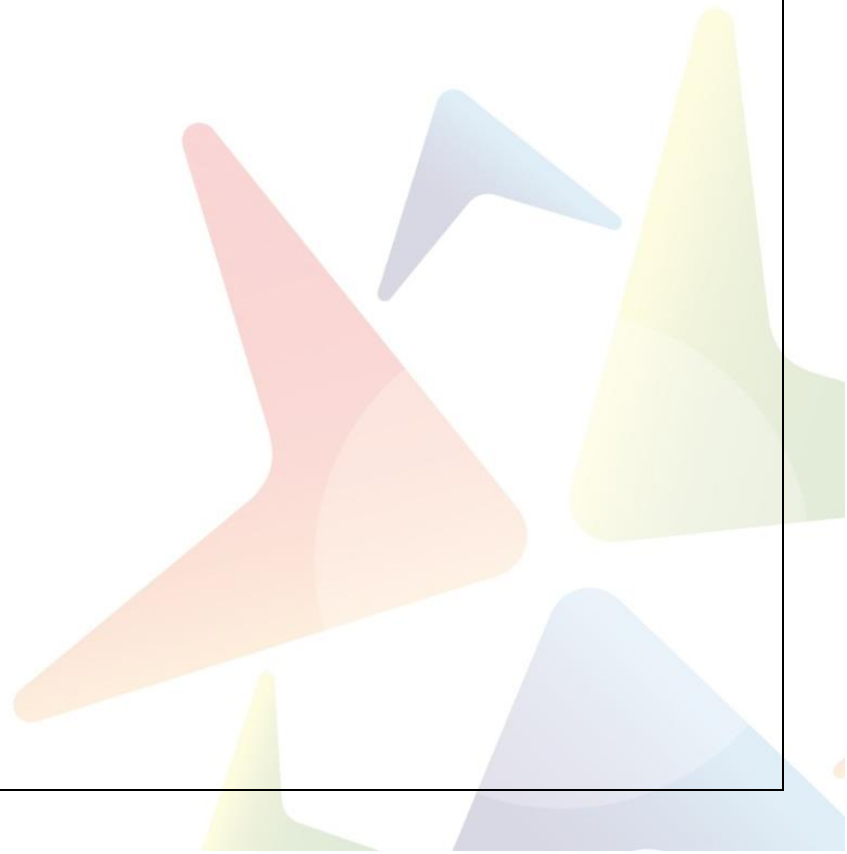




# Technical Evaluator in Bid

**USER MANUAL**

**Version 1.0**





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## 1. Overview

At present on GeM, the Bids are being evaluated by the buyer only and detailed bid evaluation is happening in an offline mode. So, in order to capture the detailed process of the Technical Evaluation, GeM has introduced one more role i.e. Technical Evaluator for the Buyers' entity who will be solely responsible to evaluate the bid technically.

Buyer can onboard new users with technical Evaluator role or may update the profile of existing secondary users. The evaluation can be based on Single / Multiple evaluators or self, selection of Tender Committee option shall also be available for the buyer. Tender Committee team strength shall be configurable 2 - 10 users selectable by the buyer.

## 2. Role creation-Assigning Scope

The Technical Evaluator role can be created by HOD for:

1. New user
2. Existing user

### 2.1 Definition:

- HOD would be able to create the Technical evaluator user under the same office zone
- The process for the creation of Technical evaluator users would remain the same as of the Buyer, Consignee, PAO/DDO
- HOD will be able to update existing Technical evaluator profile
- The Technical evaluator user can complete their profile

### 2.2 Role allocation Do's

1. HOD is able to create only the Technical evaluator role
2. The Technical evaluator role can be combined with HOD + Consignee role
3. The Technical evaluator role may be combined with only the Buyer role
4. The Technical evaluator role can be combined with only the Consignee role
5. The Technical evaluator role can be combined with the Buyer + Consignee role
6. The Technical evaluator role can be combined with the PAO + DDO role

### 2.3 Role allocation Don'ts

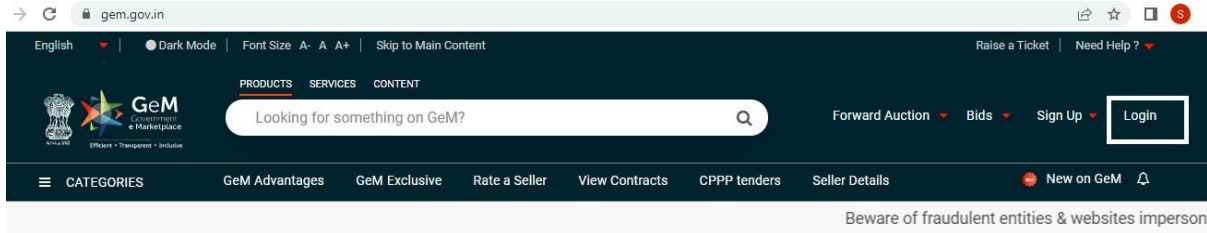
1. The Technical evaluator role cannot be combined with only the PAO role.
2. The Technical evaluator role cannot be combined with only the DDO role.
3. Technical evaluator role cannot be combined with only the Primary (HOD) user



