------------------------|
| 1 | Earnest Money Deposit of Rs. 25,000/- (Rupees Twenty thousand only) in the form of DD/Bank Guarantee/Bankers Cheque issued by any nationalized bank, in favour of the Director, Tropical Forest Research Institute, Jabalpur. (Scanned copy of the same should be uploaded as part of the bid) | | |
| 2 | The agency must be a firm or legal entity i.e. Private Company incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, Partnership Firm registered Partnership Act, 2008 or a Society registered under The Societies Registration Act, 1860. The agency must have been operational in India from at least 05 years. (Registration/Incorporation Certificate must attach) | | |
| 3 | The agency must have sufficient work experience in the field of Remote Sensing and GIS based projects in India for more than 05 years. (Work orders and Completion Certificates must attach as proof of experience). | | |
| 4 | The agency must have experience of similar kind of services with Government organizations/Public Sector undertakings etc. during last seven years for which the cost of the single work order more than Rs. 5 lakh. (Work orders and Completion Certificates must attach as proof of experience). | | |
| 5 | The agency should have well established office with minimum infrastructure comprising (Erdas Imagine/ArcGIS/Geomedia software's). (Proof must be attached for said infrastructure/facilities). | | |
| 6 | The agency must have PAN of income tax department. (Attach PAN and Income Tax Clearance Certificate of last three F.Y.) | | |
| 7 | The agency must have valid GST Registration Certificate (Copy must attach) | | |
| 8 | The agency must have minimum annual turnover of Rs. 25 Lakhs in last three F.Y. (Certified copy of audited balance sheets along with Certificate from Chartered Accountant must attach). | | |
| 9 | The Consultant Firm shall not be a Consortium | | |
| 10 | The agency must not have been black listed or debarred in any Central/ State Govt. / PSU/ Autonomous bodies and the like. (Self-Declaration on Company letter head) | | |
| 11 | The agency must not have been penalized by any Central/ State Govt. / PSU/ Autonomous bodies and the like for delayed completion of work or carrying substandard work. (Self-Declaration on Company letter head). | | |
| 12 | The agency must have sufficient technical staff/ man power along with experienced executives. (Undertaking on company letter head) | | |

5. TECHNICAL EVALUATION

Pre-qualification criteria given in para – 4 will be evaluated by Tender Committee and those qualify will be considered for further evaluation.

Technical Bid shall bear maximum marks 100 and the minimum marks for qualifying the technical bid shall be 70 marks. Bidders after qualifying in Technical Evaluation will only be considered for Financial Bid Evaluation.

The breakup of maximum marks shall be based on the following parameters:-

| S. No. | Parameter | Max. Score | Details | Break Up | Page No. of Documents attached |
|--------|--|------------|---------------------------|----------|--------------------------------|
| 1. | The Bidder should have minimum average annual turnover of Rs. 25 Lakh for last three F.Y. i.e. 2015-16, 2016-17 & 2017-18. | 10 | Rs. 5 Lakh to Rs. 25 Lakh | 05 | |
| | | | Above Rs. 25 Lakh | 10 | |
| 2. | The Bidder should have experience of similar kind of services with Government organizations/Public Sector undertakings etc. during last seven years for which the cost of the single work order more than Rs. 5 lakh. (Completion Certificate must enclosed along with work order) | 20 | One Projects | 08 | |
| | | | Two Projects | 15 | |
| | | | More than two Project | 20 | |
| 3. | Bidder must have relevant ISO 9001:2008 or 9001:2015 certification in the Line of Business. (Copy of ISO Certificate must attach) | 10 | No | 0 | |
| | | | Yes | 10 | |
| 4. | Sr. Consultant/Team Leader should have minimum qualification of Post-Graduation or M. Tech. in relevant field or PG Diploma in Remote Sensing /GIS/Geoinformatics with experience of 5 - 10 years in Remote Sensing & GIS. (Detailed CV along with qualification documents must enclosed) | 20 | No | 0 | |
| | | | Yes | 20 | |
| 5. | A detailed work plan, proposed Approach and Methodology along with timeline. Technical approach to be followed by the consultant for completing the project. | 40 | No | 0 | |
| | | | Yes | 40 | |

NOTE:

- *A clear and detailed Approach and methodology towards the assignment is required. A work plan on how the methodology will be executed in the given time shall be attached. TFRI, may request the shortlisted consultants to make presentation if required. (The dates of presentation would be intimated accordingly).*
- *The documents already enclosed in pre-qualification criteria, need not to be attached again. Page no. should be mentioned clearly for the technical evaluation.*

6. EVALUATION OF PROPOSALS

A three-stage evaluation procedure will be adopted,

Stage - 1 EVALUATION OF TECHNICAL PROPOSAL

The Technical evaluation committee appointed by TFRI will carry out its evaluation applying the evaluation criteria and point system.

