



KARACHI METROPOLITAN CORPORATION
OFFICE OF EXECUTIVE ENGINEER (E&M) C.M
ENGINEERING DEPTT.

No.KMC/EE/E&M/C.M/ 26 /2018

Dated: 02-05-2018

Assistant Director (CB).
Sindh Public Procurement Regulatory Authority.
Government of Sindh.
KARACHI.

SUBJECT:- Annual Contract for Clock Tower of KMC Head Office Building M.A Jinnah Road, Karachi.

Reference: AD(A)A-1/SPPRA/(36383-KMC)/2017-18/2711 Dated: 30th April, 2018.

In response to above referred letter it is submitted as follow:-

1. The scheme / work of instant NIT is very clearly mentioned in APP(Budget 2017-18) copy was already provided, that was approved from Honorable KMC Council and Govt. of Sindh as per rules and procedure however, fresh copy along with SPPRA standard format is re-submitted as narrated in Rule-11.
2. It seems, it is a mis understanding BID DATA SHEET was already provided as per standard format. Here, again we are submitting fresh copy . which may tally with original one (it is with SPPRA) under SPPRA Rule 21(1) (b).
3. It was up loaded on SPPRA Website. at first instance, while. availability of schedule as per rule 17(3)(c). all addresses and location were mentioned in NIT .
4. PA has observed the rules 48 of SPPRA in this respect consequently original duly signed copies of the documents provided for hoisting on SPPRA Website. being the prizes were found comparable with market prices along with certificate desired.


Executive Engineer (E&M),
Contract Management, KMC

Copy to: -

- 1) Director General(TS). KMC
- 2) SE(E&M) KMC
- 3) CE (C.M) Engg. Deptt. KMC.
- 4) Officer/Official Concerned.





SPPRA INWARD DIARY
NO. 498
DATED 03/05/2018



No. A.D(A)A1/SPPRA/(36383-KMC)/2017-18/

2711

GOVERNMENT OF SINDH
SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

Karachi, dated the 30th April, 2018

To

The Chief Engineer (CM)
Engineering Department (E&M)
Karachi Metropolitan Corporation
Karachi.

In Ward No. 429/18
CE/E&M/KMC/
Dated 2/5/18

Subject: NIT NO. EE/(CM)/E&M/KMC/32/18 DATED 22.01.2018 (SR. NO. 36383).

The undersigned is directed to refer to the Notice Inviting Tender (NIT) received vide your office letter No. EE/(CM)/E&M/KMC/32/18 dated 22.01.2018 and Bid Evaluation Reports (BERs) furnished vide letter No. KMC/EE/E&M/C.M/75/2018 dated 09.04.2018 and to observe that:

- i. The scheme / work of instant NIT are clearly not mentioned in Annual Procurement Plan (APP) and also not on standard format of SPPRA. PA is required to furnish APP on standard format of SPPRA mentioning all schemes as per NIT along with all financial details in terms of Rule-11.
- ii. PA has furnished blank bid data sheet. PA is required to furnish bid Data sheet containing information about the assignment in terms of Rule -21(1)(b).
- iii. In case second attempt dates are mentioned in the NIT, the response time shall be fifteen days from the date of opening of the first attempt should be clearly mentioned to avoid violation of Rule-17(3)(C) of SPP Rules, 2010 (Amended-2017).
- iv. PA is required to furnish Certificate regarding compliance of Rule-48 of SPP Rules 2010 (Only for single bid) signed by Procurement Committee.

2. In view of the above, the procuring agency is advised to furnish required documents, justifications / clarifications at the earliest. It may be noted that compliance of SPP Rules 2010 (amended 2017) is the sole responsibility of procuring agency, therefore it is advised to ensure the compliance of Rules in letter & spirit.

Assistant Director (Assessment)

Copy forwarded for information to:-

- ✓ The Secretary, Local Government Department, Government of Sindh, Karachi.
- ✓ The Staff Officer to MD, SPPRA.

*For strict compliance
and put up
X EN (CM) E&M
02/05/18*



KARACHI METROPOLITAN CORPORATION
OFFICE OF THE EXECUTIVE ENGINEER (E&M)
CONTRACT MANAGEMENT
ENGINEERING DEPARTMENT

No. EE/E&M/C.M/Engg. Dept./KMC/

Date: _____

Item No. 1

SUBJECT:- Annual contract for Clock Tower of KMC Head Office Building M.A. Jinnah Road, Karachi.


