



JABALPUR ENGINEERING COLLEGE, JABALPUR (MP) – 482011
(Declared Autonomous by Government of Madhya Pradesh)
(Established in 1947 as Government Engineering College, Jabalpur)

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E-Tender Document for

PROVIDING SECURITY SERVICES

Tender Number

:NIT/JEC/SECURITY/2023/001

Publishing Date	: 28 -03 -2023 (Tuesday) at 2:00 pm
Document Download / Sale Start Date	: 28 -03 -2023 (Tuesday) at 3:00 pm
Pre bid Meeting Date& Time	: 10 -04 -2023 (Monday) at 02:00 pm at Principal Office, Jabalpur Engineering College, Jabalpur (M.P.)
Bid Submission Start Date	:11 -04-2023 (Tuesday) at 5:00 pm
Bid Submission Closing Date	: 17- 04 -2023 (Monday) at 10:00am
Time and Date of Opening of (Cover1)	: 18 -04-2023 (Tuesday) at 1:00pm
Time and Date of Opening of Technical Bid (Cover2)	: 18 -04-2023 (Tuesday) at 2:00pm
Time and Date of Opening of Price Bid (Cover3) (who have qualified the technical bid.)	: 24-04-2023 (Monday)at 3.00 pm
Place of Opening of Tender Jabalpur (M.P.)	: Principal Office Jabalpur Engineering College,
Cost of the Tender Document	: Rs.2000/- (Rupees Two Thousand Only) (Online submission through e-procurement portal)
E.M.D.(Security Deposit)	: Rs.1,50,000/- (Rs. One Lacs Fifty Thousand Only) (submitted online through e-procurement portal)

Inviting Bid for Engaging Security Personnel (Supervisor, Gunman and Guards)

1. Invitation

You are invited to submit your most competitive quotation for educational institute for the following goods/Items/Equipment/Services:

Brief Description of the Items/ Equipment's/ Services Required	Quantity Required	Deployment Period	Place of Working
As per Annexure-I	As per Annexure-I	Not more than 07 days from the supply order date	Institute & Hostel Campus JEC, Jabalpur

The Bidders are requested to give detailed tender in three Parts i.e.

Cover 1 : EMD

Cover 2: Technical Bid.

Cover 3: Financial/Price Bid. (Online Submission)

Cover 1 is mandatory submission. It contains Online Payment Slip of EMD of amount Rs.1,50,000/- (Rs. One Lacs Fifty Thousand Only). Other equipment's/modes will not be accepted. Venders registered under NSIC/MSME/DIC are exempted from EMD as Govt. rules.

Cover 2: should contain "Technical Tender Form". This part of the tender shall contain bidder profile, eligibility for the agencies, as well as technical specifications. Attach separate sheets wherever required. If there is any deviation in specifications of material/ items/ services, notify with completed details. The Institute reserves the right to decide on such deviation/s. This cover should not contain any price information.

Cover 3: To be Submitted online containing Price Bid (Financial bid) only.

2. Price Bid (Financial Bid)

Bid price shall be considered as itemized unit price inclusive of weekly off charges, EPF, ESI, service charges, material charges etc. (excluding GST) Bidder must quote unit price for each item per month as per format attached as **Annexure-III**

All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price. The prices should be quoted in Indian Rupees, inclusive of taxes, service charges etc.

3. Validity of Tender

The Tender shall remain valid for a period of 3 month from date of opening of tender document as per the order. The Institute reserves the right to accept or reject any tender or to reject the bidding process wholly or partly without assigning any reason.

4. Evaluation of Quotations

The Institute will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. Are complete as per instructions
- b. Confirm to the terms and conditions, and technical specifications.