The technical evaluation criteria will include the firm's relevant experience, technical manpower (qualifications, availability and experience) and availability of necessary infrastructure machinery etc. The technical evaluation also includes examination of the quality of samples/reports of past jobs submitted with the proposal. Evaluation will be carried out for total technical score (St) of 100 and scoring 70 points out of 100 will be the eligible criteria for financial evaluation.

Stage - 2 EVALUATION OF FINANCIAL PROPOSAL

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (FM) (The currency is in Indian Rupees) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$S_f = 100 \times FM / F$ (Where F is amount of financial proposal, FM is lowest financial proposal).

Stage - 3 FINAL EVALUATION OF THE BID

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights **$S = St \times T\% + Sf \times F\%$**

The weight (T %) given to the Technical Proposal is 70%

The weight (F %) given to the Financial Proposal is 30%

7. SCOPE OF WORK:

The following GIS layers needs to be prepared and other required worked should be carried out as per the following given below points;

1. Demarcation of Riverscape area (highest flood level over last decade)
2. Demarcation of study area boundary (5 km buffer area either side of main Narmada river and 2 km on its main/selected tributaries by taking the above generated riverscape).
3. Land use and land cover to be prepared from Satellite Data using visual interpretation at 1:50,000 scale (Built-up Land, Agricultural Land, Forest, Waste Lands, Water Bodies and Areas which are important or sensitive for ecological reasons like Wetlands, watercourses or other water bodies, biospheres, mountains, forests, Protected Areas, Notified Eco-sensitive areas, mangroves etc.)
4. Accuracy assessment of produce above LULC map.
5. Downloading and geo-referencing, rectifying the available SOI toposheets (1:50,000 scale) for the state of MP, Chhattisgarh and Maharashtra and some part of Gujarat in Narmada basin.
6. Identification of suitable zones using multi-layer, multi-criteria analysis for forestry interventions.
7. Demarcation of boundaries for different categories of forestry interventions as provided by stake holders on very high-resolution satellite image.
8. Composition of maps in A0 or A1 size and A4 size for Report Purpose.
9. Map/Graph/Chart/Statistics for Report need to be prepared accordingly.
10. All data to be used has to be procured by the service provider. However, TFRI will provide the projection parameters for Lambert Conformal Conic (LCC) with spheroid and Datum as WGS84 for re-projecting all layers into LCC projection. In addition, SRTM DEM (90m), slope, aspect, scanned soil maps, forest density and forest types, Narmada basin and forest compartment boundary will be provided by TFRI, Jabalpur.
11. Map composition has to be done for the entire basin, division wise and state-wise, as required.
12. For preparation or reports and presentation thereof the Technical Service Provider shall provide clear description of methodology to be adopted and they should imbibe G.I.S. Compatibility of information/attribute data in all the phases and stages of the subject of the assignment.
13. The correspondence on behalf of the service provider would be done by the TFRI with the National & State level Departments/Organizations/Institutes to expedite the procurement of already exiting maps & databases. However, the job to expedite & procure would be of the service provider.
14. All the maps and databases, both original and derived, in hard & soft copy, would now and in future continue to be the property of TFRI and would not be used/ utilized by the service provider for any other purpose or project, whatsoever.
15. Layers ready to be used in GIS environment must be produced (including LULC map ready to be used for Whole Narmada basin). All GIS layers (developed/procured) and data will be provided by service provider in an external Hard disk drive (1TB or more storage capacity) in a format compatible with ERDAS and ArcGIS software (raster data in .tif format and vector data in shapefile in LCC projection).
16. The service provider would have to present the first, second and final report as per Time Schedule of work and defend the same for scrutiny by Technical committee duly constituted by the Director, TFRI.
17. The firm will provide three hard copy in the form of hard bound booklet of all maps generated in A3 size sheets. The firm will also provide one set in A1 size of all the maps generated.
18. Any other related task on the subject may be asked to complete by service provider.

8. TIME SCHEDULE OF WORK

- a) The complete scope of work is to be completed within a maximum period of 03 (Three) months.
- b) Time is essence of this contract. However extension of time may be granted in very exceptional circumstances.