COMPARATIVE STATEMENT.

Tender for the above subject work were received and opened on 07-03-2018 at 2.30 P.M by the Procurement Committee on Schedule Time as per N.I.T. SPPRA Serial #36383

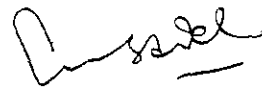
Following Firms/Contractors have participated in the tender.

Sr #	Name of Firm	Rate Quoted by Contractor Plus Offer Rates Basis.	Checked by calculation	Remarks.
1	Mrs. Sumair Electric Store.	Rs.9,99,600/- for complete works.	Rs.9,99,600/- for complete job works.	* Responsive Tender

The above tenders were received and made part of the work file.


Accountant (E&M) KMC
Secretary/Member
Procurement Committee


XEN (CIVIL) K.D.A
Member
Procurement Committee


Chief Engineer (E&M) KMC
Chairman
Procurement Committee



KARACHI METROPOLITAN CORPORATION
OFFICE OF THE EXECUTIVE ENGINEER - E&M CONTRACT MANAGEMENT
ENGINEERING DEPARTMENT

No. EE/E&M/C/M/Engg. Divn., KMC

Date: _____

NIT No. EE/(C.M)/E&M/KMC/33/2018 Dated: 22-01-2018 (Item No. 1)
SUBJECT:- Annual contract for Clock Tower of KMC Head Office Building M.A. Jinnah Road, Karachi..

Method of Procurement: Single stage Single Envelope.

MINUTES OF BID OPENING MEETING.

A MEETING OF THE Procurement Committee of this department was held on 07-03-2018 for opening the bids received in respect of subject NIT till the deadlines of submission. The meeting was attended by all following members of the procurement committee.

- | | | |
|--------------------------------|--------------------------|------------------|
| 1. Mr. Anees Ahmed Khan | Chief Engineer (E&M) KMC | Chairman |
| 2. Mr. Atta Muhammad Memon | XEN (E&M) KDA | Member |
| 3. Mr. Wajanaat Hussain Zubari | Accountant | Secretary/Member |

The following bidder submitted their bids till the deadline of submission.

Sr#	Name of Bidder
1	M/s. Sumair Electric Store.

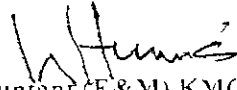
The bids were opened at 2.30 P.M in the presence of the above mentioned participants and the rates quoted by bidders were read aloud and endorsed by Chairman of the Tender Opening committee. All the members of the Tender Opening Committee signed each and every page of financial proposal/bids. The bids do not contain any over-writing or cutting (Also mention cutting or over writing if any)

Following is the details of bids announced.

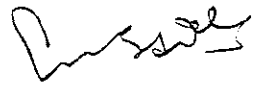
Sr #	Name of Bidder	Offered Price	Amount of Bid Security	Pay order & Date.	Remarks.
1	M/s. Sumair Electric Store.	Rs.9,99,600.- for complete works.	Rs.20,000 -	1171059665 Dated: 05-3-18	* Responsive Tender

The Committee shall examine all the bids as per the Qualification Eligibility Criteria provided in the bidding documents, arithmetical checks and verify the documents and bid security submitted by the bidders.

The meeting ended with the note of thanks to and from the chair.


 Accountant (E&M) KMC
 Secretary/Member
 Procurement Committee


 XEN (CIVIL) K.D.A
 Member
 Procurement Committee


 Chief Engineer (E&M) KMC
 Chairman
 Procurement Committee

KARACHI METROPOLITAN CORPORATION
OFFICE OF THE EXECUTIVE ENGINEER (E&M)
CONTRACT MANAGEMENT
ENGINEERING DEPARTMENT

No. EE/E&M/C.M/Engg.Deptt./KMC/

Dated: _____

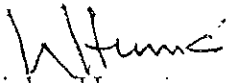
BID EVALUATION REPORT.