5. Award of Contract

The Institute will award the contract to the bidder whose quotation has been determined to be substantially responsive (technically & commercially) and who has offered the lowest evaluated quotation price. Notwithstanding the above, the institute reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

The bidder whose bid is accepted will be notified of the award of contract by the institute prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

Detailed terms and conditions are enclosed with documents and annexed as Annexure –II

ANNEXURE-I

(Schedule of Requirement)

Online competitive Bids are invited by the Principal, Jabalpur Engineering College, Jabalpur, (MP) (herein after referred to as indenter) from the reputed/registered Security Agencies for providing security personnel through service contract for a period of 01 (one) year which is extendable for one year depending upon performance of security agency.

1. Area of Building Campus:

Parties are advised to see the location before quoting the rates at the Address: Jabalpur Engineering College, Gokalpur, Jabalpur, M.P. – 482011.

2. Man power required:-

S. No.	Category of Manpower	No. of Persons	Minimum Qualifications
1	Security Supervisor (Super Skilled)	03	ESM
2	Security Guards (ESM) Skilled	19	ESM
3	Security Guards (Civilan) Unskilled	18	10th Pass

Mandatory Submission (Cover1)

1. Name of Tendering Company/Bidder/Firm/Agency:

.....

2. Registered Office Address with telephone/mobile No:

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.....

.....

E-Mail Address:

3. Particulars of Earnest Money Deposit (EMD) (to be deposited along with the Tender document)

(a) Online Ref. No.....

(b) Date

(c) forRs.....

(d) Drawn on

Place.....

Signature.....

Date.....

Name

Designation.....

Seal & Signature of the Tenderer

Note:- Vendors who are exempted from EMD shall attach related documents of exemption

TENDER FORM (Cover 2)

Technical Bid for Providing Security Supervisors ,Security Guards

- 1- Name of the bidder/firm/agency.....
- 2-Name of the authorized signatory (whose photograph is affixed)
Mr./Ms./Mrs.....
- 3-Permanent address of the agency..... Tel.
.....
No. (with STD Code)(O).....(R).....
Mobile).....Email
- 4-Registration & incorporation particulars of the firm
Proprietorship
Partnership
Private Limited
Public Limited
(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law)
- 5-Nameof proprietor/partners/directors.....
- 6- Permanent Account Number (PAN).....
- 7- Copy of Income Tax returns (**enclose details of IT returns of three assessment yearsseparately FY- 2019-20, 2020-21, 2021-22(AY 2020-21, 2021-22, 2022-23)**)
.....
.....
.....
- 8- Service Tax/ GST Registration No (Attach proof).....
- 9- License No. under Contract Labour Act (Attach proof).....
- 10- ESI registration No(Attach proof).....
- 11- EPF registration No(Attach proof).....
- 12- Copy of valid license under private security act.
- 13- ISO certification (attach proof)

- 14- Annual Turnover of firm: It should not be **less than 5 Crores per year** on average of last 3 assessment years. (attach proof Audited Balance Sheet and Profit & Loss Account, Income Tax Return (ITR)
FY 2019-20(AY2020-21)
FY 2020-21 (AY2021-22)

FY 2021-22(AY2022-23)

15- Experience details in similar organizations (Govt./Semi Govt./aided colleges or universities) where security services have been provided by the agency.(attach experience certificates, certified copies of work orders, clearly indicating no of guards deployed)

S. No.	Name of the college/university (Govt./Govt. aided)	Duration of contract (from date to date)	Total duration years/months	No. of guards deployed

16-Are you blacklisted by any Govt. department/PSU/Bank from last 03 Years, if No, then enclosed affidavit regarding the same.

17-Any other information important in the opinion of tenderer

Note: Documentary proof must be attached for the entries in serial No. 6 to 16, failing with that, the tender will be treated as non responsive.

Declaration:

It is certified that the information furnished above is correct. At any stage if the above information is found incorrect, the institute may cancel my/our empanelment. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place.....Signature & Seal.....

Date Name.....

Designation.....

