

TENDER REFERENCE NO: COVJA/P&E/CAN-TOWERS/1026/2022



(A Government of India Undertaking)

OFFER DOCUMENT FOR

**ARCHITECTURAL SERVICES FOR INTERIOR FURNISHING, ELECTRICAL AND CIVIL WORKS
FOR RENOVATION OF CANARA TOWERS: RESIDENTIAL QUARTERS OF CANARA BANK
OFFICERS**

at

**CHANDRA MOULI PURAM, SRIRAM NAGAR, BENZ CIRCLE,
VIJAYAWADA, ANDHRA PRADESH 520010**

ISSUED BY

**P&E SECTION
CANARA BANK
CIRCLE OFFICE: VIJAYAWADA
D. No: 54-15-4B
1st Floor, Lakshmi Avenue
Srinivasa Nagar Bank Colony
Vijayawada- 520008.
Email: pecovij@canarabank.com
www.canarabank.com**



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(I) NOTICE INVITING OFFERS (NIO)

SUBJECT: ARCHITECTURAL SERVICES FOR INTERIOR FURNISHING, ELECTRICAL AND CIVIL WORKS FOR RENOVATION OF CANARA TOWERS: RESIDENTIAL QUARTERS OF CANARA BANK OFFICERS

**at
CHANDRA MOULI PURAM, SRIRAM NAGAR, BENZ
CIRCLE, VIJAYAWADA, ANDHRA PRADESH 520010**

Canara Bank, a reputed Public Sector organization, proposes to undertake architectural services for interior furnishing, electrical and civil works for renovation of Canara towers: residential quarters of Canara Bank officers. The subject building is G+4 structure having 45 flats located at CHANDRA MOULI PURAM, SRIRAM NAGAR, BENZ CIRCLE, VIJAYAWADA, ANDHRA PRADESH 520010 and invites offers from eligible & competent architects/architectural firms for availing their services.

1.	Nature of the document	:	SINGLE BID CONCEPT
2.	Contents of the offer document	:	a) Brief details and objectives of the work b) General Rules & Instructions to the Architect c) Conditions of contract d) Method of selection of Architect e) Proforma - A, B, C, D f) Application Format in Proforma-A g) Financial bid for the proposed consultancy services in Proforma-C
3.	Application Fee	:	Rs.500/-
4.	Earnest Money Deposit	:	Rs.3,000/-
5.	Date of Issue of offer document	:	From 18.02.2022 to 03.03.2022 during office hours (BOTH DAYS INCLUSIVE).
6.	Last Date of Submission	:	04.03.2022 by 15.00 HRS <u>The offer should reach to the office of</u> The Deputy General Manager, P&E section, Canara Bank, 54-15-4B, 1st Floor, Lakshmi Avenue, Srinivasa Nagar Bank Colony, Vijayawada- 520008.
7.	Date of Opening of Technical Bid	:	Will be opened on 04.03.2022 at 15.30 HRS or on a subsequent day with prior intimation.
8.	Eligibility	:	The Architects / Firms who are having Office / Branch in the State of Andhra Pradesh are only eligible to submit the bid, since frequent visits for meetings and close supervision works are involved in the scope of work.

Date: 18.02.2022
Place: Vijayawada

Deputy General Manager



BRIEF DETAILS & OBJECTIVES OF WORK

- a) P&E Section, Canara Bank, Circle Office Vijayawada (hereinafter known as Employer or Bank) proposes to undertake interior furnishing, electrical and civil works for renovation of Canara towers: residential quarters of Canara Bank officers situated at CHANDRA MOULI PURAM, SRIRAM NAGAR, BENZ CIRCLE, VIJAYAWADA, ANDHRA PRADESH 520010.
 - b) It is proposed to repair and renovate the existing residential 45 flats in our Canara Towers.
 - c) The proposed work shall comprise of the following:
 1. Interior furnishing work
 2. Electrical work and data cabling
 3. Civil works (including plumbing works)
 - d) The architect shall take complete responsibility of planning, designing, supervision of works and certification of bills etc. for completion of works as detailed elsewhere in the document.
 - e) The scope of work broadly involves design, preparation of drawing, layout, preparation of estimate, periodical supervision of work (weekly), bill verification & certification and other allied works related to the project.
 - f) This is a brief scope of work and any mandatory services required for completion of job to be considered as part of consultancy which is not mentioned in document but is general in nature for these types of works.
-