In Compliance of clause 45 SPPR-1 Rules 2010:

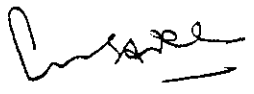
- 1 Name of Procuring Agency: Karachi Metropolitan corporation.
- 2 Tender Reference No: EE/E&M/C.M/10/2017-18
- 3 Tender Description/Name of work/Item: Annual Contract for Clock Tower of KMC Head Office Building M.A Jinnah Road Karachi.
- 4 Method of Procurement: Single stage- one Envelope.
- 5 Tender Published: *SPPRa ID No.36383*
Print & Electronic Media (SPPR-1 ID No. & News papers names with dates)
- 6 Total Bid documents Sold: 01 Nos
- 7 Total Bids Received: 01 Nos
- 8 Technical Bid Opening date : (If applicable) 07-03-2018 (Single stage - one envelope.)
- 9 No. of Bid technically qualified(if applicable). 01 Nos
- 10 Bid (s) Rejected: 00 Nos
- 11 Financial Bid Opening date: 07-03-2018 (ame being Single stage - one envelope.)
- 12 Bid Evaluation Report.

Sr.#	Name of Firm or Bidder	Cost of Offered by the Bidder.	Ranking in terms of Cost.	Comparison with Estimated cost.	Reasons for acceptance /Rejection.	Remarks.
1	2	3	4	5	6	7
1	M/s.Sumair Elect. Store.	Rs999600/- for complete work	1st. Lowest	1.13%above Est.Cost. Of Rs.9,60,000/-	Qualified as per Minimum Qualification Eligibility Criteria.	Recommended for award of work

This issued with the approval of the members of the Procurement Committee.


Wajahat Hussain
Accountant (E&M) KMC
Secretary/Member
Procurement Committee


Atta Muhammad Memon
XEN (CIVIL) K.D.A
Member
Procurement Committee


Anees Ahmed Khan
Chief Engineer (E&M) KMC
Chairman
Procurement Committee



**KARACHI METROPOLITAN CORPORATION
OFFICE OF THE EXECUTIVE ENGINEER (E&M) CONTRACT MANAGEMENT
ENGINEERING DEPARTMENT**

Tender No: 00

ELIGIBILITY/MINIMUM QUALIFICATION REPORT

Name of work: Annual contract for Clock Tower of KMC Head Office Building M.A. Jinnah Road, Karachi.

Date of Opening: 07-03-2018

Sr.#	ELIGIBILITY	CONDITION	M/S. Sumair Electric Store
1	Valid PFC in C-6 (11-06) & above in relevant category.		✓
2	NTN Certificate of F.B.R.		✓
3	Valid Professional Tax.		✓
4	Registered with Sindh Revenue Board.		✓
5	Electric Contractors License Valid from Electrical Inspector, Government of Sindh.		✓
MINIMUM QUALIFICATION CRITERIA			
6	Proof of P.E.C registered Engineer with the firm and his presence in person at the time of issuance of tender is required to be ensured.		✓
7	Participating Contractor /Firm must have experience of Five years in same nature of work any where in Pakistan with strict proof of work orders and completion report / certificate of same works.		✓
8	Application for issuance of Tender documents is to be Addressed to CE (E&M) KMC & submitted to Accounts office (E&M) it must comprises of all above mentioned documents /papers to ensure the eligibility of the Contractor/Firm and pay order tender cost.		✓
9	Bank statement of the firm/company of last (3) three years to confirm the financial soundness. i.e. minimum turn over of Rs. 5 to 10 Millions as per rule 46 (f) (a) (ii).		✓

W Hussain
Wajidat Hussain
Accountant (E&M) KMC
Secretary/Member
Procurement Committee

Adia Muhammad Mehmood
Adia Muhammad Mehmood
XEN (CIVIL) K.D.A
Member
Procurement Committee

Anees Ahmed Khan
Anees Ahmed Khan
Chief Engineer (E&M) KMC
Chairman
Procurement Committee



KARACHI METROPOLITAN CORPORATION
OFFICE OF THE EXECUTIVE ENGINEER (CM)
ENGINEERING DEPARTMENT (E&M)

Camp Office No. 1 Benina Dawood Engineering
University Muslimabad Gurnamander, Karachi.

No. EE/(CM)/E&M/KMC/ 18

Dated:- _____ 2018

Director(CB),
Sindh Public Procurement Regulatory Authority,
Government of Sindh,
KARACHI

SUBJECT:- Annual Contract for Clock Tower of KMC Head Office Building M.A Jinnah Road,
Karachi.


Reference: SPPRA Serial I.D # 36383

The subject work was called through SPPRA Web site after obtaining approval from Hon'ble Mayor, KMC for the operation and its maintenance throughout a year 2018-19 on the basis of following salient feature and importance.

