



WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

68, KSHUDIRAM BOSE SARANI, BELGACHIA, KOLKATA - 700 037, PHONE : 2556-3123, FAX : 91-033-25571986
Gram : vetuniv ♦ E-mail : wbuafs@wb.nic.in

Prof. S.S. Dana
Registrar (Acting)

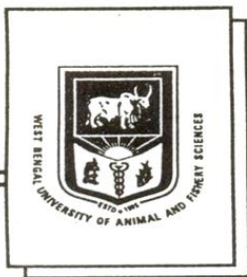
E-Tender Helpdesk: (033) 2546-9768
Tele-fax: (033) 2556-3123 E-MAIL: drsouravchandra1@gmail.com
Log-on for submission: <http://www.wbtenders.gov.in>
University Website: <http://www.wbuafscl.ac.in>

NOFICATION NO: WBUAFS/ADMN/ET-027/2019-2020

TENDER FOR SUPPLY PRINTED BOOKS AT WEST BENGAL UNIVERSITY OF ANIMAL & FSHERY SCIENCES, KOLKATA

LAST DATE FOR ONLINE SUBMISSION OF BID: 22.11.2019

(Prof. S. S. Dana)
Registrar (Actg.)



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Registrar [acting]

Memo No. WBUAFS/Admn/ET(19-20)/ 2494

Date:01.11.2019

E-TENDER NOTIFICATION

Registrar, West Bengal University of Animal & Fishery Sciences invites open e-tender from authorized publishers/distributors/ vendors of books for the supply of printed books as per terms & conditions given with this tender notice of the University Libraries. The bidder is requested to read the tender document carefully and ensure for compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document will disqualify the bidders from the tender exercise. The University reserves the right to reject any tender wholly or partly without assigning any reason.

Detailed particulars may be obtained from the website <http://www.wbtenders.gov.in> and also be viewed from the Website <http://wbuafsc.ac.in>.

Name & Address of the site:

Central Library & Information Network Services, Balgachia, Kolkata.

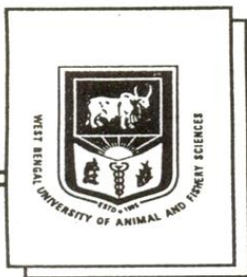
1. Controlling Officer: Registrar, West Bengal University of Animal & Fishery Sciences.
2. Contact Number: 033 2556 – 3123.
3. Tenders should be submitted in two bid systems. First bid shall be known as “Technical Bid” in which below stated documents must be kept. In case of lack of any document (Technical Bids), the tender shall be liable to be rejected and Financial Bids not to be considered. Second bid shall be known as “Financial Bid” in which only rates of items should be kept in prescribed BOQ only.
4. The offered rate should be valid for thirty six months but the period may be extended or curtailed at the discretion of the undersigned/ Tender committee & requirement.
5. Duration: The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one years.

Earnest Money (EMD):-

In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed, have to be uploaded in the same website. Payment for earnest money of Rs. 15,000.00 (Rupees fifteen thousand) only to be made either by Net Banking through ICICI Bank Payment Gateway or through RTGS/NEFT as detailed below:

a) Payment by NET Banking (any listed bank) through ICICI Bank Payment Gateway:

- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction is failure, the bidder will again try for payment by going back to the first step.



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b) Payment through RTGS/NEFT:

- i) On selection of RTGS/ NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.

For availing exemption of EMD: -

- 1) Bidders are requested to upload the NSIC / MSME Registered Certificate for getting exemption of EMD. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.

