



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

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Tender No. & Date: SDG9796P16/07 dt.06.01.2016

Tender Fee : INR 4,500.00 OR USD 100.00

Bid Security Amount : INR 1,20,000.00 OR USD 1,900.00

Bidding Type : SINGLE STAGE TWO BID SYSTEM

Bid Closing on : 09.03.2016 (at 11.00 Hrs. IST)

Bid Opening on : 09.03.2016 (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 09.03.2017.
(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 POOR BOY SWIVEL (CIRCULATING HEAD) FOR 3.1/2 INCHES DRILL PIPE as per the following: a) Detailed specification – Annexure - A b) Bid Rejection Criteria (BRC) and Bid Evaluation Criteria – Annexure-B. c) Commercial Check list - Annexure-C	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 to to 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 01/03/2007and 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. The manufacturer 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 shipment or 12 months from date of commissioning of the items. The defective materials, if any, rejected by OIL shall be replaced by the supplier at their own expense. Bidders must confirm the same in their quotations.
2. Bidder must provide detailed specifications of the offered product and should forward relevant Catalogue, Drawing, and Literature (in printed form, not in computer media such as floppies or CDs) indicating the quoted items along with the quotation.
3. In support of manufacturing thread connections with stress relief grooves as per API, the bidder should submit copies of API 7-1 certificates with validity covering minimum 5 (FIVE) years continuously reckoned prior to the original bid closing date of the tender.
4. All the connections should be coated with thread lubricants and protected with pressed steel thread protectors to prevent corrosion and rusting during transit. Bidders must categorically confirm the same in their quotations.
5. Bidder should forward a list of recommended spares for two (02) years operation for the Poor Boy Swivel indicating part numbers, quantity & unit price separately along with the quotation in the commercial bid and categorically confirm the same in the technical bid (price will not be considered for commercial evaluation). The price should remain valid for at least two (02) years.
6. Purchase Order number and 'OIL' logo / mark provided by Oil shall be weld written on suitable place at the items. Bidders shall confirm compliance to the same while quoting.
7. The Bidder should indicate the dimensions and weight of the offered Poor Boy Swivel, the name of the manufacturer, the country of origin, port of dispatch of the materials and their best delivery schedule.
8. In the event of order the supply must include the mill test certificates, Ultrasonic Test Reports, etc, for all of the items and two sets of Maintenance, Operation, Service and Parts Manual. Bidder should categorically confirm while quoting.

9. Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.
10. Bidders are to quote for all the items as indicated in the NIT.

SPECIFICATION OF THE ITEM

A) POOR BOY SWIVEL (CIRCULATING HEAD) FOR 3.1/2 INCHES DRILL PIPE

Poor Boy Swivel (Circulating Head), King Oil Tools Model 5SC or equivalent complete with lifting protector installed, of the following specification for each item:

- 1) Working Pressure: 6000 psi WP
- 2) Lower connection: NC-38 (3.1/2 inches / 88.90 mm API IF) RH Pin with pressed steel thread protectors installed.
- 3) Top connection: 4" female RH line pipe thread (with 4" steel bull plug mounted on top)
- 4) Hose connection: 3" NPT female with 3"x2" swaged short nipple and fitted with 2 inches Fig 602 hammer union ends
- 5) API stress relief groove on pin ends.
- 6) Thread roots shall be cold rolled & phosphatised.

B) Wash Pipe for EACH of the above item

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

(I) BID REJECTION CRITERIA:

A. Technical:

The bids shall broadly conform to the specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the technical specifications and to the respective international/national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

1. The Items shall be manufactured& tested as per relevant API norms as specified in the NIT(WHEREVER APPLICABLE). Bidder must confirm.

2. Experience:

A. MANUFACTURER EXPERIENCE: In case the bidder is a manufacturer of the offered item(s), then

- i. They must have an experience of minimum 5 (Five) years in manufacturing the quoted item(s) under relevant API certification(wherever applicable) as on the original bid closing date of the tender. Copies of relevant API certificates for the last 5 (Five) years (i.e. continuous without having any break in between) shall be submitted along with techno- commercial bid. Bids without copies of valid relevant API certificates or with break in between will be rejected.
- ii. They should have manufactured and supplied minimum 50% of the tendered quantity(to be rounded to next higher whole figure) to E&P companies/Drilling Contractors/Drilling service providers in the last 3(three) years as on original bid closing date of the tender(either by them self or through their sole selling agent/distributor/dealer/supply house). Documentary evidence in respect of manufacturing and supplying the quoted item should be submitted in the form of copies of relevant Purchase Orders(PO date should be within the last 03 years) 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 report(OR)
- III. Bill of Lading, Invoice etc. (OR)
- IV. Consignee receipted delivery challan (OR)
- V. Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/Vat.
- VI. Commercial Invoice/ Payment Invoice

B. INCASE THE BIDDER IS NOT A MANUFACTURER

In case the bidder is sole selling agent / distributor / dealer / supply house of any manufacturer, then bidder must furnish the following documents:

- I. Authorization certificate cum warranty backup from the manufacturer in original on manufacturer's letter head should be submitted along with the offer. This certificate valid at the time of bidding and should remain valid during the entire execution period of the order. The concerned manufacturer should also guarantee of supplying the items to the bidder in the event of an order on the bidder.
 - II . The bidder is required to submit documentary evidence in respect of the above as specified under para 2 A (i & ii) from the concerned manufacturer (having supplied such items either by manufacturer them self or through their sole selling agent/distributor/dealer/supply house) along with the techno-commercial bid.
 - III. Additionally, the bidder them self must have the experience of supplying minimum 50%(to be rounded to next higher whole figure) of the tendered items in the last 3(three) years as on original bid closing date of the tender. Documentary evidence to substantiate the supply to be submitted along with the bid as specified in the para 2 A – ii.
3. If the bidder is a manufacturer and supplied the tendered items to OIL in the last 5(five) years as on original bid closing date either by them self or through their sole selling agent/distributor/dealer/supply house) and whose past performance has been satisfactory, the bidder need not satisfy Clause 2.A. ii. In this situation the bidder shall have to indicate the Purchase Order (P.O.) No. of OIL in their technical bid.
 4. Similarly, if the bidder is sole selling agent / distributor / dealer / supply house of any manufacturer and has submitted bid of the manufacturer who has supplied the tendered items to OIL in the last 5(five) years as on original bid closing date and whose past performance has been satisfactory, the manufacturer need not satisfy Clause 2.A. ii. In this situation the bidder shall have to indicate the Purchase Order (P.O.) No. of OIL on the manufacturer in their technical bid. However, such bidder must meet Clause No. 2(B)(iii) above.

(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 \$ 1,900.00 or INR 1,20,000.00** 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 **09.03.2017**.
- 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**(A) 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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