1. It is a delegate and high tech job.
2. It has unique importance that it is only a four sided Clock Tower with timing chiming and bell provision in the province of Sindh.
3. It is a three stage mechanical structure, where, Fly wheels, Huge bells, weights connecting rods, gears have been fixed accommodated for inter connected operation.
4. Only few persons or firms can take up its repairing task.

As the tender was advertised for wide publication, therefore only one firm has taken part being the experienced and interested firm participated in the BID.

The rates quoted by the participant M/s. Sumair Electric Store seems reasonable and within the permissible limits as per SPPRA rules, and the committee is of the opinion that being reasonable rates, Tender to responsive bidder (Single participant) can be awarded in the best interest of work KMC.


Executive Engineer (C.M.)
(E&M) Engineering Deptt. KMC.

Copy to the:

1. D.G.(Tech. Services), Engg. Department, KMC.
2. Chief Engineer (E&M), KMC.
3. Office Copy.



KARACHI METROPOLITAN CORPORATION
OFFICE OF EXECUTIVE ENGINEER (E&M) C.M
ENGINEERING DEPTT.

No.KMC/EE/E&M/C.M/ _____ /2018

Dated: _____ 2018

CERTIFICATE.

The tender invited through SPPRA Website Sr. No.36383 Dated: 22-01-2018, has been evaluated while it is single and the rates are comparable with Market prices.

**Executive Engineer (E&M),
Contract Management, KMC**

KARACHI METROPOLITAN CORPORATION
ENGINEERING DEPARTMENT



TENDER REFERENCE NO. KMC/CM/E&M/10/2017-18.

BILL OF QUANTITIES

ANNUAL CONTRACT FOR CLOCK TOWER OF K.M.C. HEAD OFFICE
BUILDING M.A. JINNAH ROAD KARACHI.

Estimated Cost: Rs. 9,60,000/-

Earnest Money: Rs. 19200/-

Tender Cost: Rs. 2500/- Each.

Tender Issue to _____

M/s Sumit Electric Co.

Against Cash/Pay order No: 19564480

Date 22/2/18 of Rs: 2500/-

of ATB1 Branch C-6 B2

W. Hussain
Accountant
(E&M) Engg. Deptt.
K.M.C.

ELEGIBILITY CRITERIA:

- 1 Valid PEC in C-6 (EE-06) & above in relevant category
- 2 NTN Certificate of F.B.R.
- 3 Valid Professional Tax.
- 4 Registered with Sindh Revenue Board.
- 5 Electric Contractors License Valid from Electrical Inspector, Government of Sindh.
- 6 Proof of PEC registered Engineer with the firm and his presence in person at the time of issuance of tender is required to be ensured.
- 7 Participating Contractor /Firm must have experience of Five years in same nature of work any where in Pakistan with strict proof of work orders and completion report / certificate of same works.
- 8 Application for issuance of Tender documents is to be Addressed to CE (E&M) KMC & submitted to Accounts office (E&M) it must comprises of all above mentioned documents /papers to ensure the eligibility of the Contractor/Firm and pay order tender cost.
- 9 Bank statement of the firm/company of last (3) three years to confirm the financial soundness. i.e minimum turn over of Rs. 5 to 10 Millions as per rule 46 (i) (a) (ii).



SIGNATURE OF CONTRACTOR
ADDRESS & CELL NO.

SCHEDULE

Subject: Annual Contract for Clock Tower of KMC Head Office Building
M.A Jinnah Road Karachi.

S.#	Description	Qty	Unit	Rate	in Word	Total
PART - 'A'						
1	Mandatory/Cleaning Servicing, oiling and greasing Clock Tower machine. a) Chiming parts. Allied Wheels, Gears, Plates and Livers. b) Striking parts, Allied Wheels, Gears, Plates and Livers. c) Bells and Allied components. The job is in lumpsum once a week, with the help of cotton clothes, waste cleaning chemical laqour, one Specialiste Mechanic, two skilled labours, complete as requirement.(four in a month)	12	Per Month	83300/-	Eighty three thousand three hundred only	999600/-
Total						999600/-
Grand Total Amount				Rs.		

