



भा.कृ.अनु.प- केन्द्रीय मीठाजल जीवपालन अनुसंधान संस्थान

I.C.A.R-Central Institute of Freshwater Aquaculture

कौशल्यागंगा, भुवनेश्वर-751002, ओड़ीशा / Kausalyaganga, Bhubaneswar-751002, Odisha

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STANDARD ONLINE (E-PROCUREMENT MODE)  
BIDDING DOCUMENTS FOR  
PURCHASE OF INDIAN MAJOR CARP FINGERLINGS SEED  
to be submitted online  
as per Schedule of requirement

File No.85/02/SCSP/Rahara/2021-22/Stores-

Dt.20.11.2021

**The Director, ICAR-Central Institute of Freshwater Aquaculture (ICAR-CIFA), Kausalyaganga, Bhubaneswar** is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers' Welfare, Govt. of India. The Director, ICAR-CIFA, Bhubaneswar, India, invites e-tenders through the website [URL: http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under Two bid systems from eligible and qualified bidders for supply of **Indian Major Carp fingerlings Seed**.

CRITICAL DATE SHEET

Tender ID	2021_DARE_658835_1
Tender Reference No.	F. No.85/02/SCSP/Rahara/2021-22/Stores Dated : 20.11.2021
Date of release of Tender through e-procurement Portal	22.11.2021, 10.00 AM
Bid Submission Start Date (Online)	22.11.2021, 10.00 AM
Last date and time for Receipt of Tender fees and EMD at ICAR-CIFA, Bhubaneswar	02.12.2021 at 5.00 PM
Last Date & time for submission of online Bid	02.12.2021 at 5.00 PM
Date & time for opening of Bid	03.12.2021 at 5.00 PM
Financial bid to be opened	Will be reflected in the Technical Evaluation Report which will be technically qualified.
Bid Validity	180 days from the date of Technical Bid Opening
EMD	Bid Security Declaration should be submitted by bidders along with their bid. <b>*N.B:</b>
Tender Fee	1) No tender fee if bid documents downloaded from CPPP portal/Institute website. 2) Tender fee of Rs.1,000.00(Rupees one thousand only) will be levied if tender documents procured from ICAR-CIFA, Kausalyaganga office.
Performance Security Deposit	3% of the order value of the work within 7 days of receipt of Work Order in the form of Demand Draft in favor of ICAR-Unit, ICAR-CIFA, Payable at SBI Kausalyaganga, Bhubaneswar (Code No. SBIN 0008874)

DLP	The Security Deposit will be retained for a period of one year from the date of the completion of the work.
The Tender document is also available at our web-site	<a href="http://www.icar-cifa.nic.in/www.eprocure.gov.in">http://www.icar-cifa.nic.in/www.eprocure.gov.in</a>
Address for communication	The Director, ICAR-CIFA, Kausalyaganga, Bhubaneswar Pin Code-751 002

**\*N.B :** According to OM No.F.9/4/2020-PPD GoI, MoF, DoE,PPD,dated:12.11.2020, bidders claiming exemption of EMD under the OM are however required to submit a signed bid security declaration, accepting that if they withdraw or modify their bids during the period of validity of tender or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request in the bids documents, they will be suspended for a period of 36months from being eligible to submit bids for tenders with ICAR-CIFA, Kausalyaganga.

**Sd/-  
Officer-in-Charge(Store)**

SCHEDULE OF REQUIREMENT

Sl. No.	Description of the Seed	Specification	Quantity required in Quintal	Delivery point
1	Indian Major Carp fingerlings Seed	Indian Major Carp fingerlings of size 20-50 gm.	9.84	To be delivered at Baburabad and Bamangachi village of Sonarpur Block, South 24 Parganas of W. B.
2			15.44	To be delivered at Panchuakhil village of Kultali Block, South 24 Parganas of W. B.
3			7.68	To be delivered at Goranbose village of Basanti Block, South 24 Parganas of W. B.
4			8.0	To be delivered at Tentulberia, Gaighata Block of North 24 Parganas of W. B.
5			4.48	To be delivered at Thakurnagar & Ichanpur village, Gaighata Block of North 24 Parganas of W. B.
		<b>Total</b>	<b>45.44</b>	

**IMPORTANTNOTES:-**

1. Tender Documents can be downloaded from the ICAR-CIFA website [www.cifa.nic.in](http://www.cifa.nic.in) or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. ICAR-CIFA reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. ICAR-CIFA will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Place: Bhubaneswar  
Date:20.11.2021

Officer-in-Charge(Store)  
For Director, ICAR-CIFA



**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) . Manual/offline bids shall not be accepted under any circumstances.