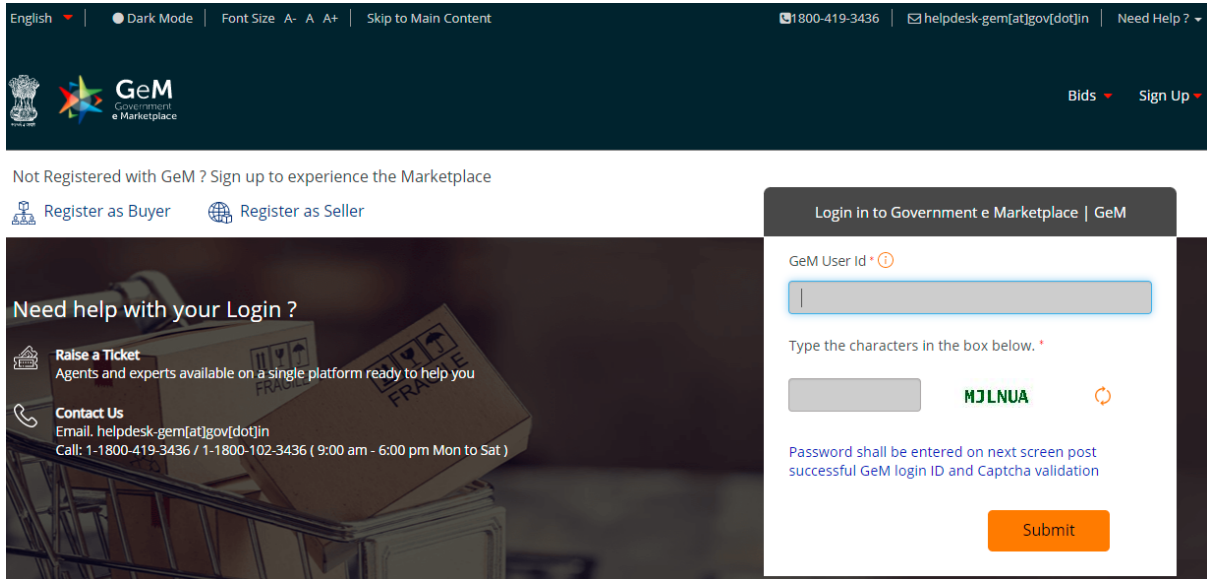
### 3. Role creation-Allocation Journey

**Step 1:** Go to <https://gem.gov.in/>

**Step 2:** Click on the login

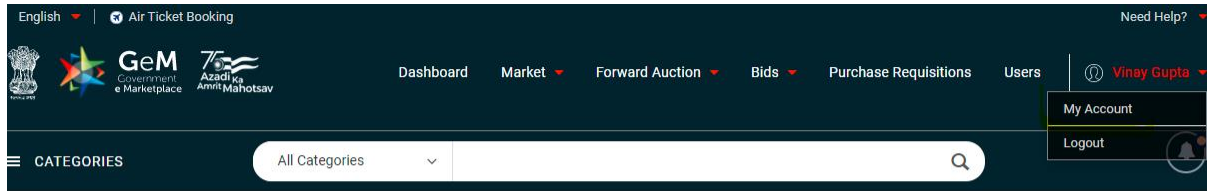


**Step 3:** Enter user credential





**Step 4:** After successful login with HOD credential, click on My Account

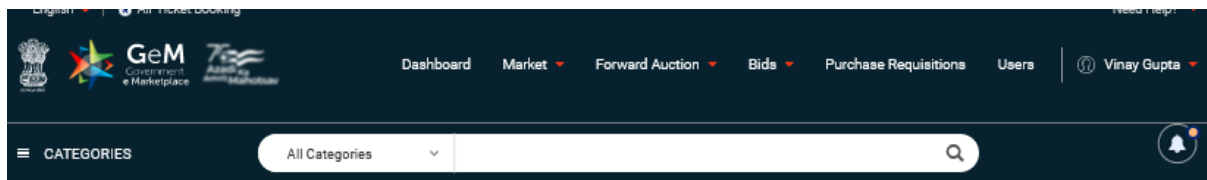


Forward Auction is live now. To know more, [click here](#)

**NOTIFICATIONS**



**Step 5:** Once accessing the My Account page, Click on My Team to access existing user list or to create a new user in the team.



