

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-10-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-10-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Chandigarh
विभाग का नाम/Department Name	Health Department Chandigarh
संगठन का नाम/Organisation Name	Rogi Kalyan Samiti Ch45 Chd
कार्यालय का नाम/Office Name	Rogi Kalyan Samiti Sector 45
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :smo-ch45@chd.nic.in Buyer Email id: buycon3.rkscch@gembuyer.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	9.5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	GeM verified turnover
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	4
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	4 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	315000
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

3. The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc.

This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1787200698.pdf](#)

Manpower Hiring For Financial Services - Offsite; Chartered Accountant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	0 - 3 Years
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Balwinder Kumar	160047,Civil Hospital Sector 45 chandigarh	1	Number of Months : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- Bidder should have registered office in Tricity. (Chandigarh, Mohali Panchkula)
- Bidder should have minimum experience of 03 years.
- Bidder should have annually turnover of Rs. 9,50,000/-.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

TERMS AND CONDITIONS FOR

HIRING A CHARTED ACCOUNTANT FIRM FOR PROVIDING ACCOUNTING, TAXATION AND FINANCIAL ADVISORY SERVICES FOR

ROGI KALYAN SAMITI (RKS), CH-45, CHANDIGARH

(THROUGH GEM PORTAL)

Invitation of bids through Gem Portal for hiring CAG Empanelled CA
FIRM at

CH-45, Chandigarh

Bids are invited to engage C & AG empanelled Chartered Accountant (CA) firms to provide comprehensive accounting, taxation compliance and financial advisory services.

Bids are invited by way of e-tender through Gem Portal under two packet bid system from eligible bidders for hiring the CAG empanelled CA FIRM.

Bidders are advised to read tender document and related corrigendum, if any (uploaded on Gem Portal) and check their eligibility before participating in the bid.

The bidders willing to participate in the bidding process must upload their bids along with the duly self-attested scanned copies of all required documents as applicable in support of their technical and financial bids on the Gem Portal only. Bids received by any other means other than on the Gem Portal shall not be accepted / considered.

S. No.	Details	Particulars
1.	Period of available of e-tender document on Gem Portal (Start date)	As per Gem Bid
2.	Last date and time of submission of the bid	As per Gem Bid
3.	Date & time opening of the online Gem tender (Technical Bid)	As per Gem Bid
4.	Estimated Bid value in INR (Inclusive of all taxes)	Rs. 3,15,060/-

Period of Contract: - The period of contract shall be initially for 01 year, extendable upto 02 additional years on satisfactory performance and mutual consent, subject to approval of competent authority. The rates quoted shall remain same during the entire period of contract.

Location of Work: - Services have to be provided for Rogi Kalyan Samiti (RKS), CH-45, Chandigarh.

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Detailed scope of work: - The CA firm shall perform all duties as per scope of work.

- A. Financial management-
 - a. Maintenance and review of books of accounts.
 - b. Preparation of monthly, quarterly, annual financial statements including balance sheet.
- B. Taxation and compliance.
 - a. Filing of GST returns- GSTR-1, GSTR-3B, GSTR-7.
 - b. TDS calculation and return filing and generation of form 16 A.
 - c. Income Tax return filing.
 - d. Handling department notices.
- C. Audit and Certification.
 - a. Internal audit of hospital accounts
 - b. Issuance of utilization certificates.

The above scope of work is indicative in nature and may be enhanced as per the requirements of the hospital.

Payment terms

The total estimate contract value for engagement of Chartered Accountant firm shall be Rs 3, 15, 060/- (Rupees Three lakhs Fifteen Thousand Sixty Only) for a period of three years inclusive of GST and all professional charges as per prevailing Government rates and rules: - The payment to the selected CA Firm shall be payable on quarterly basis during each year of the contract in the following manner.

Quarter	Services	Percentage of the payment
1 st QTR	GSTR-1, GSTR-7, GSTR-3B, quarter return, quarterly audit	17.97%
2 nd QTR	GSTR-1, GSTR-7, GSTR-3B, quarter return, quarterly audit	17.97%
3 rd QTR	GSTR-1, GSTR-7, GSTR-3B, quarter return, quarterly audit	17.97%
4 th QTR	GSTR-1, GSTR-7, GSTR-3B, quarter return, quarterly audit, income tax return, Preparation of balance sheet and assist in casting & upgradation of accounts in tally software.	46.06%

Quarterly payment will be paid to the empanelled CA firm as per the work assigned and performed as defined in scope of work subject to satisfaction of work. All mandatory directions like taxes TDS, as applicable shall be done as per statutory provisions. The empanelled

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CA firm shall be entirely responsible for all taxes, duties, fees, levies etc. incurred relating to the deliveries of services. The Competent Authority of Rogi Kalyan Samiti CH- 45 reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing services.