(II) GENERAL RULES & INSTRUCTIONS TO ARCHITECTS

1. The architect, on his own expense, shall inspect the site to ascertain the site conditions, constraints and any other information required.
2. All fees shall be quoted on the proper form. Quoting of fees different from prescribed in this document will be liable for rejection. **The fees quoted** shall be inclusive of all fees / charges payable to the associate consultants etc but should be excluding GST.
3. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of a offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
4. Offers which are incomplete in any respect are liable to be rejected.
5. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Architects who resort to canvassing will be liable for rejection.
6. The offer shall remain open for acceptance for a **period of 90 days from the date of opening**. No offer can be modified or withdrawn by the Architect after submission of the Bid.
7. It will be obligatory on the part of the Architect to tender and sign the offer documents for all the component parts and that, after the assignment is awarded, he / they will have to enter into an agreement for each component with the competent authority of the Bank.
8. The successful Architect shall execute the agreement on a stamp paper of appropriate value and until a formal agreement on stamp paper is prepared and signed, this offer document along with the correspondence shall constitute a binding contract between the Architect and the Bank/ Employer.
9. On acceptance of the offer, the name of the accredited representative(s) of the Architect who would be responsible for taking instructions from the Bank / Employer shall be communicated to the Employer.
10. Conditional offers shall be summarily rejected.
11. The architect shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer.
12. All the contents of this document and financial bid with quoted fees shall form a part of the contract document. The successful Architect on acceptance of his tender by the Accepting Authority, shall sign an agreement on stamp paper contract consisting of the following within 14 days from the date of acceptance of the tender:-



(III) CONDITIONS OF AGREEMENT

SUBJECT: ARCHITECTURAL SERVICES FOR INTERIOR FURNISHING, ELECTRICAL AND CIVIL WORKS FOR RENOVATION OF CANARA TOWERS: RESIDENTIAL QUARTERS OF CANARA BANK OFFICERS

**at
CHANDRA MOULI PURAM, SRIRAM NAGAR, BENZ
CIRCLE, VIJAYAWADA, ANDHRA PRADESH 520010**

1. SCOPE OF SERVICES:

The scope of consultancy work shall include the designing, preparation of layouts acceptable to the Bank, preparation of detailed estimations, periodical supervision of works and certification of bills etc. for the following works.

1. Interior furnishing works.
2. Electrical works and data cabling.
3. Civil works (including plumbing works).

2. SCOPE OF WORK, ROLES & RESPONSIBILITIES

2.1 PRELIMINARY STAGE:

- a. Obtain the input data from the Bank Officials regarding the facilities, amenities to be created in the proposed building, prepare floor plans as required showing the locations etc. Preliminary planning of all internal utility services like electrical, HVAC (Heating, Ventilation and air/conditioning) indicating scope, specifications and costs separately of such sub-heads shall include. All services designs which shall be in accordance with the latest IS Codes of practice and/or the codes of practice applicable in the area, Town, City where the Work is located. Such detailed work outs and computations of all designs shall be made available to the Bank along with drawings. Architect shall indicate the names of his consultants for various services, their organization, qualifications and experience and get the approval of the Bank to their employment by Architect. Architect shall be fully responsible for the correctness and accuracy of services designs and the safety of the same shall be entirely that of Architect notwithstanding the approval by the Bank of these designs. Architect and his consultants shall certify in writing that the designs are in accordance with the up-to-date and relevant codes of practice.
- b. Obtain approval of the floor plans and scheme of works, materials specifications to be adopted in the works from Bank authorities. Prepare detailed Estimates and Specifications for all categories of works.
- c. Overall supervision of all works during execution of works, coordinating with Bank authorities and various contractor agencies, arranging and attending site meetings to ensure smooth progress of works as per designs. Drawings shall show the location of such fixtures, routing of the ducts, cables, power & UPS wiring to match / suit the proposed interiors. Supply the contractors such further drawings, specifications and details which may be required for proper execution of the Work.
- d. Certification of bills of contractors, recording of detailed measurements of works