**NOTIFICATIONS**

**Organisation Address**

- Payment Method
- Bank Account Detail
- Personal Information
- Forward Auction Bank Account details
- Referral Verification
- Update Mobile
- Organisation Hierarchy
- Change Email
- Change Password
- Not Vinay?
- My Team**
- Deactivate Account

**UPDATE ADDRESS**

Pincode \*

State \*

District \*

Street Address \*

Contact No.(Office)

Website URL \*

**SAVE**



**Step 6:** Once the HOD user click on My Team, they will be able to see the Secondary users list

The screenshot shows the 'My Team' page in the GeM portal. At the top, there is a navigation bar with the GeM logo, '75 Azadi Ka Amrit Mahotsav', and menu items like Dashboard, Market, Forward Auction, Bids, Purchase Requisitions, and Users. The user profile 'Vinay Gupta' is visible. Below the navigation bar, there are buttons for '+ ADD SECONDARY USER', 'MANAGE POSTS', 'MANAGE DIVISIONS', 'CREATE GEM BUYER EMAIL ID', and '< GO BACK'. A table lists the secondary users with columns for Sl.No, Name, User Id, Posts, Roles, Email, Mobile, Division, and Action. One user is listed: Hari Mohan, CAGDel-F2, VP Finance, PAO, testcagfinance@gov.in, \*\*\*\*\*8735.

Sl.No	Name	User Id	Posts	Roles	Email	Mobile	Division	Action
1	Hari Mohan	CAGDel-F2	VP Finance	PAO	testcagfinance@gov.in	*****8735		

From here, the HOD can create New user and assign desired role. Also HOD can select any existing user from the team and can assign desired role.

### 3.1. New user role creation (Adding Secondary user in My Team)

Below are the steps to add Secondary user in HODs Team and assigning of Technical evaluator role.

**Step 1:** Click on Add Secondary user

This screenshot is identical to the one above, showing the 'My Team' page. The focus is on the '+ ADD SECONDARY USER' button, which is highlighted with a red circle. The rest of the page content, including the navigation bar and the user list table, remains the same.



**Step 2:** Once HOD click on Add secondary user, they will be required to create Role

Forward Auction is live now. To know more, [click here](#)

NOTIFICATIONS
+

Divisions >

New division >

Manage posts >

**Add/Invite Secondary User** ⓘ

Post \*  CREATE ROLES

No vacant posts

Invite Email ID

**Step 3:** Click on Create Roles as suggested in above screenshot.

**Step 4:** Once HOD click on Create Roles, they will be required to fill requisite information as shown below.

**DELHI Z1 FINANCE : POST MANAGEMENT** ADD USER

**Create Roles**

Designation ⓘ

Divisions

Select Roles

ROLES TECHNICAL\_EVALUATOR

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) ⓘ

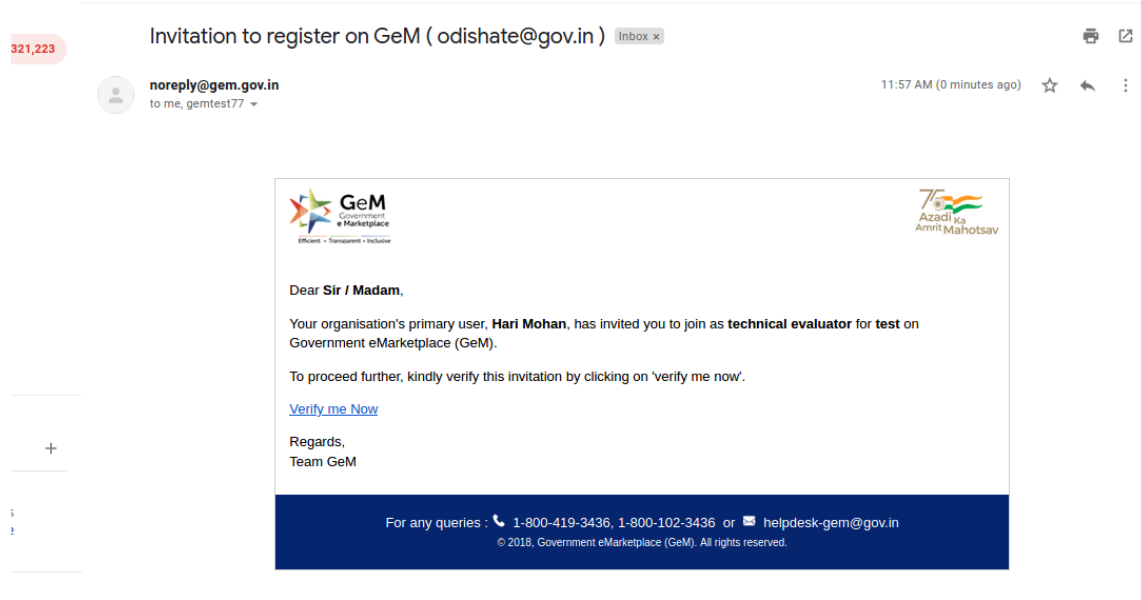
User id ⓘ\*

Secondary User email should be registered with NIC. If you do not have NIC registered email, please click below like to apply for @gembuyer Email ID.