**For Registration**

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
4. The item should be delivered at above mentioned address consultation with SIC, RRC of ICAR-CIFA, Rahara, W. B. and Dr. B. N. Paul, PS, RRC of ICAR-CIFA, Rahara, W. B. as & when required and the supplier shall be responsible for any damage during the transit of live fish seed.
5. **All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.**
6. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-CIFA, Kausalyaganga, Bhubaneswar-751002.**
7. **The firms are also required to upload copies of all the following documents for technical consideration.**

**DOCUMENTS TO BE UPLOADED IN COVER-I  
TECHNICAL BID**

1. Scan copy of EMD (Bid Security Declaration Form)
  2. Scanned copy PAN Card, GST No., etc.,
  3. Scanned copy of Bank Account Details duly filled in Annexure-IV.
  4. Tender Acceptance letter ( Annexure-V)
  5. **Scanned copy of Technical Specification (Annexure – VI duly filling column No. 4 & 5)**
  6. Scanned copy of Income Tax Statement for the last one year.
  7. Credential if any regarding supply of the items in any of the Govt. Organization, proof may be, submitted.
8. **FINANCIAL BID / BOQ**
- (a) Price Bid as BoQ\_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed.

Sd-  
Officer-in-Charge(Store)

**ELIGIBLE CRITERIA**

- 1) The bidder interested to apply is requested to send/ submit the sample of the items quoted along with hard copy of the bid, whichever is applicable before the closing date/ time of the receipt of the tenders.
- 2) If found, suitable as per specification / parameters, the Technical Bid will be taken into consideration.
- 3) The successful bidder shall ensure the supply against purchase order as per specification/ parameters.
- 4) During the period of entire process of procurement, if not found as per requirement, the items will be returned back to the Supplier at Supplier's cost & risk.
- 5) As per rule liquidity damage charge will be imposed @0.1% per day in delay supply during the extended period of supply.
- 6) The rate quoted shall be valid for 180 days. As and when required order will be placed by the Institute to affect supply either in bulk or in phased manner, as per requirement.

**GENERAL TERMS AND CONDITIONS**

- 1) **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
- 2) The Reputed and Reliable registered Firms/Agencies/Manufacturers/Distributors etc. having valid Registration/Dealership &/PAN/GST/Service Clearance Certificate **(the photo copies of the certificates/documents as the case may be, have to be mandatorily be uploaded as proof)** in the E-tender.
- 3) The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
- 4) The Director, ICAR-CIFA will not be responsible for any delay in enrollment or submission of the offer/ up-loading the offer on our e-tender portal for any reason whatsoever. Hence vendors are advised to register in e-tendering website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class - II or above) and upload their quotations well in advance to avoid last minute problems.

- 5) Price once quoted will be final and no further negotiation/alteration will be made thereafter. The rates should be quoted as per the BOQ uploaded on the CPP Portal.
- 6) The bidders are advised to download this BOQ\_XXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with ICAR-CIFA.
- 7) In case, holiday is declared by the Government on the day of opening the bids, or the above mentioned closing/opening day of the tender happened to be non-working day due to Bandh/Strike as any other reasons, the tender will be received & opened on the following working day at the same time.
- 8) The initial period of Contract would be for one year. The Director, ICAR-CIFA reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the organization.
- 9) The firm must also possess valid PAN No., TIN No. & or Service Tax Registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.
- 10) Bid Validity: **180 days**.
- 11) Our Institute is Registered with DSIR and we are exempted from Excise Duty & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Rates should be quoted accordingly.
- 12) The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page).
- 13) **Bid Security (EMD):** The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under Rule 157 of General Financial Rules (GFR), 2005. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in e-tender in PDF format. Also see the instruction at \*N.B. at Page#2.
- 14) Tender Fee:
  - a. No Tender Fee if bid documents downloaded from CPP Portal/Institute website.
  - b. Tender Fee of Rs.1.00 (One) lakh will be levied if tender documents procured from ICAR-CIFA, Kausalyaganga, Bhubaneswar.
- 15) Any bid security will not be linked to any pending amount in this organization.