N.B.: during evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

Bid 1: Technical bid:

Sl. No.	Particulars	To be submitted to the inviting authority and same to be uploaded to the site of http://www.wbtenders.gov.in
1.	EMD	Documentary evidence for Payment of earnest money of Rs. 15,000/- (Rupees fifteen thousand) only made either by Net Banking through ICICI Bank Payment Gateway OR NIFT / RTGS. If any agency/ Organization is exempted from payment of EMD, copy of relevant Government Order (only *Registered Labour Co-operative Societies will be exempted from paying the Earnest Money Deposit) is to be furnished i.e Uploaded without fail.
2.	Tender Copy	Notice Inviting Tender Digitally Signed and Uploaded
3.	Application Form	Original
4.	PAN	Valid PAN Card in the name of bidder/organization
5.	Valid Trade License	Valid Tread License in the name of bidder/organization
6.	Valid GST Registration Certificate	Valid GSTIN applicable under GST Acts & Rules.
7.	Constitution of Company/ Company details	For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society, valid Joint Venture or Consortiums (Valid Trade License/ acknowledgement/ Receipt of application for Trade License/ Revalidation applicable under the Rules) OTHER
8.	Solvency Certificate	Issued by the Bank in current year.
9.	Credential of work	BOQ and Work Order/ Award of Contract duly authenticated by issuing authority.
10.	Income Tax Return copy	Income Tax Return copy for 3 years (latest)
11.	Professional Tax	Latest Professional Tax Payment Certificate (PTPC) or, PT payment challan for current financial year or Government Order for exemption in other States, where applicable.
12.	Financial Credential of bidder	1. P/L and audited Balance sheet for 3 year. (Profit & Loss accounts and audited balance sheets along with relevant annexure containing the designated Forms 3CA/ 3CB/3CD, as applicable, under IT Act, having



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		Average Annual Turn Over above Rs 100 lakhs, else only Audited Profit & Loss Accounts for last three years within the zone of preceding five financial years from date of publication of e-NIT is required.)
13.	Experience-1	The bidder should have an experience of at least 10 (Ten) years in publishing / supply of books.
14.	Experiences-2	The vendor should have at least five orders (different years) of more than Rs. 06 Lakhs for printed books of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions. The bidder must attach a list of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions to which they have supplied e-books in the last three years along with proof
15.	Experiences-3	The bidder should be a regular member of the "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India.
16	List of Printed Books	Enclosed in Annexure - I.

A. Instructions to Bidders:

- i. Bids are to be submitted online through e-Procurement portal of The West Bengal Government e-procurement System (wbtenders.gov.in). Bids submitted offline will not be considered.
- ii. Bidders are instructed to read and understand the eligibility criteria and terms and conditions.
- iii. Bidders are advised to submit the tender strictly based on the terms and conditions and specifications contained in the Tender Document. Conditional bids will be summarily rejected.
- iv. WBUAFS, Kolkata will not be responsible for any delay in enrolment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website.

B. Eligibility of the bidders:

- i. The bidder shall be authorized publishers/distributors/ vendors of books.
- ii. It is to be affirmed that the bidder is not blacklisted by any University/ Govt. Organisation or any self governed body.
- iii. The bidder shall be free from the encumbrance and there shall not be any vigilance case/ CBI case/ pending against the bidder. Also to confirm that they have not been convicted in any Court of law.
- iv. The bidder should be registered under the Income Tax, GST and other required statutory registrations.
- v. The bidder should have an experience of at least 10 (Ten) years in publishing / supply of books.
- vi. Average annual turnover during the last three years should be at least Rs. 1 crore. Audited financial statements duly certified by chartered accountant for the last three financial years ending March, 31st, 2018 should be submitted.
- vii. The vendor should have at least five orders (different years) of more than Rs. 06 Lakhs for printed books of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions. The bidder must attach a list of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions to which they have supplied e-books in the last three years along with proof.
- viii. The bidder should be a regular member of the "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India.
- ix. The tender is liable to cancellation in the event of any such fake or false information submitted by the bidder being detected at any time of the tender process even after completion of the tender process.