Jabalpur Engineering College, Jabalpur 482011 Gokalpur, Jabalpur

Tender No: NIT/JEC/SECURITY/2023/001 Dated:// 2023

Check List of Attested Copies of Documents

(All documents are compulsory to be submitted with the Bid)

(Failing with the bid will be considered as non-responsive)

CHECK LIST OF ATTESTED COPIES OF DOCUMENTS TO BE ATTACHED WITH THE BID

1	Copy of valid license under private security act.	Yes/No
2	Permanent Account Number	Yes/No
3	Copies of Income Tax returns (for last three assessment years FY- 2019-20, 2020-21, 2021-22 (AY 2020-21, 2021-22, 2022-23)	Yes/No
4	Service Tax/GST Registration	Yes/No
5	License under Contract Labour Act	Yes/No
6	ESI registration	Yes/No
7	EPF registration	Yes/No
8	Annual Turnover of last assessment years FY- 2019-20, 2020-21, 2021-22 (AY 2020-21, 2021-22, 2022-23)(attach proof)	Yes/No
9	three year experience in govt. or govt. aided college/universities	Yes/No
10	ISO certification for security services	Yes/No
11	Affidavit regarding the agency was not blacklisted by any Govt. organization during last three (03) years	Yes/No
12	Copy of EMD Rs. 1.5 Lac (online payment receipt paid through e-procurement portal)	Yes/No
13	Valid Registration under NSIC/DIC/MSME (in Cover 1) (Applicable for EMD exempted vendors)	Yes/No
14	Signature & Seal of the tender at all pages of tender document	Yes/No

Seal & Signature of the Tenderer

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ANNEXURE - II

ELIGIBILITY, TERMS & CONDITIONS OF CONTRACT

1. Eligibility (Particulars of documents for eligibility):

It is mandatory for the bidder to enclose the currently valid certified copies of the following documents along with the bid. In event of short fall of any document, bid shall not be considered for evaluation.

- 1.1 License under private security regulation act.
- 1.2 Permanent Account Number issued by Income Tax Department
- 1.3 Registration under EPF act & ESI act.
- 1.4 Registration under Service Tax/GST
- 1.5 License under contract labour act.
- 1.6 Copy of income tax returns of the three assessment years FY- 2019-20, 2020-21, 2021-22 (AY 2020-21, 2021-22, 2022-23)
- 1.7 Annual turnover (more than 5 Crore on the average of three assessment years FY- 2019-20, 2020-21, 2021-22 (AY 2020-21, 2021-22, 2022-23)
- 1.8 Experience details (minimum three years experience in similar organizations i.e. Govt./Semi Govt./Govt. aided colleges or universities. The number of security guards deployed shall not be less than 40 for each year)
 - 1.9 I.S.O. certification.
 - 1.10 The quoted rate shall not be less than the rates notified by labour commissioner of MP or competent authority (civilian guard-unskilled, ESM guard & Gunman skilled category supervisor-super skilled/highly skilled .
 - 1.11 The security agency shall not be blacklisted/ banned by any Govt. Organization/PSUs during last three (03) years. An affidavit in this regard shall be enclosed.

2. General Terms and Conditions

- 2.1 The JEC Jabalpur will hire the services of a duly licensed security agency registered with the appropriated government agencies / departments to provide security which shall include the services of security guards/ gun man / supervisors on payment of a consolidated amount on monthly basis to the agency.
- 2.2 The security agencies are required to submit their bid online. Cost of tender document is Rs. 2000/- (Two Thousand only) shall be payable online. This should not be merged with EMD. The firm should provide an EMD of Rs. 1.5 Lakhs (Rs. One Lakhs Fifty Thousand only) shall be payable online. The offer without EMD shall be rejected. EMD will be returned to all the participating agencies after finalization of the tender process without interest.
- 2.3 The contract can be terminated by the Jabalpur Engineering College Jabalpur or the security agency by giving one month advance notice from either party.

2.4. The instructions/orders issued by the college from time to time should be followed by the tenderer and his employees. Principal Jabalpur Engineering College, Jabalpur reserve the right to reject any or all bids without assigning any reason or cancel the process at any time.

2.5. The contractor shall not engage any sub contractor or transfer the contract to any other person or agency in any manner.

