



**Oil India Limited**  
**(A Govt. of India Enterprise)**  
**P.O. Duliajan – 786602, Assam**

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**Tender No. & Date:** SDG9948P16/07 dt.21.01.2016

**Tender Fee** : INR 4,500.00 OR USD 100.00

**Bid Security Amount** : INR 4,04,000.00 OR USD 5,950.00

**Bidding Type** : SINGLE STAGE TWO BID SYSTEM

**Bid Closing on** : 23.03.2016 (at 11.00 Hrs. IST)

**Bid Opening on** : 23.03.2016 (at 14.00 Hrs. IST)

**Bid Validity** : Bid should be valid for 180 days from bid closing date.

**Bid Bond Validity** : Bid Bond should be valid up to 23.03.2017.  
**(Bid bond format has been changed. Please submit bid bond as per revised format)**

**Performance Guarantee** : Applicable

**OIL INDIA LIMITED invites Global Tenders for items detailed below:**

Item No. / Mat. Code	Material Description	QTY.	UOM
1	Supply of  90 TON WORK OVER SWIVEL  as per the following:  a) Detailed specification – <b>Annexure - A</b>  b) Bid Rejection Criteria (BRC) and Bid Evaluation Criteria – <b>Annexure-B.</b>  c) Commercial Check list - <b>Annexure-C</b>	03	Nos.

## **GENERAL NOTES FOR E- TENDER:**

- 1.0 The tender will be governed by “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) including Amendments & Addendum to “General Terms & Conditions” for e-Procurement.
  - 2.0 Commercial Check list is furnished vide **Annexure – C**. Please ensure that the check list is properly filled up and uploaded along with Technical bid.
  - 3.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with tender no. and due date to The Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before 13.00 HRs on Bid Closing Date mentioned in the Tender.
    - a) **Original Bid Security along with two duplicate copies of Bid Security.**
    - b) **Details Catalogue and any other document which have been specified to be submitted in original.**
  - 4.0 The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidder has to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” through electronic form in the OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. The “Techno-commercial Unpriced Bid” shall contain all technical and commercial details except the prices which shall be kept blank. Details of prices as per Bid format / Commercial bid to be uploaded as attachment in the Attachment Tab “Notes and Attachments”.
- Any offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in the tender.
- 5.0 In Technical Bid opening, only Technical Rfx will be opened. Therefore, the bidder should ensure that “TECHNO-COMMERCIAL UNPRICED BID” should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical RFX Response-> User - > Technical Bid. **No price should be given in above Technical Rfx otherwise the offer will be rejected.** Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical RFX Response-> User - > Technical Bid only. The “PRICE BID” must contain the price schedule and the bidder’s commercial terms and conditions. Details of prices as per Bid format / Commercial bid can be uploaded as Attachment under the attachment option under “Notes & Attachments”
  - 6.0 PRICED BIDS OF ONLY THOSE BIDDERS WILL BE OPENED WHOSE OFFERS ARE FOUND TO BE TECHNO-COMMERCIALLY ACCEPTABLE.
  - 7.0 All the Bids must be Digitally Signed using “Class 3” digital certificate (*e-commerce application*) only as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3” digital certificate, will be liable for rejection.
  - 8.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.
  - 9.0 **The Integrity Pact is applicable against this tender.** OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure XII of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL’s competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital

signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid. **If any bidder refuses to sign Integrity Pact or declines to submit Integrity Pact with the offer, their bid shall be rejected straightway.**

OIL's Independent External Monitor at present is as under:

**1. SHRI RAJIV MATHUR, IPS(Retd.),  
e-Mail ID :rajivmathur23@gmail.com**

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### **Special Notes:**

1. To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
2. The items covered under this enquiry shall be entitled for Customs/ Central Excise duty exemption in terms of Govt. notification No. 24/2007( SI.No.2) Customs dated 01/03/2007 and Central Excise duty Exemption in terms of Govt. notification No. 16/2007-( Sr. No. 2) Central Excise dated :01.03.2007 as amended from time to time.
3. Other terms and conditions of the tender shall be as per "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders). However, if any of the Clauses of the Bid Rejection Criteria (BRC) / Bid Evaluation Criteria (BEC) mentioned here contradict the Clauses in the "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) of the tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.