Official Email ⓘ\*    
Apply for @gembuyer.in Email ID

Action ADD POST

**Step 5:** Once HOD fills the requisite information and click on ADD USER, the desired New User get an invite from GeM to register as per standard GeM Secondary user registration process.



**Step 6:** Once the invited user register on GeM as a secondary user, they will be required to verify via clicking on the Verify me Now.

**Step 7:** Once the user verifies, they will start appearing in HODs My Team as a Secondary user with Technical evaluator role as shown below.

Sl.No	Name	User Id	Posts	Roles	Email	Mobile	Division
1	Nilesh Kumar Pal	odisha_buyer1	buyer2	BUYER,CONSIGNEE,TECHNICAL_EVALUATOR	odisha2@gov.in	*****8715	
5	Hemanathan M	odisha_buyer7	buyer7	BUYER_INDENTOR,CONSIGNEE	odisha7@gov.in	*****4190	
6	ShivshankarChoudhury Malhotraannanan	odisha_buyer8	ulyhio	BUYER	odisha_buyer8@gov.in	*****8715	
7	Kumar Agarwal	odisha_indentor	indentor	BUYER_INDENTOR	o@gov.in	*****8735	
8	ShivshankarChoudhury Malhotraannanan	odisha_te	technical evaluator	<b>TECHNICAL_EVALUATOR</b>	odishate@gov.in	*****8715	
9	Nilesh Kumar Pal	odisha_buyer	buyer	CONSIGNEE,TECHNICAL_EVALUATOR	odisha1@gov.in	*****8715	Bangalore

Update

[Ask GeMmy](#)





### 3.2. Existing user role allocation

Below are the steps to assign a Technical evaluator role to an existing user.

**Step 1:** Once HOD successfully login at GeM, they can access My Team as shown below:

Sl.No	Name	User Id	Posts	Roles	Email	Mobile	Division	Acti
1	Nilesh Kumar Pal	odisha_buyer1	buyer2	BUYER	odisha2@gov.in	*****8715		
5	Hemanathan M	odisha_buyer7	buyer7	BUYER_INDENTOR,CONSIGNEE	odisha7@gov.in	*****4190		
6	ShivshankarChoudhury Malhotraanannanan	odisha_buyer8	uiyhlo	BUYER,TECHNICAL_EVALUATOR	odisha_buyer8@gov.in	*****8715		
7	Kumar Agarwall	odisha_indentor	indentor	BUYER_INDENTOR	o@gov.in	*****8735		

**Step 2:** HOD can select desired Secondary user from the existing user list for Technical evaluator role allocation.

**Let’s discuss scenarios while role allocation to a Secondary user.**

#### Scenario 1: Buyer + Technical evaluator

The Technical evaluator role can be combined with only the Buyer role.

**Step 1:** Select the Secondary user from My Team.

**Step 2:** Check the roles for the user and save as shown below.

Divisions: test

Select Roles: 2 Checked

ROLES: BUYER, TECHNICAL\_EVALUATOR

Payment Method(s) for post:  State,  Internet Banking

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office): 00000, 000000, Extension No.

SAVE



**Step 3:** Once the details are saved, the user start reflecting in HODs team with assigned role as shown below:-

SI.No	Name	User Id	Posts	Roles	Email	Mobile	Division	Action
1	Nilesh Kumar Pal	odisha_buyer1	buyer2	BUYER	odisha2@gov.in	*****8715		
5	Hemanathan M	odisha_buyer7	buyer7	BUYER_INDENTOR, CONSIGNEE	odisha7@gov.in	*****4190		
6	Shivshankar Choudhury Malhotraanannan	odisha_buyer8	uiyhlo	BUYER, TECHNICAL_EVALUATOR	odisha_buyer8@gov.in	*****8715		
7	Kumar Agarwal	odisha_indentor	indentor	BUYER_INDENTOR	o@gov.in	*****8735		
8	Nilesh Kumar Pal	odisha_buyer	buyer	CONSIGNEE	odisha1@gov.in	*****8715	Bangalore	

### Scenario 2: Consignee + Technical evaluator

**Step 1:** Select the Secondary user from My Team.

**Step 2:** Check the roles for the user and save as shown below.

Designation <sup>ⓘ</sup>

Divisions

Select Roles

ROLES **CONSIGNEE, TECHNICAL\_EVALUATOR**

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) <sup>ⓘ</sup>

**SAVE**



### Scenario 3: Buyer & Consignee + Technical evaluator

**Step 1:** Select the Secondary user from My Team.

**Step 2:** Check the roles for the user and save as shown below.

Designation <sup>①</sup>

Divisions

Select Roles

ROLES **BUYER,CONSIGNEE,TECHNICAL\_EVALUATOR**

Payment Method(s) for post  State  Internet Banking

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) <sup>①</sup>

[SAVE](#) [Ask GeMmy](#)