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jointly with the representative of the Bank, recommendation for payment of bills to Bank for various works. Advising Bank and contractor sufficiently in advance to enable him to get permits, quota certificates, licenses, if required.

- e. Visiting to Circle Office, Vijayawada and Site for discussion with Bank officials at various stages of tendering/execution of work.

2.2 SUPERVISION BY ARCHITECT

Supervision services to be provided by the Architect will include:

- (a) Give necessary on site supervision and inspection regularly.
- (b) Have effective control over quantities and cost of various trades, advise BANK sufficiently in advance with justification if the total of sanctioned expenditure on various item of work is likely to be exceeded.
- (c) Advise BANK if the contract time is likely to be varied and reasons thereof.
- (d) Advise BANK on changes, if necessary, for technical reasons.
- (e) Check contractor's application for payment, evaluation of work completed for interim and final payments and issuing certificates for authorizing payment. Such certificates shall show details of quantities of various items of work which shall be checked and measured by the Architect in each running bill and certified, abstract of quantities, rates and costs and shall indicate separately advances of materials, if any, or any other advances, recoveries of advances, recoveries of materials used and issued with theoretical consumption and actual consumption of cement and steel etc. for each bill, gross and net amounts payable and shall be specifically certified by the Architect about its correctness and that the work included for payment is as per approved drawings and specifications and measurements have been checked of each item. The Architect shall grant such certificates on the understanding that he shall be held personally responsible for any over-payment, temporary or otherwise, which may occur in consequence thereof or any defective work.
- (f) Certify accounts of work, materials etc.,
- (g) Certify the final completion of work.
- (h) Assist the BANK in arbitration, litigation case that may arise out of the contract entered into in respect of the above work.

3. PAYMENT OF REMUNERATION:

(a) The consultancy fees:

The BANK agrees to pay to the Architect for the professional services to be rendered by him as herein.



The consultancy fee will be paid in installments as specified below:

S. No:	Stage	Cumulative percentage of fees
i	On submitting detailed drawings/designs along with detailed estimated cost with all supporting documents like measurement sheet etc. All drawings color copies (2 set) printed on A2 size white paper.	20.00
ii	During course of construction work on site (in installments) as construction work proceeds and in proportion to the value of work executed. Periodical supervision, attending for meeting as per Bank's Requirement. This fee will be paid based on certification of RA bill by Architect after stage wise completion of work by contractor subject to verification by Bank.	60.00
iii	On completion of work (Balance if any), certification of final bills handing over of building to Bank complete in all aspects and ready for occupancy. Advising and arranging rectification of the defective work from contractors before handing over the same to the Bank. The necessary deductions, if any to be pointed out/brought to the notice of Bank. Assisting Bank in replying the queries raised by the inspection Authority/Central Vigilance Commission and other authorities.	100.0

4. COST OF WORK:

The cost of work for the purpose of working out of consultants fees shall be the accepted tendered cost or actual completion cost, whichever is less, and shall exclude the following.

- (a) Cost of any services, fittings and fixtures which are not designed and directly purchased & installed, planned and supervised by the architect, but not the cost of erection, civil works, electrical works, ducting etc.
- (b) Any in fructuous expenditure as a result of demolition etc., ordered by the Architect and cost of any rejected work.
- (c) Cost of supervisory and other establishment employed on work by the Architect or the BANK.
- (d) Contingent expenditure like press advertisement, publicity, cost of foundation stone, Inauguration ceremonies of buildings etc.,
- (e) Escalation in the cost of work due to increase in rates of materials and labor after award of work.
- (f) Any deviation in the items of work not authorized by the BANK prior to its execution.