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## **GENERAL NOTE FOR BIDDERS**

1. The items shall be brand new, unused & of prime quality. Bidder shall warrant (in the event of an order) that the product supplied will be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with ordered specifications. This clause shall be valid for 18 months from date of despatch/shipment or 12 months from date of receipt items at site whichever is earlier. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense. Bidders must confirm the same while quoting.
2. Items shall be manufactured, tested & certified as per API Spec. 8C and mill inspection certificate thereof should be forwarded along with supply. Bidders to confirm the same while quoting. A copy of valid API Spec 8C certificate must be forwarded along with the offer.
3. Bidders should indicate the country of origin and port of despatch of the materials and their best delivery schedule.
4. Markings (including API monogram) shall be done as per API Spec 8C. Additionally, purchase order number should be die stamped along with the name of manufacturer. Bidder should confirm while quoting.
5. The quotation must accompany relevant catalogue, literature, drawing illustrating all components with part name & part number etc.
6. Recommended spares list for two years of continuous use to be provided along with quotation including Part Nos & unit price.
7. Bidders should categorically confirm compliance of their offers to all the above points while quoting.

**A) TECHNICAL CHECKLIST FOR 90 TON WORK-OVER SWIVEL WITH ACCESSORIES**

**CHECK LIST**

**(A) TECHNICAL CHECK-LIST**

Sl. No.	PARAMETERS/REQUIREMENTS	BIDDER RESPONSE	REMARKS IF ANY
1.	Whether the items would be brand new, unused & of prime quality?	YES/NO	
2.	Whether the item would be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with ordered specifications?	YES/NO	
3.	Whether warranty would be for 18 months from date of receipt or 12 months from date of commissioning of the items? YES / NO	YES/NO	
4.	Whether the defective item/ parts, if any, rejected by us will be replaced by you free of cost? YES / NO 5 Whether item quoted has Elevator type Bail (suitable for 2.7/8" Elevator).		
5.	Whether the item would be manufactured as per API spec. 8C?	YES/NO	
6.	Whether bidder have forwarded API spec. 8C certificate along with the quotation?	YES/NO	
7.	Whether detailed technical catalogues, literature and drawings indicating exploded view and dimensions with part numbers for the offered items are forwarded?	YES/NO	
8.	Whether list of recommended spare parts for 02 years trouble free operation with unit price and part numbers of each and every item (year wise) along with the quotation are forwarded?	YES/NO	
9.	Whether mentioned the name of manufacturer, country of origin and port of shipment?	YES/NO	
10.	Whether testing and marking would be done as per API Spec. 8C?	YES/NO	
11.	Whether purchase order number and manufacturer's names would be die stamped on the items?	YES/NO	
12.	Whether quoted as manufacturer?	YES/NO	
13.	Whether you (other than OEM) have forwarded the copy of authorization letter from the original manufacture to sell their products to OIL INDIA LIMITED?	YES/NO	
14.	Any deviation from NIT?	YES/NO	

**SPECIFICATION OF THE ITEM**

WORK-OVER SWIVEL, 90 TON (91.44 Tonnes) Capacity, WP 5000 PSI, Bowen type WS-2 or equivalent, with Elevator type Bail (suitable for 2.7/8" Elevator) with following specifications:

Standard Features:

- i) Circulation Passage: : 2.1/8" (53.98mm)
- ii) Stem connection: : 2.7/8" API IF LH PIN
- iii) goose-neck Connection : 2½" NPT (line pipe) Female thread
- iv) Working pressure rating : 351.62 Kg / Sq. cm (5,000 psi)
- v) Hydrostatic test pressure : 703.24 Kg / Sq. cm (10,000 psi)
- vi) Heavy duty tapered roller thrust bearings operating in oil bath.
- vii) one piece stem having 37.025 (2.7/8") API IF LH pin connection at bottom
- viii) Hard surfaced unitized washpipe packing assembly.