Penalties

If the empanelled CA firm violates the terms and condition of this assignment or indulge in any other cognizable offence or breach, the firm shall be punishable as deemed appropriate by the chairperson of Rogi Kalyan Samiti CH- 45 Chandigarh.

Termination of contract

If the empanelled CA firm is found responsible for any leakage of information, lobbying, etc. then the chairperson of Rogi Kalyan Samiti CH- 45 Chandigarh will have the right to terminate the contract.

Terms and condition for the service of agreement

1. The CA firm must be registered with valid ICAI.
2. In case the CA firm finds any serious financial irregularities and points relating to grave deficiencies, then the same is required to be communicated to competent authority immediately.
3. The CA firm shall in no case use or share the data and information of RKS CH- 45 Chandigarh for the benefit of the CA firm or any person of CA firm.
4. The audit of monthly accounts must be completed by the 10th of every month. The audit of annual accounts must be completed by the 20th April of the financial year.
5. Any losses sustained by CH- 45 due to negligence of the CA firms Service in the form of any loss will be recoverable from the CA firm. The decision of the RKS CH -45 in this regard will be final and binding on the firm.
6. The CA firm shall not be allowed to transfer, assign pledge or subcontract its rights and liabilities under this contract to any other agency.
7. Service charge / consultancy charge, or any other charges will not be paid separately for any of the Services.
8. In the event of person deputed by CA firm being on leave / absent, the CA firm shall ensure suitable alternate to make up for such absence.

Estimated cost of contract

The total annual cost for hiring services shall be Rs. 89,000 plus GST i.e. Rs. 1, 05, 020 (One Lakh Five Thousand and Twenty Only) and the total contract value of 03 years is Rs. 3, 15, 060 (Three lakhs Fifteen Thousand and Sixty Only). Participating bidders quoting lesser price shall be declared L1.

Buyer added bid specific ATC

1. Average annual turnover of the bidder: The minimum average annual financial turnover of the bidder during the last 03 financial years ending 31st March of the previous financial year should be at least 03 times of total contract value of the tender.
2. The CA firm must maintain strict confidentiality of Hospital records and internal documents.
3. **Performance bank guarantee**
 1. The successful builder shall deposit the performance bank guarantee in shape of FDR equivalent to 5% value of the contract within 15 days of awarding of contract in favour of Rogi Kalyan Samiti Civil Hospital Sector- 45, Chandigarh, which shall remain valid for a period of 38 months from the date of awarding contract.
 2. If the successful fails to give performance bank guarantee as per (i) above, then award of contract shall be cancelled
4. CAG empanelled CA firms shall be hired through Gem through mechanism of bid / RA.
5. The firm should attach CAG empanelled certificate.
6. The firm should have experience of at least 10 years in operation. An undertaking in the letter head certifying experience of at least 10 years in operation should be attached.
7. The firm should have Registered / Branch office in Chandigarh on the day submission of bid.
8. Past project experience required for same / similar service: The bidder must have minimum experience of 03 years ending month of March prior to the bid opening (i.e. 2023-24, 2024-25 and 2025-26) of providing similar type of services to any Central / State government organization / PSU / Public listed company. Copies of relevant documents / orders to be uploaded along with bid in support of having provided services during each of the financial year.

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9. Undertaking: Bidder must upload an undertaking to this effect with the bid in the below mentioned format on the letter head of the company / firm.

(To be furnished on non-judicial stamp paper duly notarized)

To whom it may concern. It is certified that the firm company has not been under liquidation. Court receivership or similar proceedings and is not bankrupt and is not blacklisted / debarred by any court of Law / Department of Central / State Government / PSU / Public listed Company due to any reasons as on date.

TECHNICAL BID

(FORM- A)

Document to be submitted along with the bid, wherever applicable:-

<u>S. No.</u>	<u>Document</u>	<u>Remarks</u>	<u>Uploaded or Not</u>
1.	Name, Address, contact details (Mobile or Landline) of the firm on the letter head.		Yes / No
2.	Registered Chartered Accountant (Individual / Firm) with Institute of Chartered Accountants of India (ICAI)		Yes / No
3.	CAG empanelled certificate (latest)		Yes / No
4.	Valid PAN and GST Registration		Yes / No
5.	Minimum 03 years' experience of providing similar type of services		Yes / No
6.	Details of the previous / existing contracts completed successfully		Yes / No
7.	The bidder should not have been blacklisted by any Govt. Authority or Public Sector undertaking (undertaking need to be submitted by the bidder)		Yes / No
8.	Chartered Accountant Audited turnover and balance sheet / audit profit and loss account / ITR for the last 03 years		Yes / No
9.	MSME / MSE certificate, wherever applicable		Yes / No
10.	Acceptance of terms and conditions of bid and ATC (undertaking)		Yes / No
11.	Each and every page of the attached documents should be signed and stamped by authorized person.		Yes / No