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Financial Bid:

- i. Please see the BOQ attached with this tender in Excel format. Taxes, if any, should be indicated separately. The bidders are advised to download the BOQ as it is and quote their offer discount in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with WBUAFS, Kolkata.
- ii. **If the maximum rate of discount offered by bidder does not cover all the items under Annexure-I, they may offer second maximum rate of discount for the rest of the books they intend to quote. In that case, they have to mention categorically for those books they are offering first maximum rate of discount and for that of second maximum rate of discount in Annexure-I.**
- iii. **The Financial Bid will be assessed on the basis of the discount offered by the bidder.**
- iv. Tender Notification No, Date of issue, Name of the item and name of the firm are to be clearly mentioned on the envelope. No conditional financial bid shall be entertained / accepted.

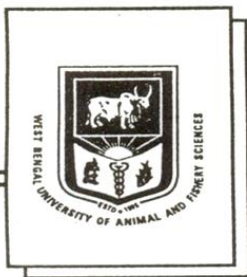
D. Earnest Money Deposit and Other Fees:

- i. The Earnest Money Deposit shall not carry interest. This university will be not liable for deposition of excess of Earnest Money by any bidder if any.
- ii. Earnest Money deposited before the date of issue of this N.I.T. will not be accepted. Earnest Money Deposited with any previous tender, will not be adjusted/ considered for this tender.
- iii. The onus of proving that a agency is exempted from depositing Earnest Money will be on the agency & must be proved by submission of valid documents to that effect e.g., Co-operative Societies of this State should furnish Registration Certificate from the State Register of Co-Operative Societies.
- iv. Earnest Money will be released after finalization of tender as in the following cases:
 - a) Tender documents which are not valid or selected.
 - b) Since a panel of two tenderers quoting Rate(s) lowest one and second lowest, is to be prepared, their Earnest Money Deposits will be retained for 6 (Six) months from the date of approval of Lowest Rate . For such retention no interest will be payable.
 - c) In other cases, it will be released in due course.

E. Dates and Information:

Sl. No	Activity	Date & Time
1.	e-tender Publishing Date	01.11.2019 at 17.30 Hrs
2.	Document Download start date	02.11.2019 at 12.30 Hrs
4.	Bid submission start date	02.11.2019 at 17.30 Hrs
6.	Bid submission end date	22.11.2019 at 17.30 Hrs
7.	Technical Bid opening date	25.11.2019 at 12.30 Hrs
8.	Technical Bid opening Summery sheet (TBO) containing Preliminary Technical Bid Evaluation Summary uploading date	To be notify later
9.	Uploading Technical Bid Evaluation Sheet (TBE)	-do-
10.	Financial Bid opening date	-do-
11.	Uploading of Financial Bid evaluation sheet	-do-
12.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-
13.	Uploading of Award of Contract (AOC) (Work Order)	-do-

*** THE UNDERSIGNED RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE UNIVERSITY WEBSITE & NOTICE BOARD.**



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F. General Terms & Conditions:

- i. The bids invited on two-part basis, the Bidder shall seal the technical bid and the Financial bid in two separate envelopes duly marked as "Technical bid" and "Financial bid". These separate bids envelopes are to be put in an outer envelope which should also be sealed and marked as **"Supply of Printed Books" for West Bengal University of Animal & Fishery Sciences, Kolkata.**
- ii. Bids can be submitted by the publishers/distributors/vendors of books.
- iii. Incomplete bids will be summarily rejected.
- iv. The quoted discount shall be valid for at least one year from the date of approval of successful bidder/s or till finalisation of next tender whichever is earlier.
- v. **The successful bidder/s will be arrived based on the highest discount offered.**
- vi. The University reserves the right to postpone and/or extend the date of receipt or to withdraw the tender notice or not to place the order or to place order for part or full quantities without assigning any reason thereof at any stage of the tender. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.
- vii. Canvassing in connection with the tender is strictly prohibited and the bids submitted by such bidders indulging in such practices are liable to be rejected. WBUAFS reserves the right to debar the firm for minimum one year as per the Company policy.
- viii. Any legal action taken or proceeding initiated on any of the terms of the agreement shall be only in Kolkata jurisdiction.
- ix. If tender opening day happens to be holiday, the next working day will be treated as tender opening.
- x. Supply of books has to be made strictly against the purchase orders and as per the indents.
- xi. Any clarification/query regarding the purchase order should be sought from the library within two (02) days of receipt of the order.
- xii. **The supply should be free of freight charges and in case of supply by railway/road parcel the freight must be pre-paid by the suppliers.**
- xiii. **If the supply is made by post, the books should be sent through registered post/speed post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.**
- xiv. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- xv. **The vendor shall supply not less than 95% of the number of books ordered.**
- xvi. **Quoted books should be categorized as "In-Stock" and "After Procurement". If Vendor is unable to supply books from confirmed PO's within the stipulated period penalty will be levied at 2% of the order. Maximum three(03) weeks for "In-Stock" titles and maximum six (06) weeks for "After Procurement" titles.**
- xvii. **Edition specifications:**
 - **Pirated Books strictly prohibited, it leads immediate ban from empanelment.**
 - **Latest editions of books must be supplied, unless mentioned otherwise.**
 - **By default, paperback editions of books should be supplied, unless specified otherwise.**
 - **By default, Indian editions of books should be supplied, unless mentioned otherwise.**
 - **In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the In-charge, Central Library, regarding supply of the available editions in lieu of the default.**
- xviii. **Invoicing procedure:**
 - Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
 - A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
 - Invoice should be raised in favour of In-charge, Central Library Information & Network Services, 37, K.B. Sarani, Kolkata- 700037, West Bengal, India.
- xix. **Mandatory enclosures with invoice:**
 - A copy of publisher's invoice as a price proof.



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- Mandatory to follow Good Office Committee conversion rate.
 - Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
- xx. Every invoice should certify the following:
- The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
 - The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue.
- xxi. Titles from different P.O.s should not be combined and should not be supplied under one invoice.
- xxi. The latest editions are to be supplied and remaindered titles book will not be accepted.
- xxii. **The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs/DVDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by vendor free of cost, at the destination of supply.**
- xxiii. It may be specifically noted that no changes in the accepted rates of discount shall be allowed during validity period of one year.
- xxiv. It may be required to submit an undertaking by the respective Firm/ agency that they have necessary permissions to deal with foreign and Indian books supply and make necessary payment in Indian currency.
- xxv. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
- xxvi. All Books shall be supplied with an authentic price proof of catalogue/online.
- xxvii. Termination of successful bidders: A vendor shall be terminated/dropped/black-listed at the Occurrence of any of the following event:
- If the vendor fails to deliver even, at least 95% of the titles ordered in the P.O.
 - In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
 - If at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the University.
 - The University reserves the right to forfeit the EMD deposit, or the amount of loss occurred to the University, from the available invoices submitted by the vendor.

Sd/-
(Prof. S. S. Dana)
Registrar (Actg.)

Date:01.11.2019

Memo No. WBUAFS/Admn/ET(19-20)/ 2494

Copy forwarded for information and wide circulation to:

- 1) The Hon'ble Vice-Chancellor, WBUAFS, Kolkata -37, 2) The Finance Officer, WBUAFS, Kolkata - 37.
- 3) The Dean, Faculty of _____, WBUAFS, Kolkata-37, 4) The DSW, WBUAFS, Kolkata-37
- 5) The DREF, WBUAFS, Kolkata-37, 6) The Controller of Examination, WBUAFS, Kolkata-37
- 7) The Campus In-Charge, Mohanpur, WBUAFS. 8) The In-Charge, CLINS. (with a request to upload the notice into the university website.) 09) The Dy. Registrar, WBUAFS., 10) Office Copy.

(Prof. S. S. Dana)
Registrar (Actg.)