API Dynamic Lifting Load Rating (minimum):

- 0-10 RPM : 90 TON (91.44 Tonnes)
- 11-50 RPM : 65 TON (66.04 Tonnes)
- 51-100 RPM : 50 TON (50.80 Tonnes)
- 100-150 RPM : 37 TON (37.59 Tonnes)

Bidder has to provide the following along with item above:

1. Operating & maintenance manual for the above Items: 2 (two) sets
2. Part list book having exploded view of the components and service manual for the above Item: 2 (two) sets

**BID REJECTION CRITERIA (BRC)/BID EVALUATION CRITERIA (BEC)**

**(I) BID REJECTION CRITERIA:**

**(A) TECHNICAL**

1.0 All materials as indicated in the NIT should be offered. If any of the items are not offered by the bidder then the offer would be considered as non-responsive and rejected.

2.0 The bidder to enclose undertaking to make spares available for the item quoted for next 10 years. Bids received without undertaking to make spares available for the item quoted for next 10 years will be considered as non-responsive and rejected.

3.0 Manufacturing Experience: In case the bidder is a manufacturer of the offered equipment / item, he should satisfy the following along with documentary evidences, which should be enclosed along with the techno-commercial bid.

A. Minimum 3 years continuous experience of manufacturing of same or higher item conforming to API spec.

8C. For this purpose, the period reckoned shall be period prior to the date of opening of the techno-commercial bid.

Documentary evidence in respect of the manufacturing experience criteria should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as:

(i) Satisfactory Inspection report (OR)

(ii) Satisfactory supply completion/ Installation / Commissioning report (OR)

(iii) Delivery challans received by Consignee (OR)

(iv) Central Excise Gate Pass/ Tax Invoice issued under relevant rules of Central Excise/ VAT (OR)

(v) Any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.

B. In case the manufacturer has successfully supplied the same or higher item to OIL INDIA LTD (OIL) in the past and are not in a position to submit supporting documents required for experience criteria as per 3A above, their offer will be considered provided they indicate in the bid itself the Purchase Order No. & Date and Quantity supplied to OIL in the past.

4.0 In case the bidder is not a manufacturer, then the bidder is required to submit documentary evidence in respect of the above 3(A) from the concerned manufacturer (having supplied such items either by manufacturer himself or his distributor) along with the techno-commercial bid.

5.0 In case the bidder is not a manufacturer, then the bidder must submit a letter of authorization along with the quotation to sell their products to OIL INDIA LIMITED from the original manufacture with warranty back-up and assurance to make spares available for at least the next 10 years.

(A) **COMMERCIAL:**

Commercial Bid Rejection Criteria will be as per Section D of General Terms & Conditions of Global Tender (MM/GLOBAL/E-01/2005) with following Special Bid Rejection Criteria.

- 1) Bids are invited under **Single Stage Two Bid System**. Bidders shall quote accordingly under Single Stage Two Bid System. **Please note that no price details should be furnished in the Technical (i.e. Unpriced)bid.** The "Unpriced Bid" shall contain all techno-commercial details except the prices, which shall be kept blank. The "Price Bid" must contain the price schedule and the bidder's commercial terms and conditions. Bidder not complying with above submission procedure will be rejected.
- 2.0 **Bid security of US \$ 5,950.00 or INR 4,04,000.00** shall be furnished as a part of the TECHNICAL BID(refer Clause Nos.9.0 & 12.0 (Section A) of "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders)).**Any bid not accompanied by a proper bid security in ORIGINAL will be rejected without any further consideration.** A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender.
  - 2.1 For exemption for submission of Bid Security, please refer Clause No. 9.8 (Section A) of "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).
  - 2.2 The Bank Guarantee towards Bid Security shall be valid upto **23.03.2017**.
- 3) Validity of the bid shall be minimum 180 days from the date of Bid Closing Date. Bids with lesser validity will be straightway rejected.
- 4) Bidders must confirm that Goods, materials or plant(s) to be supplied shall be new of recent make and of the best quality and workmanship and shall be guaranteed for a period of 18(eighteen) months from the date of receipt OR 12(twelve) months from the date of successful commissioning against any defects arising from faulty materials, workmanship or design. Defective goods/materials or parts rejected by OIL shall be replaced immediately by the supplier at the supplier's expenses at no extra cost to OIL.
- 5) Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. The Performance Bank Guarantee must be valid for 18(eighteen) months from the date of receipt OR 12(twelve) months from the date of successful commissioning. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected

- 6) Bidders are required to submit the summary of the prices in their price bids as per bid format (Summary ), given below :

(i) **Price Bid Format (SUMMARY) for Foreign Bidders :**

- (A) Total Material Value :
- (B) Packing & FOB Charges :
- (C) Total FOB Port of Shipment value, ( A + B ) above :
- (D) Overseas Freight Charges upto Kolkata, India :
- (E) Insurance Charges :
- (F) Total CIF Kolkata value, ( C + D + E ) :
- (G) Grand Value in words :
- (H) Gross Weight :
- (I) Gross Volume :

(ii) **Price Bid Format (SUMMARY) for Indigenous Bidders:**

- (A) Total Material Value :
- (B) Packing and Forwarding Charges:
- (C) Total Ex-works value, ( A + B ) above :
- (D) Sales Tax, (Please indicate applicable rate of Tax)
- (E) Total FOR Despatching Station price, ( C + D ) above
- (F) Road Transportation charges to Duliajan
- (G) Insurance Charges
- (H) Assam Entry Tax
- (I) Total FOR Duliajan value, ( E + F + G + H ) above
- (J) Grand Value in words :
- (K) Gross Weight :
- (L) Gross Volume :

**NOTE:**

- (i) Cost of individual items must be quoted separately.
- 7) The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- 8) Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.
- 9) Bids containing incorrect statement will be rejected.
- 10) Offers should be submitted with Integrity Pact duly signed by the authorized signatory of the bidder. If any bidder refuses to sign Integrity Pact or declined to submit Integrity Pact with the offer, their bid shall be rejected straightway.

**(II) BID EVALUATION CRITERIA (BEC) :**

Bids conforming to the specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

**(A) COMMERCIAL**

- 1) The evaluation of bids will be done as per the Commercial Bid Format(summary) detailed vide para (6) of BRC (Commercial).
- 2) If there is any discrepancy between the unit price and total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 3) For conversion of foreign currency into Indian currency, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of price bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceed 3(three) months, then B.C. Selling(Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.
- 4) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections/adjustments given herein.

**4.1) When only foreign bidders are involved:**

**Comparison of bids will be done on the basis of “Grand Total Value” which is estimated as under:**

- (A) Total Material Cost:
- (B) Packing & FOB Charges :
- (C) Total FOB Port of Shipment value, ( A+B ) above :
- (D) Overseas Freight Charges upto Kolkata, India :
- (E) Insurance Charges @1% of Total FOB Port of Shipment value vide (C) above
- (F) Banking Charges @ 0.5% of Total FOB Value ( C ) above in case of payment through Letter of Credit (If confirmed L/C at buyer's account is required, 1.5% of Total FOB Value will be loaded)
- (G) Total CIF Kolkata value, (C+D+E+F) :

NOTE: Banking charges in the country of the foreign bidder shall be borne by the bidder.

**4.2) When only domestic bidders are involved or when more than one domestic bidders are in contention in case of mixed response:  
Comparison of bids will be done on the basis of "Grand Total Value" which is estimated as under:**

- (A) Total Material Cost,
- (B) Packing and Forwarding Charges:
- (C) Total Ex-works value, (A+B) above :
- (D) Excise Duty :
- (E) Sales Tax, (Please indicate applicable rate of Tax)
- (F) Total FOR Despatching station price, (C+D+E) above
- (G) Road Transportation charges to Duliajan
- (H) Insurance Charges @0.5% of Total FOR Despatching Station Value (F) above
- (I) Assam Entry Tax
- (J) Total FOR Duliajan value, ( F+G+H+I ) above

**NOTE: Excise Duty in case of the indigenous bidder is EXEMPTED**

**4.3) When both foreign and domestic bidders are involved:**

The Grand Total Value of domestic bidder (inclusive of customs duty on imported raw material and components etc, and applicable terminal excise duty on the finished products and Sales Tax) excluding inland transportation to destination, Assam Entry Tax and Insurance charges worked out as per Para 4.2 above and Grand Total Value of the foreign bidder worked out as per Para 4.1 will be compared. No price preference will be allowed to indigenous bidders except that for capital goods, the domestic manufacturers would be accorded a price preference to offset CST to the extent of 4 % or actuals, which ever is less subject to 30 % local content norms as stipulated for World Bank Funded project to the satisfaction of OIL. When more than one domestic bidders fall within price preference range, inter-se-ranking will be done on Grand Total Value basis.

Note: If the Government of India revises these evaluation criteria the same as applicable on the bid closing date will be adopted for evaluation of the offers.

- 5) Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global Tender. However, if any of the Clauses of the Bid Rejection Criteria/Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the clauses in the General Terms & Conditions of Global Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.

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**CHECK LIST****(B) COMMERCIAL CHECK-LIST**

Sl. No.	PARAMETERS/REQUIREMENTS	BIDDER RESPONSE	REMARKS IF ANY
1.	Whether Original Signed quotation submitted?	YES/NO	
2.	Whether quoted as manufacturer?	YES/NO	
3.	Whether quoted as authorized dealer? [To Specify]	YES/NO	
4.	If quoted as authorized dealer,		
5.	(a) Whether submitted valid and proper authorization letter from manufacturer IN ORIGINAL confirming that bidder is their authorized dealer for the product offered?	YES/NO	
6.	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	YES/NO	
7.	Whether bid submitted under single stage Two-Bid System?	YES/NO	
8.	Whether ORIGINAL Bid Bond (not copy of Bid Bond) enclosed with the offer? If YES, provide details	YES/NO	
	(a) Amount :		
	(b) Name of issuing Bank :		
	(c) Validity of Bid Bond :		
9.	Whether offered firm prices?	YES/NO	
10.	Whether quoted offer validity of 180 days from the date of closing of tender?	YES/NO	
11.	Whether quoted a firm delivery period?	YES/NO	
12.	Whether quoted as per NIT (without any deviations)?	YES/NO	
13.	Whether any deviation is there in the offer?	YES/NO	
14.	Whether deviation separately highlighted?	YES/NO	
15.	Whether agreed to the NIT Warranty clause?	YES/NO	
16.	Whether Price Bid submitted as per Price Schedule?	YES/NO	
17.	Whether indicated the country of origin for the items quoted?	YES/NO	
18.	Whether all the items of tender quoted?	YES/NO	
19.	Whether technical literature/catalogue/drawings enclosed?	YES/NO	
20.	For Foreign Bidders - Whether offered FOB/FCA port of dispatch including sea/air worthy packing & forwarding?	YES/NO	
21.	For Foreign Bidders – Whether port of shipment indicated? [To specify]	YES/NO	
22.	For Foreign Bidders only - Whether indicated ocean freight up to C&F Kolkata port (Excluding marine insurance)?	YES/NO	
23.	Whether Indian Agent applicable?	YES/NO	
	If YES, whether following details of Indian Agent provided?		
	(a) Name & address of the agent in India – To indicate		
	(b) Amount of agency commission – To indicate		
	(c) Whether agency commission included in quoted material value?	YES/NO	
24.	Whether weight & volume of items offered indicated?	YES/NO	
25.	Whether confirmed to submit PBG as asked for in NIT?	YES/NO	
26.	Whether agreed to submit PBG within 30 days of placement of order?	YES/NO	
27.	For Indian bidders – Whether place of dispatch indicated in the offer? [To specify]	YES/NO	
28.	For Indian bidders – Whether road transportation charges up to Duliajan quoted?	YES/NO	
29.	For Indian Bidders only - Whether offered Ex-works price including packing/forwarding charges?	YES/NO	
30.	For Indian Bidders only - Whether offered Deemed Export prices?	YES/NO	
31.	Whether quoted prices are exclusive of Excise duty?	YES/NO	
32.	For Indian bidders only – whether import content indicated in the offer?	YES/NO	
33.	For Indian Bidders only - whether all Taxes have been indicated categorically?	YES/NO	
34.	Whether all BRC/BEC clauses accepted?	YES/NO	
35.	Whether confirm to accept all clauses of Integrity Pact?	YES/NO	
36.	Whether duly signed Integrity Pact enclosed?	YES/NO	

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