In computing the cost of the work for computing the Architects fees, liquidated damages or deduction from the contractor due on account of defective work or other reasons will not be accounted for as deduction in cost.

5. ADDITIONS AND ALTERATIONS:

- (i) The BANK shall have the right to request in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing additional work in connection there with and the Architect shall comply with such request.
- (ii) If it is found after call of tenders that the tender is not within the sanctioned amount, the Architect shall if so desired by the BANK take steps to carry out the necessary modifications in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanction by more than 10%. The Architect shall not be paid anything extra for such modification. If the BANK is convinced that the trend of market rates is such that the work cannot be done within the amount of sanctioned estimate, the Architect shall submit a revised estimate expeditiously for obtaining sanction of the competent authority.
- (iii) The Architect shall not make any material deviation, alteration, additions to or omission from the work shown and described in the contract documents except for structural safety and emergencies, without first obtaining the written consent of the BANK.
- (iv) All extra items, omissions deviations and substituted items and their proposed rates shall be brought by the Architect to the notice of the BANK and supported by analysis of rates, statement of financial benefit, if any, to the contractor and BANK's approval shall be obtained before authorizing the contractor to execute them, except up to the total cost of Rs.10,000/- where it is expedient to take such decisions and get them ratified by the BANK.
- (v) The cost of individual works shall not exceed the sanctioned estimate as approved by the BANK. BANK's approval in advance shall be taken for any such increase anticipated giving full justification.

6. TIME SCHEDULE:

Commencement of work: The commencement of work will be considered from the 3rd day after the date of issue of award letter to the Architect:

SL. NO.	ACTIVITY	TIME DURATION
1	Site inspection & submission of preliminary drawings	Within 3 days from the date of receipt of instructions from the Employer
2	Submission of detailed drawings and estimate complete in all respects for the project	Within 7 days from the date of receipt of Employer's approval of the sketch plans.

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3	Submission of required drawings to the Bank for tender purpose. Discussion with Bank for finalization of the same. Necessary modifications to be arranged as suggested.	Within 10 days from the date of receipt of Employer's approval of the sketch plans.
4	Submission of drawings in AUTOCAD for records purpose	Within 7 days from the date of completion of works.
5	Certification of contractor's interim / final bills	7 days for interim bills 15 days for final bill with verification of all measurements.

7. NUMBER OF DRAWINGS SETS ETC. AND COPY RIGHT:

All the estimates, details of quantities, detailed design, reports and any other details envisaged under this agreement including drawings should be supplied by the Architect without any extra cost. *Apart from submitting the hard copies, soft copies of all the drawings, details, designs shall also be submitted to the BANK for BANK's record & future reference at no extra cost.*

8. DETERMINATION OR RECESSION OF AGREEMENT:

The BANK without any prejudices to its right against the consultants in respect of any delay by notice in writing absolutely determines the contract in any of the following cases;

9. (a) The Architect shall be fully responsible for the technical soundness of the work and furnish a certificate to that effect including the work of consultants and specialist engaged, if any, by him and also ensure and give a certificate at every bill stage that the work is carried out strictly in accordance with drawings and specification.
10. All instructions to the contractor affecting the rules and provisions of contract shall be issued by the Architect in writing after obtaining proper approval in writing of the BANK and copies of such instructions shall simultaneously be supplied to the BANK.
11. The Architect shall be required to maintain his own accounts for certifying the contractor's bill and progress of work etc. These shall be properly handed over to the BANK before final payment under this contract.
12. The Architect hereby agrees that the fees to be paid as provided herein (clause 4 & 5) will be in full discharge of function to be performed by him and no claim whatsoever shall be against the BANK in respect of any proprietary rights or copy rights on the part of any other party relating to the plans, models and drawings.

The Architect shall indemnify and keep indemnified the BANK against any such claims and against all cost and expenses paid by the BANK in defending itself against such claims.