2.6 In case of any dispute the same shall be resolved initially by mutual discussion between the parties, failing which appropriate court at Jabalpur will have the jurisdiction to adjudicate upon the matter.

3. Other/Specific Terms And Conditions

3.1. The tenderer shall provide the relevant document regarding license under private security act, labour license, EPF, ESI, Service Tax/GST registration numbers, experience certificate, certificate of annual turnover, PAN number, IT returns of three assessment years, ISO certification, earnest money in the form of demand draft, quoted rates for different categories of security persons etc.

3.2. The Contact for the security service shall be for a period of 1 year as per agreement. Which is extendable for more year depending upon performance of the agency.

3.3. The agency shall have a minimum of three years experience in Govt./Semi Govt. \ Govt. aided Colleges or universities. The number of security guards deployed by the agency shall not be less than 40 for each year. (attach experience certificate and other documents, work orders, clearly indicating the no. of guards deployed)

3.4. The annual turnover of the firm should not be less than 5.0 Crore on the average of three assessment years FY- 2019-20, 2020-21, 2021-22 (AY 2020-21, 2021-22, 2022-23)

(attach audited balance sheet & profit and loss account along with ITR)

3.5. The rates quoted by the tenderer shall not be less than the minimum wages notified by Labour Commissioner of M.P. or the competent authority (Civilians Guard- Unskilled, Gunman/ESM guard Skilled, Gunman/Supervisor-super skilled)

3.6. The security agency shall be ISO certified agency. (attach proof).

3.7. The Tenderer/ contractor shall make the payment to its employees not less than prevalent rates of minimum wages as notified by Labour Commissioner of M Por \ competent authority from time to time.

3.8. The selected agency will be required to enter in to an agreement with the Principal Jabalpur Engineering College Jabalpur, by submitting a document of agreement on a non judicial stamp paper of Rs. 100 (One hundred only). The conditions of the contract shall be the part of the agreement.

3.9. The Jabalpur Engineering College, Jabalpur reserve the right to increase or decrease the security staff deployed by the agency as per the need, without assigning any reason.

- 3.10 The security staff shall be issued with name plates/identity cards, which they shall wear while on duty
- 3.11. The tenderer shall be responsible for the conduct and behavior of its employee
- 3.12. In the event of any loss being occurred to the Jabalpur Engineering College, Jabalpur on account of negligence of agency/contractor's employees, the agency/contractor shall make good the loss sustained by the college, either by the replacement or on payment of adequate compensation as decided by Jabalpur Engineering College, Jabalpur or the said amount will be deducted from the running bills or performance security. If amount is more than the subjected amount, college has full authority to recover the amount of losses from the agency as per the prevailing laws.
- 3.13. The agency shall provide sufficient sets of neat and clean uniforms, leather belts, caps, whistle, boot, torch, lathi, register etc. to the security persons during working hours. The agency shall also provide patrolling two wheeler vehicle for the purpose of night patrolling duty, checking, etc. The cost of the above items shall be included in the "quoted rate".
- 3.14. No handicapped, unsound security guards shall be engaged by the agency.
- 3.15. The agency shall be responsible to the Principal and/or to an officer authorized by the Principal for the execution of the day-to-day security works.
- 3.16. The Jabalpur Engineering College, Jabalpur shall not be responsible for the payment of wages or any other allowances to the staff/employees engaged by the tenderer. The agency shall follow all rules, regulations and direction as regards to the welfare of labour, issued by the appropriate government agency from time to time.
- 3.17 The Jabalpur Engineering College, Jabalpur shall not be responsible for any compensation which may be required to pay to the worker(s) of the agency consequent upon any injury/mishap.
- 3.18. The monthly payment to the contractor shall be made on the basis of Biometric/e- attendance or attendance register of the deployed manpower and on the satisfactory performance. The tenderer will have to submit bill in duplicate by the end of the month.
- 3.19. The college reserves the right to have a panel made out of the tenderers submitted and in case the agency selected, fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason, the next agency will be offered the job. However the validity of the panel will be for the period of award of contract to the first panelist and in case of thesecond in the panel is offered the job the time span for this will be the remaining period of the firstawardees of the contract. In case the successful bidder decline to accept the award or to provide the security services, the EMD made by him shall be forfeited and may also be blacklisted.
- 3.20. The college will not provide any medical facility and residential accommodation to the Security personnel of the contractor.