I/We hereby quoted Rates _____ as above /below on S.R and offer Rates Rs. 999600/-

(Rupees Total of Schedule and Non Schedule items rates. Ninety Nine Thousand Six Hundred only)


I/we the under signed is/are hereby under take to strictly abide all the terms & condition of the tender which are currently in force for the work of Karachi Metropolitan Corporation.

I/We have attached a pay order bearing No. 1171059665 Dated: 05-03-18 issued from Al-Baraka Bank amount to Rs. 200000/- as per XIT

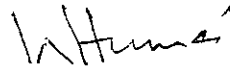
SIGNATURE OF CONTRACTOR
ADDRESS & CELL NO.

Time Limit : 365 Days

Penalty : Rs. 2500/- Per day.

Checked by: 

XEN (E&M) C.M. KMC


Secretary/Member Tender Committee
Electrical & Mechanical, KMC


Member Tender Committee
Electrical & Mechanical, KMC


Chairman Tender Committee
Electrical & Mechanical, KMC

Tender received in Sealed/Unsealed/
Tape sealed/Gum seal cover.

P.O. No: 1171059665 Dated: 05-03-18

for Rs: 20,000/- of Earnest Money
is/are attached/not attached. Attal held

✓ No correction/Correction/No: outting
cating in rates. No Cating

✓ Rates written / Not written in words.

Rates quoted @ 999,600/-

New Case Nifty one thousand six hundred of

W. H. ...

Secretary/Member Tender Committee
Electrical & Mechanical, KMC

[Signature]
Member Tender Committee
Electrical & Mechanical, KMC

[Signature]

Chairman Tender Committee
Electrical & Mechanical, KMC

Chairman Tender Committee
Electrical & Mechanical, KMC

KARACHI METROPOLITAN CORPORATION

ENGINEERING DEPARTMENT (ELECTRICAL & MECHANICAL)



ESTIMATE

Annual Contract for Clock Tower of KMC Head Office Building
M.A Jinnah Road Karachi.

RS. 9,60,000/-
OCTOBER, 2017

ESTIMATE

○ *Subject: Annual Contract for Clock Tower of KMC Head Office Building
M.A Jinnah Road Karachi.*

<i>S.#</i>	<i>Description</i>	<i>Qty</i>	<i>Each</i>	<i>Rate</i>	<i>Amount</i>
1	<p style="text-align: center;">PART - 'A'</p> <p>Mandaty/Cleaning Servicing, oiling and greasing Clock Tower machine. a) Chiming parts.Allied Wheels, Gears, Plates and Livers. b) Striking parts. Allied Wheels, Gears, Plates and Livers.. c) Bells and Allied components. The job is in lumpsum once a week, with the help of cotton clothes. waste cleaning chemical laqour, one Specialiste Mechanic. two skilled labours. complete as requirement.(four in a month)</p>	12	P.Month	80000	960000
	<i>Total</i>				960000



KARACHI METROPOLITAN CORPORATION
OFFICE OF THE EXECUTIVE ENGINEER CONTRACT MANAGEMENT
ENGINEERING DEPARTMENT (ELECTRICAL & MECHANICAL)
FINANIAL YEAR 2017-18

ANNUAL PROCUREMENT PLAN (ENGINEERING DEPARTMENT (ELECTRICAL & MECHANICAL.))

Sr.#	Description.	Quantity (Where Applicable).	Estimated (Unit Cost (Where Applicable).	Estimated Total Cost	Funds Allocation.	Source of Funds ADP/Non ADP	Proposed Procurement Method.	Timing of Procurements.				Remarks.	
								1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.		
1	Annual Contract for Clock Tower of KMC Head Office Building M.A Jinnah Road, Karachi.	N.A	N.A	Rs.9,60,000/-	Inticipated to be released	Non ADP KMC Fund	Single stage one Envelope					✓	

(Signature)
Executive Engineer (E&M)
Engineering Department (E&M)
Karachi Metropolitan Corporation.



KARACHI METROPOLITAN CORPORATION
OFFICE OF THE EXECUTIVE ENGINEER (CM)
ENGINEERING DEPARTMENT(E&M)

Camp Office No.1 Behind Dawood Engineering
University Muslimabad Gurumander, Karachi.