### Scenario 4: PAO & DDO + Technical evaluator

**Step 1:** Select the Secondary user from My Team.

**Step 2:** Check the roles for the user and save as shown below.

Designation <sup>①</sup>

Divisions

Select Roles

ROLES **DDO,PAO,TECHNICAL\_EVALUATOR**

Payment Method(s) for post  All  IFMS   Others

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) <sup>①</sup>

[SAVE](#) [Ask GeMmy](#)



## Scenario 5: HOD & Consignee + Technical evaluator

**Step 1:** Select the Secondary user from My Team.

**Step 2:** Check the roles for the user and save as shown below.

The screenshot shows a web browser window with the URL `mkp.gemorion.org/my-account#/edit_post`. The page displays the following details:

- Designation:** Primary User
- Divisions:** delhi2202
- Select Roles:** 3 Checked
- ROLES:** HOD,CONSIGNEE,TECHNICAL\_EVALUATOR
- Information:** The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract.
- Contact No.(Office):** Fields for STD code, Office Contact No., and Extension No.
- SAVE** button is visible at the bottom left.

The above role combination is possible however there are some scenarios where the systems prompts an error and are discussed below:

### Error Scenario 1: HOD + Technical evaluator

**Step 1:** Select the Secondary user from My Team.

**Step 2:** Check the roles for the user and an error prompt appears as shown below.

The screenshot shows a web browser window with the URL `mkp.gemorion.org/my-account#/edit_post`. The page displays the following details:

- Designation:** Primary User
- Divisions:** test
- Select Roles:** 2 Checked
- ROLES:** HOD,TECHNICAL\_EVALUATOR
- Error Message:** HOD,TECHNICAL\_EVALUATOR cannot be same user.
- Information:** The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract.
- Contact No.(Office):** Fields for STD code, Office Contact No., and Extension No.
- SAVE** button is visible at the bottom left.
- Ask GeMmy** chatbot icon is visible at the bottom left.



### Error Scenario 2: PAO + Technical evaluator

**Step 1:** Select the Secondary user from My Team.

**Step 2:** Check the roles for the user and an error prompt appears as shown below.

#### Edit Post Details

Designation ⓘ

Divisions

Select Roles

ROLES

PAO,TECHNICAL\_EVALUATOR  
PAO,TECHNICAL\_EVALUATOR cannot be same user.

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) ⓘ

### Error Scenario 3: DDO + Technical evaluator

**Step 1:** Select the Secondary user from My Team.

**Step 2:** Check the roles for the user and error prompt appears as shown below.

Divisions

Select Roles

ROLES

DDO,TECHNICAL\_EVALUATOR  
DDO,TECHNICAL\_EVALUATOR cannot be same user.

The office contact number will be published on GeM Artifacts (such as Contract and Invoice) for helping the Seller communicate with the Buyers post contract

Contact No.(Office) ⓘ

SAVE



#### 4. Assignment of Tender Committee or Technical Evaluator

- Login to your buyer account with the registered credentials.
- Go to the dashboard and click on the Bids >> List of Bids to access the list of bids published or draft by the buyer.
- Click on the **Open Bid** option available on the bid summary page to open the bid for technical evaluation.

Bid No: [Redacted]

Item(s): XYZ      Notification(S)      Start Date:

Specification(S)      Bid Document

Total Participations : 1      End Date:

Remaining Days :13      Bid Status : Active

Published      Ended      Finalized

**Open Bid**

- Once the Technical Evaluation is opened by the buyer, user has to select the evaluation method for the bid i.e. Technical Evaluator / Tender Committee or Self Evaluator.

BID DETAILS      TECHNICAL EVALUATION      FINANCIAL EVALUATION      BID AWARDED

1. Bid Item(s) DETAILS

2. Technical Evaluation

Please select the Technical Evaluator / Tender Committee or Self as the Technical Evaluator for the technical evaluation of the bid:

Technical Evaluator / Tender Committee       Self Evaluator

**Save Technical Evaluation Method**

Please Note:  
 1) Buyer can select maximum 10 Technical Evaluators for a Bid.  
 2) Buyer can't edit the Technical Evaluators once successfully submitted.

- Buyer have click on **Technical Evaluator / Tender Committee** if buyer wants to assign the bid to a tender committee for technical evaluation of the bid.
- Maximum 10 registered technical evaluators can be selected by the buyer.
- Along with the technical evaluators, buyer has to select one bid specific member secretary for Tender Committee who will submit the final recommendation on behalf of the Tender Committee.
- To save the method, Buyer has to click on **Save Technical Evaluation Method**.