- 16) The Successful Bidder irrespective of registration status will have to deposit the Performance Security @ 3% of the contract value in the shape of Demand Draft drawn in any Nationalized Bank in favour of “ICAR UNIT-CIFA” payable at SBI, Kausalyaganga (Code No. 8874), Bhubaneswar within 15 days (Fifteen days from the date of issue of contract order) failing which, the Order will stand cancelled.
- 17) The Performance Security will remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligation of the supplier including warranty obligation, which will be returned/refunded without interest upon receipt of the written request from the Firm.
- 18) In respect of the items damaged / not found as per specification should be replaced by the supplier, immediately at his own cost.
- 19) **Delivery:** Maximum of four weeks from the date of supply order.
- 20) **Dispute resolution:** Decision of Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996. The seat of Arbitration will be Bhubaneswar and language will be English. Laws of India will be applicable.
- 21) The rate should be quoted keeping in view of supply the material as per specification, delivery at above mentioned address consultation with SIC, RRC of ICAR-CIFA, Rahara, W. B. (Mob:8282951825) and Dr. B. N. Paul, PS, RRC of ICAR-CIFA, Rahara, W. B. (Mob:9432334390) inclusive of all costs, sales tax, GST, transportation charges, including loading & unloading of the materials, etc.
- 22) **Payment: 100% of** the contract price on receipt of items by the consignee supported by satisfactory and submission of Performance Security subject to certification by the user scientist.
- 23) The payment will be made on actual delivery of the materials in good condition and after necessary certification by the Indenting Officer. No advance payment will be entrained in any circumstances.
- 24) The Director, ICAR-CIFA reserves the right to accept / reject any/ all tenders in part/ full without assigning any reason thereof.

**Officer-in-Charge (Store)**

(On the letter head of the Firm)  
**MANDATE FORM FOR BANKING DETAILS**

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number (PAN) No.	
2	Service Tax Registration No., if applicable	
3	Bank details:	
	a	Bank Name
	b	Branch Address
	c	Account No.
	d	Type of Account (Current/Savings)
	e	MICR No
	f	RTGS/NEFT Code

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature



**TENDER ACCEPTANCE LETTER**  
(To be given on Company letter head)

Date:

To

The Director,  
ICAR-CIFA,  
Kausalyaganga,  
Bhubaneswar-751002

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

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Dear Sir(s),

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein that if I/We withdraw or modify my/our bids during the period of validity etc., I/We will be suspended for a period of 36months from being eligible to submit bids for any tender with ICAR-CIFA,Kausalyaganga. Other suitable legal/administrative action may also be taken as per rules against me/us.....(Name of the firm/agency).
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.
5. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

**(Signature of the Bidder, with Official Seal)**

**Technical Specification of Materials**

<b>Sl. No.</b>	<b>Description of the Seed</b>	<b>Specification</b>	<b>Quantity required in Quintal</b>	<b>Delivery point</b>
1	Indian Major Carp fingerlings Seed	Indian Major Carp fingerlings of size 20-50 gm.	9.84	To be delivered at Baburabad and Bamangachi village of Sonarpur Block, South 24 Parganas of W. B.
2			15.44	To be delivered at Panchuakhil village of Kultali Block, South 24 Parganas of W. B.
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4			8.0	To be delivered at Tentulberia, Gaighata Block of North 24 Parganas of W. B.
5			4.48	To be delivered at Thakurnagar & Ichanpur village, Gaighata Block of North 24 Parganas of W. B.
		<b>Total</b>	<b>45.44</b>	

**Instructions for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>.

**REGISTRATION:**

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

**SEARCHING FOR TENDER DOCUMENTS**

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

**PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

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

## **SUBMISSION OF BIDS**

1. Bidder should login to the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids) i.e. after Clicking “Freeze Bid Submission: in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is :1204200462.

## **General Instructions to the Bidders**

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY  
CPP Portal website: [www.eprocure.gov.in](http://www.eprocure.gov.in)**

**Officer-in-Charge(Stores)**