No. EE/(CM)/E&M/KMC/ 32 /18

Dated:- 22 / 01 /2018

NOTICE INVITING TENDER
Through Website SPPRA & KMC

Tender in sealed cover is invited on Schedule Plus Offer rates basis through single stage one envelope method for the following works from the reputable and experienced firm/contractor have NTN certificate, valid Professional Tax Certificate, Registered with Sindh Revenue Board and statement of turnover at least 3 years.

Sr #	Tender Reference #.	Name Of Work	Estimated Cost	Bid Security (Rs.)	Tender cost (Rs.)
1.	KMC/CM/ E&M/10/2018	Annual Contract for Clock Tower of KMC Head Office Building M.A Jinnah Road, Karachi.	Rs. 9,60,000/-	Rs.19,200/=	Rs 2500/=

Tender schedule shall be as follows:

SCHEDULE	DATE & TIME	VENUE
1. Receiving of Application & Issuance of Tender.	From <u>15-02-2018</u> to <u>05-03-2018</u> During Office Hours	Chief Engineer (E&M) KMC at Camp Office No.1 Behind Dawood Engineering University Muslimabad Gurumander Karachi.
2. Dropping of Tender.	on <u>07-03-2018</u> 2:00 P.M	Chief Engineer (E&M) KMC at Camp Office No.1 Behind Dawood Engineering University Muslimabad Gurumander Karachi.
3. Opening of Tender.	<u>07-03-2018</u> At 2:30 P.M	Chief Engineer (E&M) KMC at Camp Office No.1 Behind Dawood Engineering University Muslimabad Gurumander Karachi.

TERMS & CONDITIONS.

1. In case due to any reason, if the tenders are not responded on the above date, the next date of submission and opening will be **16-02-2018** and the tender documents will be available for sale up to **15-02-2018**.
2. The tender documents will be issued to the contractor on submission of written request on letter head and on payment of non-refundable cost of tender price through pay order from any schedule Bank in favor of KMC along with experience certificate in relevant field. Bid Security in shape of pay order / bank guarantee from any schedule Bank in favor of KMC as mentioned above should be enclosed with the bid otherwise the tender will be rejected. No tender will be sold on the tender opening date.
3. In Case the date of opening or last date of sale is declared as public holiday by the Government or non working day due to any reason, the next official working day shall be deemed to be the date of sale and submission and opening of tenders accordingly. The time and venue shall remain the same.
4. The total bid amount as well as the rates of items must be filled both in figures and words and in case any correction made by the contractor himself then each correction must be initialed by the Contractor, otherwise the tenders are liable to be summarily rejected.
5. **Substantial Responsive Bid:**
Only those bids, which comply with each eligibility criteria as well as minimum qualification criteria attached with the tender documents shall be declared substantially responsive bids at the time of tender opening and will be eligible for further evolution, otherwise the same will be declared as non-responsive & rejected.

6. The bidder is required to submit the above information, the signed evidence against evaluation criteria along with their bids. However Joint venture between two or more firms is allowed subject to compliance of conditions of stipulated rules of PEC.
7. If any fake documents are found then the tender is liable to be rejected/cancelled with out any compensation and with penalty as per rules.
8. Canvassing in connection with tenders is strictly prohibited and tenders submitted by the contractors who report canvassing will liable for rejection.
9. If a bidder submits a seriously unbalanced bid then he may be required to deposit extra performance security to a level sufficient to protect the procuring agency against financial losses. failing which his bid will be either rejected or the bid security be forfeited as deemed appropriate by KMC.
10. Bid Security of the unsuccessful bidder shall be released once the contract has been finalized with the successful bidder or the validity period has expired.
11. The procuring agency may reject all or any bid subject to the relevant provisions of SPPRA Rules 2010.
12. The conditions of contract are available on KMC's website (www.karachicity.gov.pk).


Executive Engineer (CM)
Engineering Department (E&M), KMC

Not to be Published

Director (CB)SPPRA, GOS.

With the request to upload on the SPPRA's website (Copy of BOQ, Bidding Data (duly filled) procurement plan for the year 2017-18 of each work and Standard Bidding Documents are also enclosed in soft copy(CD).

Director (IT), Computer Section, Mayor Secretariat, KMC.

With request to upload on the KMC's website.

C.C to:-

1. Director General (TS), KMC.
2. Chief Engineer.(CM), KMC / Chairman Tender / Procurement Committee.
3. Chief Engineer (Concerned).
4. Director Accounts, Engineering Department, KMC
5. PS to Mayor, KMC.
6. Office file.