4. Duties & Responsibilities of the Security Agency

- 4.1. The agency shall wherever applicable, comply with the provisions of the payment of Wages Act 1936. The minimum Wages Act 1948. Employees Provident Fund and Miscellaneous Provisions Act 1952, ESI Act 1948, Workmen's Compensation Act 1923, Industrial Dispute Act. 1947, and Contractor's Labour (Regulations and Abolition Act) 1970, Private Security Agencies (Regulation) Act 2005 or the modification thereof or any other laws relating thereto and the rules made there under from time to time.
- 4.2. The agency shall be responsible for all Security measures and arrangements to safeguard both movable and immovable properties of the college, according to the existing preventing measures or

the condition else it changes in due course of time. For this purpose it has to perform both mobile and static duties which include guarding of movable and immovable properties and managing entry and exit points.

- 4.3. The agency will indemnify the property of the College for theft, loss, pilferage and fire from the areas entrusted to its control and shall be responsible for all such losses.
- 4.4. The agency shall not deploy the Security Guard/Supervisor more than the laid down duty hours.
- 4.5. Payment of salary and arrears etc. to the staff hired by the agency to perform the duties at the college shall be made only through online payments to their respective bank accounts or through Cross Cheque in the name of the respective security person. No cash payments or payment through bearer Cheque will be made. The payment made to the worker must be tallied with the statement of the wages submitted along with the bill by the contractor.
- 4.6. The Contracting Agency will submit the invoice/bill in duplicate after making the payment of previous month to the employees, supported with the following documents:
 - 4.6.1. Details of Biometric/e-attendance or signature in attendance register
 - 4.6.2. Details of disbursement of previous month
 - 4.6.3. Proof of payment of statutory obligation such as EPF, ESI, GST or any other applicable tax. The contractor has to submit the copy of challans (ECR) under PF & ESI of the employee engaged in the college. If he fails to provide such challan (ECR) than next month payments will not be released.
 - 4.6.4. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.
- 4.7. The agency shall provide the services of trained Security Supervisor and Security Guards, and shall observe discipline, decency, decorum and the code of conduct and mannerism befitting of Security personnel.
- 4.8. The security personnel's shall be physically fit to resume the duties. The agency should provide medical certificate of security persons issued for a registered medical practitioner within 15 days from start of contract.

- 4.9. The Security staff shall be available all the time at the place of their duties as per roster and shall not leave the place of duty without prior permission.
- 4.10. The agency shall be responsible to make the presence of guards at every time. If any security personnel found missing/ absent during inspection or otherwise, then the penalty will be imposed for two times of their wages for the days of absence.
- 4.11. The agency will maintain a Register at entry and exit points of the college and at those places wherever required, and will enter the name of the visitor with his full address.

- 4.12. The security agency should maintain proper registers of employee showing details of employee duty details of payment etc. and should immediately provide the same before the inspection of agency of concerned government department and college authority as and when required
- 4.13. The security will be 24x7 a week, with proper shifts including on holidays and vacations.
- 4.14. Attendance of each guard will be taken in bio-metric machine installed by the institute in principal chamber.

5. Cost and Availability of Tender Document

The cost of tender document is Rs. 2000/- (Rupees Two Thousand only) which is non- refundable. The tender document can be downloaded from our website www.jecjabalpur.ac.in. The cost of tender document will be submitted online through MP e-procurement portal (mptenders.gov.in).