BID DETAILS
TECHNICAL EVALUATION
FINANCIAL EVALUATION
BID AWARDED

1. Bid Item(s) DETAILS

2. Technical Evaluation

Please select the Technical Evaluator / Tender Committee or Self as the Technical Evaluator for the technical evaluation of the bid:

Technical Evaluator / Tender Committee
  Self Evaluator

Please select Technical Evaluator(s) / Tender Committee for this bid:

--Select--

Please select the member secretary for Tender Committee:

Select Member Secretary

Save Technical Evaluation Method

- If buyer doesn't want to opt for a tender committee and want to do self-evaluation of the buyer, then buyer has to click on **Self Evaluator** and save the technical evaluation method and proceed.

BID DETAILS
TECHNICAL EVALUATION
FINANCIAL EVALUATION
BID AWARDED

1. Bid Item(s) DETAILS

2. Technical Evaluation

Please select the Technical Evaluator / Tender Committee or Self as the Technical Evaluator for the technical evaluation of the bid:

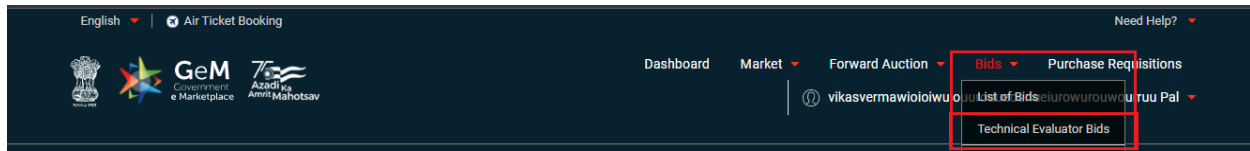
Technical Evaluator / Tender Committee
  Self Evaluator

Save Technical Evaluation Method

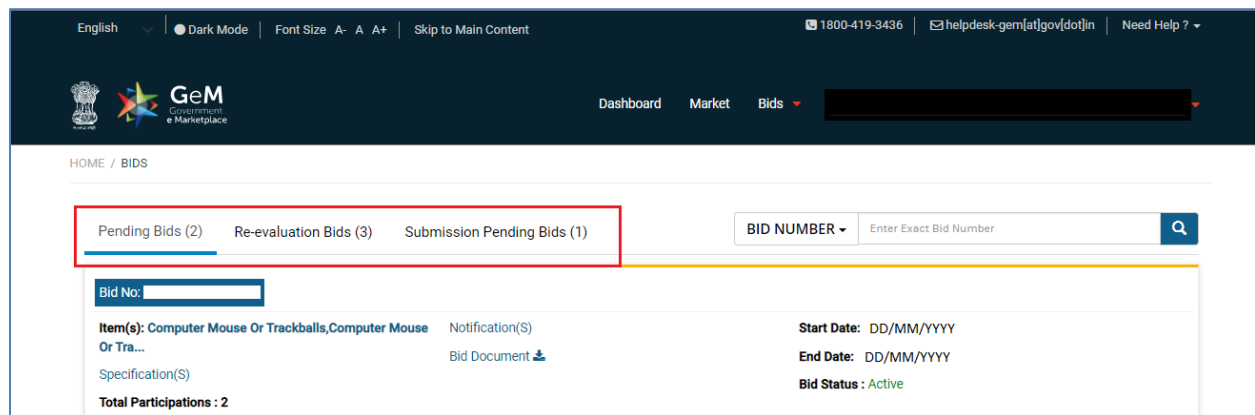
Please Note:  
 1) Buyer can select maximum 10 Technical Evaluators for a Bid.  
 2) Buyer can't edit the Technical Evaluators once successfully submitted.

## 5. Technical Evaluator Login and Bid Access

- Technical Evaluator has to login on GeM with the registered credentials.
- Bids can be accessed by the Technical Evaluator from the **Technical Evaluator Bids** option available under Dashboard >> Bids.



- Technical Evaluator can view the list of all bids under this section for which the logged in user is tagged as a Technical Evaluator / Member Secretary.
  - **Pending Bids:** This will display the list of all bids where technical evaluation is pending by the logged in user.
  - **Re-evaluation Bids:** This will display the list of all bids where re-evaluation of bid(s) is pending with the logged in user and a challenge rejection is raised by the bidder.
  - **Submission Pending Bids:** This will display the list of all bids where final submission is pending and logged in user is tagged as a Member Secretary in a Bid.



- Technical Evaluator has to click on **Open Bid** button available on the Bid Summary page to evaluate the bid.





**Bid No:** GEM/2022/B/82107

<b>Item(s):</b> XYZ	Notification(S)	<b>Start Date:</b>
Specification(S)	Bid Document	<b>End Date:</b>
<b>Total Participations :</b> 1	View Representations	<b>Bid Status :</b> Active
<b>Remaining Days :</b> 0		

Open Bid

- Technical Evaluator can view the offered product(s), documents uploaded by the bidder at the time of bid participation and any clarifications seek by the buyer from bidder.
- Technical Evaluator can also view the remarks of other technical evaluator under **view all recommendations** tab.
- Technical Evaluator can also view the members of tender committee as well by clicking on the **View All Technical Evaluators** option available on the evaluation screen.
- Technical Evaluator can give his remarks by clicking on **Verify Specification**.

1. Bid Item(s) DETAILS ▼

2. Technical Evaluation ▼

List Of Sellers Participated 
[View All Technical Evaluator\(s\)](#)
[Download to Compare All](#)
[View and Compare All](#)

S. No.	Seller Name	Seller Rating	Offered Item	Participated On	Status	View All Recommendations	Verify Doc	Evaluate
1	ABC Company	N/A	Make : NA Model : AA (View Product)	DD/MM/YYYY	Pending	Click here to View	View Documents & Clarifications	Verify Specifications

Please Note:

1) Verify all the products offered, technically evaluate the product specification offered by the seller to open financial Bid.

2) Please verify genuineness of any EMD receipt uploaded offline.

3) Buyers should disqualify any Sellers submitting incorrect MSE certificates or EMD Exemption document with respect to the Bid and may raise incidents for disablement of the Sellers furnishing wrong information.

4) As per para 7.3.5 on (Clarification of Bids/Shortfall Documents) of the Manual for Procurement of Goods 2017, issued by Ministry of Finance, Department of Expenditure, During evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given asking the tenderer to respond by a specified date. If the tenderer does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained. The shortfall information / documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. For example, if the bidder has submitted a supply order without its completion / performance

- Technical Evaluator would be able to recommend or non-recommend a bidder basis on the evaluation.



Technical Specifications Comparison x

Bid Number : Print Recommended Non-Recommended

Seller Name : ABC Company

Remark :-

[Add Comment](#)

## 6. Final Submission by Member secretary

- Member secretary of the bid can submit the bid finally on behalf of the tender committee so that the buyer can proceed further.
- Member secretary can also view the all recommendations made by the technical evaluators for each bidder.

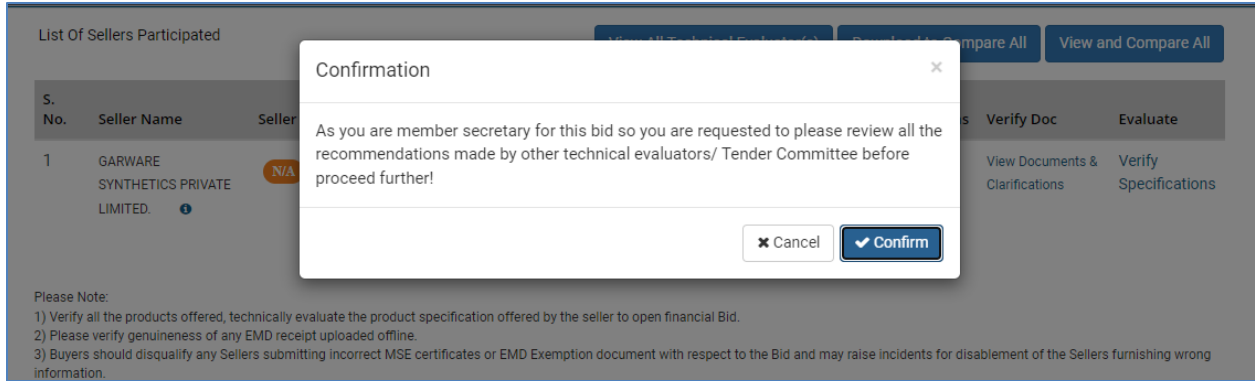
S. No.	Seller Name	Seller Rating	Offered Item	Participated On	Status	View All Recommendations	Verify Doc	Evaluate
1	ABC Company	N/A	Make : NA Model : AA (View Product)	DD/MM/YYYY	Recommended	<a href="#">Click here to View</a>	View Documents & Clarifications	Verify Specifications

Please Note:

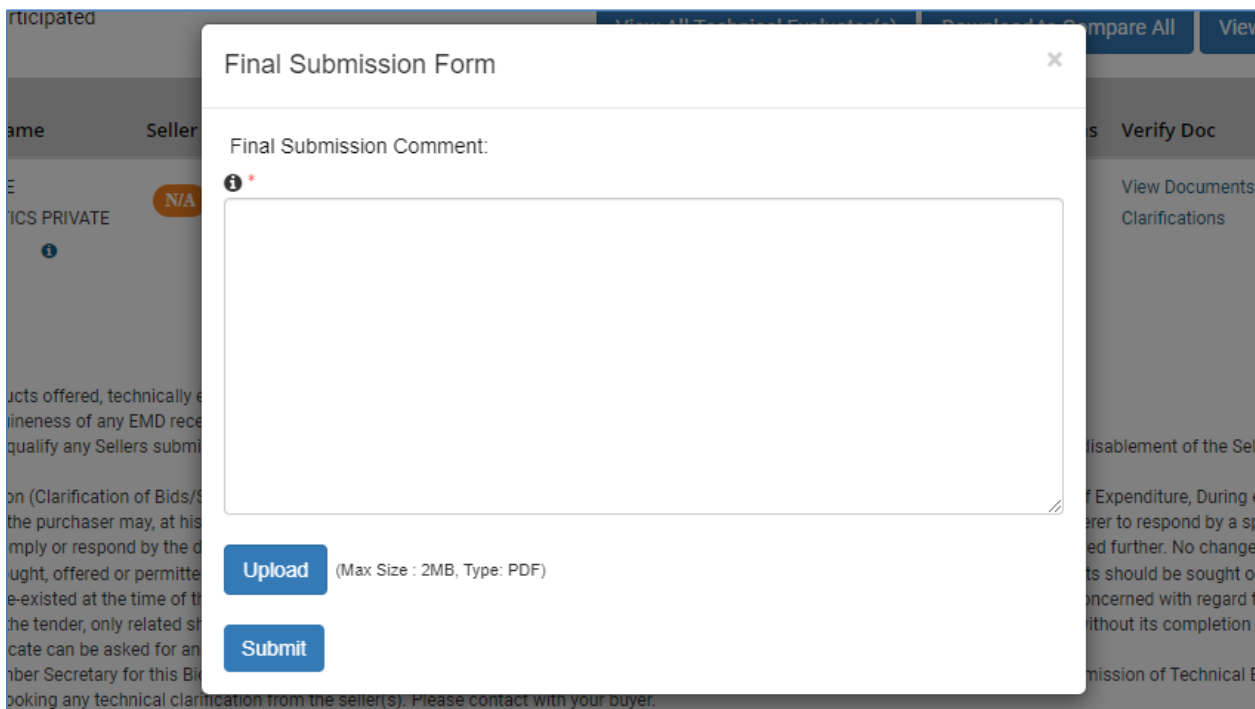
- 1) Verify all the products offered, technically evaluate the product specification offered by the seller to open financial Bid.
- 2) Please verify genuineness of any EMD receipt uploaded offline.
- 3) Buyers should disqualify any Sellers submitting incorrect MSE certificates or EMD Exemption document with respect to the Bid and may raise incidents for disablement of the Sellers furnishing wrong information.
- 4) As per para 7.3.5 on (Clarification of Bids/Shortfall Documents) of the Manual for Procurement of Goods 2017, issued by Ministry of Finance, Department of Expenditure, During evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given asking the tenderer to respond by a specified date. If the tenderer does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained. The shortfall information / documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered. However, no new supply order should be asked for so as to qualify the bidder.
- 5) If you are the Member Secretary for this Bid, please review all the recommendations made by Technical Evaluator(s) of the Bid and proceed for the final submission of Technical Evaluation.
- 6) In case if you are looking any technical clarification from the seller(s). Please contact with your buyer.

[Final Submission](#)

- Once click on the **Final Submission**, member secretary has to acknowledge that all recommendations made by technical evaluators are reviewed and now user want to submit the bid on behalf of tender committee.



- Member secretary has to provide the remarks mandatorily for final submission and may upload the MOM or other reports here as part of technical evaluation.



## 7. Re-evaluation of Bids

- In case of re-evaluation, Technical Evaluator has to review the challenge rejection request and provide the remarks again on the representation raised by the bidder.
- Technical evaluator can also view the all recommendations made by him or other evaluators in the initial stage



**2. Technical Evaluation**

List Of Sellers Participated

[View All Technical Evaluator\(s\)](#) [Download to Compare All](#) [View and Compare All](#)

S. No.	Seller Name	Seller Rating	Offered Item	Participated On	Verify Doc	Status	View All Recommendations	View Specs	Evaluate	Review
1	ABC Company	N/A	<a href="#">View Details</a>	DD/MM/YYYY	<a href="#">View Documents &amp; Clarifications</a>	Evaluated	<a href="#">Click here to View</a>	<a href="#">View</a>	Verify ✓	<a href="#">View Representations</a>
2	XYZ Company	N/A	<a href="#">View Details</a>	DD/MM/YYYY	<a href="#">View Documents &amp; Clarifications</a>	Evaluated	<a href="#">Click here to View</a>	<a href="#">View</a>	Verify ✓	<a href="#">View Representations</a>

Please Note:

This Covers the Scope ‘Technical Evaluator’ selection for Technical Evaluation.

.....END OF THE DOCUMENT.....