13. Notwithstanding the completion of the work as per Agreement entered hereto, the Architect agrees and undertakes the responsibility to suitably reply to the BANK's queries that may be raised by any authorized inspection agency of the BANK or the Government.



14. (a) In case it is established that due to fault of Project Architect or external agencies / consultant appointed by the Architect, if the BANK has to pay any extra amount due to over-run of the Project, over measurements - faulty description of tender item or any other lapse on the part of project architect necessary recovery may be effected from the Project Architect/Consultant's fees as per provision of Section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act No.20 of 1972) and/or project Architect/Consultant may be debarred from employment for specified period and/or black listed depending on gravity of the lapses on the Project Architect.

(b) If work carried out by the Project Architect or consultants appointed by Architect is found to be sub-standard or un-duly delayed on his account, the concerned BANK should report to IBA, misbehavior of the Project Architect and IBA in turn should inform all the member BANKs, after examining veracity of the BANK's version, not to deal with such Project Architect by way of punishment to him"

Method of selection of Architect

ELIGIBILITY CRITERIA:

The applicant should have the following minimum eligibility criteria:

- i. The applicant should have undertaken services for works in **Govt. departments/PSUs/central autonomous bodies/state autonomous bodies/financial institutions and other reputed private firms during last 5 years prior to 31.01.2022 for:**
 - a. Three works/projects costing Rs.30,00,000/- OR
 - b. Two works/projects costing Rs.37,50,000/- OR
 - c. One work/project costing Rs.60,00,000/-.

The work order copies as mentioned above must be attached with the tender as the proof.

- ii. The applicant should be an assessee of income tax and must possess **GST Registration. Should submit copy of the income tax, PAN, Goods & Service tax certificate with valid registration number.**
- iii. Graduate/Post graduate degree in Architecture with minimum 5 years of experience in the respective field as on 31.01.2022.
- iv. The Architect must have registered with the council of Architecture/Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions, PSUs, Govt. institutions.
- v. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

Based on the assessment of details furnished above like works undertaken, technical & financial capabilities, selection will be made as technically suitable. For such selected suitable candidates, financial bids will be evaluated.



PROFORMA - A

“APPLICATION FORMAT”

SUBJECT: ARCHITECTURAL SERVICES FOR INTERIOR FURNISHING, ELECTRICAL AND CIVIL WORKS FOR RENOVATION OF CANARA TOWERS: RESIDENTIAL QUARTERS OF CANARA BANK OFFICERS

at
CHANDRA MOULI PURAM, SRIRAM NAGAR, BENZ CIRCLE,
VIJAYAWADA, ANDHRA PRADESH 520010

1. (a) Name of the Applicant :
Address :

Telephone No. :
Office :
Residence :
Mobile :
Fax :
E-Mail :

(b) Address of the Office / Branch located
in the State of Andhra Pradesh :

2. a) Status of the Firm(Whether company/
Partnership / proprietary) :

b) Name of the Proprietor/ Partners/
Directors(with professional qualifications,
if any):

I)

II)

III)

c) Year of establishment :

CANARA BANK, PREMISES & ESTATE SECTION, CIRCLE OFFICE, VIJAYAWADA

3. Registration with Tax Authorities :

a) Income-tax No. PAN/GIR NO :

b) GST Regn Number :

c) Registration Number with Council of Architects:

d) GST registration details :

5. Registration with Government / Public Sector / Banks / Corporate, if any

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

6. What are your fields of activities? Mention the fields on preference basis

1)

2)

3)

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of Bank in selection will be final and binding to me / us.