9. DECIDING AWARD OF CONTRACT

- a) Quality and competence of the technical service provider shall be considered as the paramount requirement, followed by financial bids.
- b) The Director, Tropical Forest Research Institute, Jabalpur reserves the right to accept or reject any or all the proposals without assigning any reason.
- c) The proposal will be valid for 30 (Thirty) days from the date of submission. During the period the proposed price shall not change.
- d) Please note that the cost of preparing a proposal and contract including visits to TFRI, if any is not reimbursable.

10. REGARDING CONTRACT

- a) If any part of the contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, the Director, Tropical Forest Research Institute, Jabalpur shall determine the matter and his/ her decision shall be final and binding upon the parties hereto.
- b) The contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding upon the parties hereto or upon either of them unless the said modification shall be in writing and duly executed by TFRI and the firm.
- c) The contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of the Director, Tropical Forest Research Institute, Jabalpur. Any assignment or subletting of this contract by the firm without prior written consent of the Director, Tropical Forest Research Institute, Jabalpur or any interest therein, or of a money due or to become due by reason of the terms hereof, shall be null and void.
- d) The Director, Tropical Forest Research Institute, Jabalpur has the powers to cancel the contract at one-week notice, if the services of the contractor are found unsatisfactory on any ground.

11. TAXES & DUTIES

- a) The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid.
- b) Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary certificate will be issued for such deductions.

- c) GST component of the invoice of the bidder may be kept on hold in case there is any mismatch/irregularity in GST return filling on the part of the bidder.

12. PENALTY

In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the contractor for sum not less than 0.5% of the contract value for that item/job for each week or part thereof.

13. TERMS OF PAYMENT

- a. 30% payment will be made to the Technical Service Provider on submission of first draft report.
- b. 30% payment will be made to the Technical Service Provider on Submission of second draft report and map.
- c. 30% payment will be made on submission of final Draft report
- d. 10% Final payment will be made on submission of final report and its acceptance by TFRI.

14. ARBITRATION

- a) Except where otherwise provided in the contract all questions and disputed whatsoever in any way arising out of or relating to the contract for otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the warranty period or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director, TFRI on his behalf at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of TFRI, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as employees of TFRI, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or been unable to act for any reason, shall be replaced by another person as decided by Director, TFRI, to act as an arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the director TFRI should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all in all cases where the amount of the claim in the dispute is Rs. 50000/- and above, the arbitrator shall give reason for the award.
- b) Subject as aforesaid, the provisions of the Arbitration and conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- c) Services under the contract shall, notwithstanding the existence of any such dispute question or controversy, continue during arbitration proceedings and no payment, due for payment by TFRI for the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

PRE-QUALIFICATION CRITERIA

PARTICULARS OF THE FIRM / TECHNICAL SERVICE PROVIDER

| | | | |
|----|---|---|--|
| 1. | Name of Consultant / consulting firm | : | |
| 2. | Type of organization (individual / partnership / corporation / other) | : | |
| 3. | Date of establishment | : | |
| 4. | Corporate / Registered office address in full | : | Address: Pin: E-Mail: Phone: |
| 5. | Local Business office address in full | : | |
| 6. | Contact person for this Tender | : | Name: Designation: Full Address: Pin: Email: Phone: |
| 7. | Authorized person who have signed Tender Documents | : | Name: Designation: Full Address: Pin: Email: Phone: |

8. Details of Financial turnover:

| S. No. | Financial Year | Total Turnover (In INR) |
|--------|----------------|----------------------------|
| 1 | F.Y. 2016-17 | |
| 2 | F.Y. 2017-18 | |
| 3 | F.Y. 2018-19 | |

9. Details of sufficient work experience in the field of Remote Sensing and GIS based projects in India for more than 10 years:

| S. No. | Title of the Assignment | Name of the Client | Start date (Month/Year) | Completion Date (Month/Year) | Cost of the assignment | Proof of Completion Attached |
|--------|-------------------------|--------------------|----------------------------|---------------------------------|------------------------|------------------------------|
| | | | | | | |
| | | | | | | |

10. Details of Similar Kind of services with Government organizations/Public Sector undertakings etc. during last seven years for which the cost of the single work order more than Rs.5 lakh:

| S. No. | Title of the Assignment | Name of the Client | Start date (Month/Year) | Completion Date (Month/Year) | Cost of the assignment | Proof of Completion Attached |
|--------|-------------------------|--------------------|----------------------------|------------------------------------|---------------------------|------------------------------------|
| | | | | | | |
| | | | | | | |

Enclosures:

- (a) Any other relevant document(s) (please list)
- (b) Pre-qualification compliance (Filled Annexure-A must enclosed)

Signature of Bidder

Name

With Seal of the Firm

Date:

Place: