

HP Forest Department
Integrated Development Project(IDP) for Source Sustainability and Climate Resilient Rain-fed-Agriculture,
Una, District Una, HP.
REQUEST FOR QUOTATIONS (RFQ)

No. 301Dated: 03/07/2023

Government of India has received a credit from the International Bank for Reconstruction & Development (IBRD) and International Development Association (IDA) towards the cost of the IDP and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this request for quotations (RFQ) are issued.

District Project Officer, Integrated Development Project, Una, HP invites item rate quotations on behalf of Governor of HP (visit www.hpdp.org in tenders link) from the eligible contractors holding valid PAN, GST No & **contractor who have experience of doing similar nature work** on standard W-5 bid Proforma (Schedule of quantity), for execution of following works as tabulated below, as:-

Job No.	Name of Work	Estimated cost (INR)	Bid Security (INR)	Completion period
W/Plantation Maint/Thk/26/2023 -24	1st year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in DC land Bharmoti 2 Hac area in GP Changer (Cluster-I) under APO Thanakalan	11200	600	60 Days
W/Plantation Maint/Thk/27/2023 -24	2nd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in UPF Baduhi in 8 Hac area in GP Baduhi (Cluster-1) under APO Thanakalan	15600	800	-do-
W/Plantation Maint/Thk/28/2023 -24	2nd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in UPF Dhiunsar in 5 Hac area in GP Kharyalta (Cluster-1) under APO Thanakalan	21800	1100	-do-
W/Plantation Maint/Thk/29/2023 -24	2nd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in UPF Samlara in 20 Hac area in GP Jasana (Cluster-II) under APO Thanakalan	77700	3900	-do-
W/Plantation Maint/Thk/30/2023 -24	2nd year Maintenance of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chouki in 10 Hac area in GP choukiKhas (Cluster-1) under APO Thanakalan	53600	2700	-do-
W/Plantation Maint/Thk/31/2023 -24	2nd year Maintenance of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Rachhoh in 11 Hac area in GP Chamaryari (Cluster-II) under APO Thanakalan	88200	4450	-do-

W/Plantation Maint/Thk/32/2023 -24	2nd year Maintenance of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF AmbehraDheeraj in 5 Hac area in GP AmbehraDheeraj (Cluster-1)under APO Thanakalan	29400	1500	-do-
W/Plantation Maint/Thk/33/2023 -24	2nd year Maintenance of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chouki 3Hac area in GP Chouki (Cluster-I)under APO Thanakalan	16100	800	-do-
W/Plantation Maint/Thk/34/2023 -24	2nd year Maintenance of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chouki 4 Hac area in GP Chouki (Cluster-I)under APO Thanakalan	17700	900	-do-
W/Plantation Maint/Thk/35/2023 -24	2nd year Maintenance plantation under Enrichment scheme (400 plants per Hac.) in UPF Makkrair in 10 Hac area in GP Thara (Cluster-I)under APO Thanakalan	20200	1050	-do-
W/Plantation Maint/Thk/36/2023 -24	2nd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in DPF Akoi Ki Dhar C1D in 10 Hac area in GP Barrian(Cluster-II)under APO Thanakalan	30900	1600	-do-
W/Plantation Maint/Thk/37/2023 -24	2nd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in DPF Akoi Ki Dhar C1B (NB) in 10 Hac area in GP Barrian(Cluster-II)under APO Thanakalan	30900	1600	-do-
W/Plantation Maint/Thk/38/2023 -24	2nd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in UPF Panjoda in 5 Hac area in GP ChowkiKhas (Cluster-I)under APO Thanakalan	15400	800	-do-
W/Plantation Maint/Thk/39/2023 -24	2nd year Maintenance of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chowki in 5 Hac area in GP Chowki Khas (Cluster-1)under APO Thanakalan	26300	1400	-do-

W/Plantation Maint/Thk/40/2023 -24	2nd year maint of plantation under Re-Afforestation scheme (800 plants per Hac.) in UPF Bhagnal in 5 Hac area in GP ChowkiKhas (Cluster-1)under APO Thanakalan	29000	1500	-do-
W/Plantation Maint/Thk/41/2023 -24	2nd year Maintenance of plantation under Re- Afforestation scheme (800 plants per Hac.) in Govt. land Changer in 5 Hac area in GP Changer (Cluster-1)under APO Thanakalan	36100	1900	-do-
W/Plantation Maint/Thk/42/2023 -24	2nd year Maintenance of plantation along Drainage Line scheme (1100 plants per Hac.) in UPFChouki in 3 Hac area in GPChoukiKhas (Cluster-1)under APO Thanakalan	17700	900	-do-
W/Plantation Maint/Thk/43/2023 -24	2nd year Maintenance of plantation along Drainage Line scheme (1100 plants per Hac.) in UPFChouki in 2 Hac area in GPChoukiKhas (Cluster-1)under APO Thanakalan	6400	350	-do-
W/Plantation Maint/Thk/44/2023 -24	2nd year Maintenance of plantation along Drainage Line scheme (1100 plants per Hac.) in UPFambe -da -behra in 4 Hac area in GP Mohmaniyar (Cluster-1)under APO Thanakalan	14800	750	-do-
W/Plantation Maint/Thk/45/2023 -24	2nd year maint of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF Rachhoh in 3 Hac area in GP Chamiyari (Cluster-2)under APO Thanakalan	32400	1650	-do-
W/Plantation Maint/Thk/46/2023 -24	3rd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in UPF Baduhi in 10 Hac area in GP Baduhi (Cluster-1)under APO Thanakalan under Integrated Development Project, Una (H.P.) for the FY 2023-24	38600	2000	-do-
W/Plantation Maint/Thk/47/2023 -24	3rd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in UPF Jol in 10 Hac area in GP jol(Cluster-1)under APO Thanakalan	39600	2000	-do-

W/Plantation Maint/Thk/48/2023 -24	3rd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in UPF Ambe da behra in 3 Hac area in GP Momaniar(Cluster-1)under APO Thanakalan	13200	700	-do-
W/Plantation Maint/Thk/49/2023 -24	3rd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in UPF AmbehraDheeraj in 10 Hac area in GP AmbehraDheeraj(Cluster-1)under APO Thanakalan	41800	2100	-do-
W/Plantation Maint/Thk/50/2023 -24	3rd year Maintenance of plantation under Enrichment scheme (400 plants per Hac.) in UPF Sihana in 7 Hac area in GP Sihana (Cluster-II)under APO Thanakalan	21000	1100	-do-
W/Plantation Maint/Thk/51/2023 -24	3rd year Maintenace of plantation under Enrichment scheme (400 plants per Hac.) in UPF Samma in 4 Hac area in GP Piploo(Cluster-II)under APO Thanakalan	12000	600	-do-
W/Plantation Maint/Thk/52/2023 -24	3rd year maintenance of plantation under Re-Afforestation scheme (800 plants per Hac.) in UPF Baduhi in 4 Hac area in GP Baduhi(Cluster-I)under APO Thanakalan	16100	850	-do-
W/Plantation Maint/Thk/53/2023 -24	3rd year maintenance of plantation under Re-Afforestation scheme (800 plants per Hac.) in UPF Ambe da behra in 7 Hac area in GP Momaniar(Cluster-1)under APO Thanakalan	31300	1600	-do-
W/Plantation Maint/Thk/54/2023 -24	3rd year maintenace of plantation under Re-Afforestation scheme (800 plants per Hac.) in UPF Samlara in 3 Hac area in GP Jasana(Cluster-II)under APO Thanakalan	18600	1000	-do-
W/Plantation Maint/Thk/55/2023 -24	3rd year maintenance of plantation under Re-Afforestation scheme (800 plants per Hac.) in UPF Basatar in 5 Hac area in GP Chamryari Cluster-II)under APO Thanakalan	27300	1400	-do-

W/Plantation Maint/Thk/56/2023 -24	3rd year maintenance of plantation under Re-Afforestation scheme (800 plants per Hac.) in UPF Takoli in 5 Hac area in GPTakoliCluster-II)under APO Thanakalan	23300	1200	-do-
W/Plantation Maint/Thk/57/2023 -24	3rd year Maintenance of plantation under Re-Afforestation scheme (800 plants per Hac.) in UPF Berian in 5 Hac area in GP Berian Cluster-II)under APO Thanakalan	21300	1100	-do-
W/Plantation Maint/Thk/58/2023 -24	3rd year Maintenance of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF Baduhi in 5 Hac area in GP Baduhi (Cluster-1)under APO Thanakalan	39100	2000	-do-
W/Plantation Maint/Thk/59/2023 -24	3rd year Maintenance of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF AmbehraDheeraj in 5 Hac area in GP AmbehraDheeraj (Cluster-1)under APO Thanakalan	25500	1300	-do-
W/Plantation Maint/Thk/60/2023 -24	3rd year maintenance of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF Chouki in 5 Hac area in GP Choukikhas(Cluster-1)under APO Thanakalan	17100	900	-do-
W/Plantation Maint/Una/61/2023 -24	2 nd Year Maintenance under Re afforestation (800 plants per Hac) Scheme in SL TeuriRakkarwalaChoe Area 10 Hac. GP teuri under APO Una	69900	3500	-do-
W/Plantation Maint/Una/62/2023 -24	2 nd Year Maintenance under Re afforestation (800 plants per Hac) Scheme in SL Dhamandri Area 5 Hac. GP Dhamandri under APO Una	36200	1850	-do-
W/Plantation Maint/Una/63/2023 -24	3 rd Year Maintenance under Re afforestation (800 plants per Hac) Scheme in SL CharagahDamwalaChoe Area 13 Hac. GP Dangoliunder APO Una	43300	2200	-do-
W/Plantation Maint/Una/64/2023 -24	3 rd Year Maintenance under enrichment(400 plants per Hac) Scheme in SL CharagahLambaChoe Area 13 Hac. GP Madanpur under APO Una	26100	1350	-do-
W/Plantation Maint/Una/65/2023 -24	3 rd Year Maintenance under enrichment(400 plants per Hac) Scheme in SL Charagah Near Gaushala Area 3 Hac. GP Badsala under APO Una	5300	300	-do-

W/Plantation Maint/Una/66/2023 -24	3 rd Year Maintenance under Plantation along drainage line (1100 plants per Hac) Scheme in SL CharagahDamWalaChoe Area 1 Hac. GP Dangoli under APO Una	4400	300	-do-
W/Plantation Maint/Una/67/2023 -24	3 rd Year Maintenance under enrichment(400 plants per Hac) Scheme in SL DhamandriTibooWalaPangaDhamandri Area 10 Hac. GP Dhamandri under APO Una	18700	1000	-do-
W/Plantation Maint/Una/68/2023 -24	3 rd Year Maintenance under enrichment(400 plants per Hac) Scheme in SL Datwara-I Kangrewalachoe Area 7 Hac. GP Dathwara under APO Una	15800	800	-do-
W/Plantation Maint/Una/69/2023 -24	3 rd Year Maintenance under enrichment(400 plants per Hac) Scheme in SL SamorrKalan (BuddikiChappri) Area 5 Hac. GP SamoorKalan under APO Una	14000	700	-do-
W/Plantation Maint/Una/70/2023 -24	3 rd Year Maintenance under Plantation along drainage line (1100 plants per Hac) Scheme in DhamandriSatleta 7 Hac. GP Dhamandri under APO Una	38900	2000	-do-
W/Plantation Maint/Una/71/2023 -24	3 rd Year Maintenance under Plantation along drainage line (1100 plants per Hac) Scheme in Dhamandri kudu walachoe 6 Hac. GP Dhamandri under APO Una	26900	4000	-do-
W/Plantation Maint/Una/72/2023 -24	3 rd Year Maintenance under Plantation along drainage line (1100 plants per Hac) Scheme in DhamandriHarijanBastiwalachoe 7 Hac. GP Dhamandri under APO Una	38300	2000	-do-
W/Plantation Maint/Una/73/2023 -24	3 rd Year Maintenance under Plantation along drainage line (1100 plants per Hac) Scheme in SL Dathwara -II Kudu walachoe 4 Hac. GP Dathwara under APO Una	19900	1000	-do-
W/Plantation Maint/Una/74/2023 -24	3 rd Year Maintenance under Plantation along drainage line (1100 plants per Hac) Scheme in SL Dathwara -II kangrewalachoe 3 Hac. GP Dathwara under APO Una	15300	800	-do-
W/Plantation Maint/Una/75/2023 -24	3 rd Year Maintenance under Plantation along drainage line (1100 plants per Hac) Scheme in Buddi Ki Chappri 2 Hac. GP samoorKalan under APO Una	10800	600	-do-

The intending bidders are requested to pay the non-refundable tender form fee (INR 100 through E-Challan GoHP payable under Head 0406-01-800-18-other miscellaneous receipts (non-refundable) under DDO Code 0984 District Project Officer, IDP, Una and Treasury Code UNA00. The Standard W-5 Proforma can be obtained from the office of DPO IDP Una on submitting E-Challan on any working day upto 03.07.2023 to 17.7.2023 up to 5:00PM.

The quotation on standard W-5 proforma (Schedule of Quantity) duly filled in, accompanied with self-attested copies of documents pertaining to the qualification / eligibility criteria of the bidder, as per the condition laid below, should reach in the office of the undersigned on or before **18/07/2023** up to **11.00 AM Hrs.**, along with **required** earnest money in the shape of draft/TDR/FDR pledged in favour of District Project Officer, IDP Una. Quotations shall be opened on the same day at **11:30PM**, in presence of the interested bidders or their representative *who wish to be present*.

For more details, please contact the office of the **District Project Officer, IDP Una, H.P.** on any working day between 10.00AM to 5.00PM up to **17/07/2023** or visit **official Website of the Project: www.hpdp.org**.

Instructions to bidders

2. Scope of Works: The scope of work is as per the schedule of quantity attached / supplied with the prescribed W-5, containing schedule of quantities. The details of works is tentative, which may vary depending on the geographical conditions/terrain of the area; and thus bidder(s) is (are) advised to visit the site of works, prior to bidding for said work at his own expense, for obtaining all relevant information that may be necessary for preparing the quotation.

3. Qualification of the bidder: The bidder shall provide qualification information *at the time of submission of quotation form on standard W-5(Schedule of quantity)*, which shall include:-

3.1 Detail of his/her PAN Card and Bank Account duly filled in W-5.

3.2 Detail of his/her registration & GST number.

3.3 Self attested photo copy of past experience for execution of similar nature of work.

3.4 Income Tax, CGST & SGST and other applicable Taxes clearance certificates for the preceding year must be attached, failing which the tender are liable to be rejected.

4. Bid Price:

4.1 That, it is be assumed that the bidder(s)/contractor(s) has (have) visited the site of work prior to bidding for the above work and has obtain all the relevant factors in to account /consideration that may be necessary for preparing the quotation and therefore, he shall have no right to object the details of works, at a later stage.

4.2 That, Prices shall be quoted in Indian Rupees only.

4.3 That, all duties, taxes and other levies payable/applicable should be included in the total price.

5. Validity of Quotation:

5.1 That, the quotation shall remain valid for 45 days for consideration by the Employer from the last date specified for submission of quotations /bids.

6. Submission of Quotations:

6.1 That, each bidder shall submit only one quotation on standard W-5 proforma, for each Work/Job.

6.2 That, the bidder/contractor shall furnish complete address and all other information in the relevant space provided in W-5 and shall strike off whichever is not relevant.

6.4 That, the Quotations not received on given W-5 proforma, incomplete quotations, Conditional quotations, quotation received after the last date & time for submission of quotations and quotations received through Fax or E-mail shall not be entertained / considered.

6.5 That, those bidder(s) who submit their quotations by post or do not participate in the quotation opening process shall have to submit signed copy of quotation notice, appending his/her signature, in the given box in Quotation notice, in token of accepting / agreeing to the terms and conditions of the quotation notice and shall submit/attach the same with the W-5 standard quotation Proforma(Schedule of Quantity). Whereas, other bidders present in the quotation opening process shall sign the office copy of the quotation notice at the time of opening process.

6.6 That, the bidder shall seal the quotation in an envelope addressed to the DPO IDP Una H.P. and the outside of the envelope will also bear the following identification on the top of the envelope:-

Quotation for _____ (Name of the Job/Contract/Work)

Do not open before _____ (time and date of quotation opening).

7. Opening & Evaluation of Quotations:

7.1 That, In case, the day of opening of quotation happens to be a holiday, the whole process will commence on the next working day with same time & schedule for which no separate notice or order shall be issued.

7.2 That, quotations will be opened in the presence of bidders or their representatives who wish/choose to attend on the date, time and at the place specified in the letter of invitation.

7.3 That, information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

7.4 That, quotations with cutting/overwriting in quoted rates shall not be accepted. However, quotations with cutting/overwriting, duly attested by the bidder(s) before submission / tendering of quotation into tender box, shall be considered by the purchaser.

7.5 That submission of false information(s) and/or document(s) shall automatically lead to forfeiture of Bid security/earnest money/Performance Security to the Govt. and rejection of quotation or cancellation of contract at the cost of such bidder without prejudice to criminal proceedings against the bidder/contractor.

7.6 That, the Employer / purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a)-are duly signed; (b)-conform to other terms and conditions of the Quotation.

7.7 That, the Quotations would be evaluated for **all the items together**.

7.8 That, the Employer (Chairman/committee) will evaluate and compare the quotations determined to be substantially responsive keeping in view the criteria as specified in clause 4 & 5 above.

7.9 That, the quotation / bid security deposited by the unsuccessful bidders shall be returned / refunded to them after the evaluation of bids/quotation is over/complete.

8. Award of Contract & Execution of Work:

8.1 That, the evaluation of bids /quotations is over, the successful bidder(s) whose quotation(s) has (have) been determined to be substantially responsive and who has offered the lowest evaluated quoted price and meets the specified qualification criteria, shall be conveyed the acceptance of his/her bid by the employer.

8.2 That, the bidder whose bid is accepted will be notified the award of contract by the Employer prior to expiry of the quotation validity period.

8.3 That, the successful bidder(s) shall be notified of award of work shall have to deposit required balance performance Security @ 5% in the shape of draft/TDR/FDR pledged in favour of **District Project Officer IDP Unawithin 5 days** of the intimation regarding award of work to him/them.

8.4 That, the successful bidder/contractor shall have to sign an agreement deed within **05 days** of the award of work and shall have to start the work within **2 days** of date of signing of agreement deed with the **District Project officer, IDP Una, H.P.** The

contractor/ bidder shall have to complete the work within the specified/allowed period in writing & within agreed costs, and nothing extra shall be payable on account of escalation of cost in material, labour etc. in due course of time, which may be due to unforeseen reasons.

8.5 That, the Contractor / bidder shall have to execute and complete the work under the supervision and technical guidance of project staff of the concerned APO Unit under DPO IDP, Una, H.P.

8.6 That, for ensuring quality and specifications, besides carrying out the regular inspections by the project officer/officials, it shall be the responsibility of the contractor to document the execution of works in the desired manner as provided in the schedule of quantity and also get the work inspected from competent authority of the project, by giving intimation in the writing to the concerned APO at least 3 days in advance, for carrying out the mandatory inspections, on achieving/during the following stages of execution of work as:-

(i) Excavation of foundation (ii) super structure (iii) final work.

8.7 That, in case mandatory inspection as laid down vide condition 8.9 above, has not been got conducted/done by the contractor from the APO's concerned or other authorized officials of the project, the contractor shall not be eligible to seek the payment of the work done.

8.9 That, the income tax/GST as applicable will be deducted from the total amount of the contract/works.

8.10 That, under normal circumstance, no extension in working period will be granted and the decision of the Employer in this regard shall be final.

8.11 Since the work is of seasonal/time bond nature and If the contractor/bidder fails to complete the work within stipulated time and delays the execution / construction of work beyond stipulated period, a penalty / liquidated damages @ 0.05% per day, of the total bid/quoted amount, will be imposed for such delay and will be deducted from the payment of the contractor. However, in case delay in completion of allotted work exceeds 30 days, Employer shall be authorized to penalize the contractor upto 10% of the total cost of the allotted work.

8.12 That, the employer shall be authorized to cancel the award of work and forfeit the performance security to the Govt. under following circumstances:-

(i) That, the contractor fails to start the work within stipulated period.

(ii) That, undue delay is being caused in execution of the awarded work due to slow pace of work.

(iii) That, the contractor abandons the work at any stage of construction/work.

8.13 That, If the contractor delays the start of work beyond the stipulated period or abandons the work in between or project is convinced that due to undue slow pace of work, contractor will not be able to complete the work within a stipulated period, the project staff will take over the execution of this work and complete the remaining work at the risk and cost of the contractor.

8.14 That, no advance payment will be made to the bidder/contractor and payment shall be made only for the work executed of different stages by the contractor, as per the detail bill prepared after measurement of the work done

by the authorized official of the project on spot and on fulfillment of all other terms and conditions of the quotation notice/award of work and its execution/completion to the satisfaction of the project,

8.15 The contractor/bidder shall bear /pay all the applicable taxes and other charges as applicable from time to time.

9. Defect Liability: The contractor will be responsible for rectifying any defects noticed free of cost, within 20 days of the date of intimation of such defect by us. Any defects can be pointed after completion of six months from the date of completion of work whichever is later.

10. Miscellaneous:

10.1 The contractor / bidder shall pay the minimum wages to the labourers and shall be bound to abide by/comply all other provisions of the labour laws and other law of land, applicable in this regard and as may be notified by the GOI/GOHP from time to time.

10.2 The contractor/bidder shall give first preference to the local labour of the concerned G.P. In case of non-availability of labour in concerned GP, the contractor shall intimate the Pradhan of this GP where work is being done, in writing, with its copy to the concerned APO regarding this fact and shall engage labour from the other GPs near to this work or elsewhere.

10.3 Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract without assigning any reasons.

10.4 In case of any dispute, the Chief Project Director, IDP, Solan HP will be the final authority to decide the matter and the decision will be binding on both the parties.

10.5 All legal disputes if any will be settled within the jurisdiction of Court(s) at Una, H.P.

10.6 The contractor will follow COVID-19 protocol strictly as per instructions of the state Govt. as well as the Govt. of India.

10.7 That the tender is for composite work, so rate of material should be included in quotation W-5 format.

It is certified that I/we agree to the terms and conditions of the quotation and I/we fully understand that any violation of the terms and conditions by me/us shall render me/us liable for suitable action, against me/us as deemed fit by the purchaser.

Name(s):-

Signature(s)

You are, therefore, requested to offer your most competitive bid(s) for the above work, latest by (11:00 AM) on 18.07.2023. We look forward to receiving your quotations and thank you for your interest in the project.

District Project Officer,
Integrated Development Project,
Santoshgarh Road, Una, HP
Ph: 01975-292077

Dated 03/07/2023

Endst No 302-309
Copy is forwarded to:

- Pr. CCF-cum-Chief Project Director, IDP, Solan.
- Chairman and members of tender opening committee.
- All APOs under DPO, IDP, Una.
- Notice Board for wide publicity.

District Project Officer,
Integrated Development Project,
Santoshgarh Road, Una, HP