Place :

Date :

NAME & DESIGNATION

SIGNATURE WITH SEAL



PROFORMA - B

“CONFIRMATION FOR ACCEPTANCE OF THE OFFER”

SUBJECT: ARCHITECTURAL SERVICES FOR INTERIOR FURNISHING, ELECTRICAL AND CIVIL WORKS FOR RENOVATION OF CANARA TOWERS: RESIDENTIAL QUARTERS OF CANARA BANK OFFICERS

**at
CHANDRA MOULI PURAM, SRIRAM NAGAR, BENZ CIRCLE,**

1. I/We have read and examined the Notice Inviting offer, terms and conditions and understood all its contents and all other relevant particulars.
2. I/We are fully qualified to provide the professional consultancy services to the said work and have understood the scope of services, terms and conditions, BANK's time schedule.
3. I/We are agreeable to extend our professional services for the subject project and the professional charges have been conveyed in "Proforma -C" furnished.
4. I/We fully understand that you are not bound to accept the lowest or any offer you may receive.
5. I/We agree that until a regular agreement is executed, this document with the BANK written acceptance thereof shall constitute a binding contract between us.

DATE:

Signature of the Architect

(Please submit this acceptance letter in your letter head as a covering letter to the offer document.)



PROFORMA-C

“FINANCIAL BID - FEE STRUCTURE”

To,
The Deputy General Manager
P&E section, Canara Bank
Circle Office Vijayawada

SUBJECT: ARCHITECTURAL SERVICES FOR INTERIOR FURNISHING, ELECTRICAL AND CIVIL WORKS FOR RENOVATION OF CANARA TOWERS: RESIDENTIAL QUARTERS OF CANARA BANK OFFICERS
at
CHANDRA MOULI PURAM, SRIRAM NAGAR, BENZ CIRCLE,

This is with reference to your notice inviting offers for appointment of Architect for the above mentioned project.

I/We have read the notice inviting offer, general rules and instructions and the draft agreement to be entered by the successful offerer. I/We also understand that BANK reserves its right to accept or reject any or all the offers partially or wholly.

I/We are fully qualified to provide consultancy services for the said work and have understood the scope of services, terms and conditions. Accordingly, we are agreeable to extend our professional services for the subject work on the following charges:

1. **Consultancy fees** as per clause 4(a) of the “Conditions of Agreement”, for complete Architectural/Structural and other consultancy services.

Fee in figures : _____/-.

In words:

_____.

The above fee is payable based on the cost as indicated in clause 4&5 of the Conditions of Agreement plus applicable GST.

This Offer shall remain open for acceptance for a period of 90 days from the date opening. No offer can be modified or withdrawn by the architect after submission of the bid.

I/We fully understand that you are not bound to accept the lowest or any offer you may receive.

Date:

Place:

Signature of the Architect



PROFORMA D

AGREEMENT WITH THE ARCHITECT

Memorandum of agreement, made at _____ this _____ day of the month of _____ in the year _____ between CANARA BANK having its Head Office, 112 J C Road, Bangalore - 560 002 amongst othersrepresented by its duly constituted attorney (hereinafter referred to as Bank) which expression shall unless excluded by or repugnant to the context be deemed to include their successors, and assigns in office) of the one part and M/s. _____ Architect, having its office at _____ (hereinafter referred to as the Architect) which expression shall unless excluded by or repugnant to the context, be deemed to include their successors and assigns) of the other part.

WHEREAS the Bank is desirous of undertaking interior furnishing, electrical and civil works for renovation of Canara towers: residential quarters of Canara Bank officers situated at CHANDRA MOULI PURAM, SRIRAM NAGAR, BENZ CIRCLE, VIJAYAWADA, ANDHRA PRADESH 520010. in accordance with the general requirements, and whereas the Architect have agreed to perform the services as set out and subject to the terms and conditions set forth in the said “**Conditions of contract**” herein under.

NOW, these present witnesseth and it is hereby agreed and delivered by between the parties hereto as follows:

The Bank appoints the Architect and the Architect accepts the work on a clear understanding that the Architect shall not be an employee of Bank for any reason whatsoever including for the reason of his appointment by virtue of this agreement and on the terms and conditions (i.e. Conditions of Agreement) set-forth as stated in the foregoing, which shall form part and parcel of the agreement.

IN witness whereof, the parties hereunto have set their hands and seals the day and year first above written.

For and on behalf of

For and on behalf of the Canara Bank

M/s. _____

In the presence of:

1.

2.