6. Bid Security & Performance Security

The Bidder shall deposit Rs.1,50,000/- (Rupees One Lac Fifty Thousand only) will be submitted online through e-procurement portal as EMD along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

The selected firm has to furnish performance security in the form of DD/Bank Guarantee valid for 14 months from the date of award of contract for an amount of 10% of Annual charges or Rs.6,00,000/- (Rs. sixLakh) whichever is higher. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.

7. Financial Bid:

The Bidder shall mandatorily quote rates in format as per Annexure-III.

(failing which the tender will be treated as non-responsive):

- 7.1. The rate quoted items shall be fixed for the duration of the contract and shall not be subject to change except the statutory provisions, if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. percentage of profit/service and material charges.
- 7.2. The Bidder shall deposit Rs.1,50,000/- (Rupees One Lac Fifty Thousand only) will be submitted online through e-procurement portal as EMD along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

8. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. conform to the terms & conditions in the following manner:

8.10 Stage I: Evaluation of technical Bid

The technical bid will be evaluated based on the documentary validation and minimum eligibility criteria stipulated in the tender document (Annexure – II clause 1) The attested copies of documents shall be attached with the bid as per checklist Provided in the tender document failing with the bid will be treated as non-responsive.

8.2 Stage II: Evaluation of Financial Bid

Only those bids which are responsive in Stage-1 will be evaluated in Stage-2 in following Manner:

- 8.2.1 The price bid is to be quoted after taking in to account the minimum wages notified by labour commissioner of M.P. as applicable on the date of issue of this tender. Remuneration of staff, quoted below minimum wages shall render the Bid disqualified (unresponsive) for evaluation.
- 8.2.2 The civilian security guard will be considered under unskilled category , ESM security guards under skilled category and supervisor under highly / skilled. $\frac{1}{2}$ mPp dq'ky $\frac{1}{2}$
- 8.2.3 Weekly off wages shall be calculated on the basis of 52 weeks in 12 months. (It should not be less than one-sixth or monthly wages.)
- 8.2.4 The offers / bids which are not in compliance of minimum wages act and any other labour laws will be treated as invalid and will be summarily rejected.
- 8.2.5 In case two or more bidders quote same rates and there is a tie, preference will be given to agency having more annual average turnover of last three years (AY 20-21, 21-22, 22-23)

9. Validity of Bid:

The Bid shall remain valid for a period 90 days after the deadline fixed for submission of Bids.

10. Award of Contract:

- 10.1 The Indenter may award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price but mere lowest price will not confer any right for awarding the contract.
- 10.2 The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Annexure I.
- 10.3 The indenter, prior to the expiration of the Bid Validity period, will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- 10.4 Notwithstanding the above, the Indenter reserves the right to accept or reject any one or all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
- 10.5 The indenter reserves the right to cancel the contract any time without assigning any reason.

Principal

Jabalpur Engineering College, Jabalpur
(M.P.)482011

ANNEXURE-III

Tender Inviting Authority: **Jabalpur Engineering College Jabalpur**

Name of Work: **Security Services**

Contract No: NIT/JEC/SECURITY/2023/001

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Quantity	Rate per person per month(without GST) Inclusive of basic pay, weekly off, EPF,ESI material charges/ services charge and any other charges as per government norms.	Total Amount
1	2	3	4	5
1	Security Supervisor (Super Skilled)	03		
2	Security Guards (ESM) Skilled	19		
3	Security Guards (Civilian) Unskilled	18		
GRAND TOTAL				

Note:

- 1- The bidder should quote rate per person per month in column 4 which should be inclusive of basic pay + weekly off + EPF +ESI + any other statutory charges/ Taxes as applicable as per government norms including material charges & service charges. The quoted rate per person per month shall be in full rupee not in paise , In spite of above instruction if Tenderer quotes in decimal , then 50 paise or more will be rounded off to one rupee and below 50 paise will be discarded for tender evaluation.
- 2- GST will be paid separately by the institute this should not be included in column
- 3- The wages should not be less than that notified by labour commissioner of M.P. Otherwise the bid will be considered as non responsive.