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Annexure- III

DECLARATION OF THE AGENCY

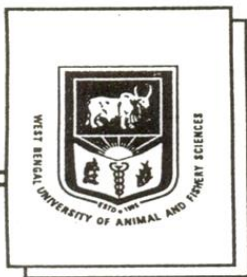
- i. I/We,.....Son / Daughter of ShriI
.....Proprietor / Partner / CEO / MD / Director /Authorized Signatory of
M/s. are competent to sign this declaration and execute this tender
document.
- ii. I the undersigned certify that I have gone through the terms and conditions mentioned in the tender
document and undertake to comply with all the terms and conditions mentioned in the tender document.
- iii. The discount quoted will be valid and binding upon me for the entire period of contract.
- iv. All information provided in tender form is true and correct to the best of my knowledge and belief. No
forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We
understand that West Bengal University of Animal & Fishery Sciences, Kolkata is authorized to make
enquiry to establish the facts claimed and obtain confidential reports from clients.
- v. I hereby undertake to supply the items as per specifications given in the tender document/supply order
within stipulated period, if I qualify in the tendering process.
- vi. In case it is established that any information provided by us is false / misleading or in the circumstances
where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any
penal action and other damages including withdrawal of all work / purchase orders being executed by us.
Further West Bengal University of Animal & Fishery Sciences, Kolkata is also authorized to blacklist our
firm/company/agency and debar us in participating in any tender/bid in future.
- vii. Our Firm/ Company/ Agency are not been blacklisted or banned / Debarred/ Suspended by any Govt.
Department, PSU, University, Autonomous Institute or Any other Govt. Organization since last five year.
- viii. In case of any dispute, the Jurisdiction will be in High Court of Kolkata only.
- ix. I/We have carefully read all the general and specific terms and conditions of the tender and I solemnly
declare that the same are acceptable to me/us and binding on me/us.

Date:

Name & Signature of Agency

Company seal:

Note: This certificate should be executed on Non-Judicial Stamp Paper of Rs. 100.00



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Annexure-II

CHECK - LIST

(To be furnished on-line with the Technical bid)

Sl No.	Description	Particulars	Page Number
1.	EMD		
2.	Tender Copy		
3.	Application Form		
4.	PAN		
5.	Valid Trade License		
6.	Valid GST Registration Certificate		
7.	Constitution of Company/ Company details		
8.	Solvency Certificate		
9.	Credential of work		
10.	Income Tax Return copy		
11.	Professional Tax		
12.	Financial Credential of bidder		
13.	Experience-1		
14.	Experiences-2		
15.	Experiences-3		
16.	List of Printed Books (Annexure-I)		
17.	(Annexure-III)		

**** All above document should be furnished on-line and as well as offline with technical bid.**



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Application Format

(To be furnished in the Company's Official Letter Head Pad with full Address with contact no. Telephone no. FAX No., e-mail Address, Website etc.)

Ref. No. -----

Dated.....

To
The Registrar,
West Bengal University of Animal & Fishery Sciences
68, K.B. Sarani, Kolkata-700037

Sub: Supply of Printed Books.

Sir,

With reference to your online WBUAFS/ADMN/ET-_____, I /
We.....the Proprietor/Authorized Nominee/s (of the Firm
.....) are hereby furnishing my/our rates for the item tendered for, as per your
specification, terms & conditions to the West Bengal University of Animal & Fishery Sciences for the year 2017-18.

Should this tender be accepted, I/We hereby agree to abide by & fulfill all the terms & conditions laid down in the online N.I.T. and the particulars available in the Tender Notice & the details given in the specification/Description or in default thereof to forfeit & pay the Governor of the state of West Bengal, or his successor in office the penalties/sums/or of money that may be imposed by the West Bengal University of Animal & Fishery Sciences, the earnest money deposited herewith or from other money deposited by me/us or from the bills that will be payable to me/us for the supplies to be made.

I/We also agree that the decision of the Registrar, West Bengal University of Animal & Fishery Sciences in all matters in respect of this online tender will be final & binding on me.

I/We also agree to execute on being called upon to enter into a formal agreement embodying the terms & conditions contained herein &/or on usual terms & conditions & on default on my/our doing so, the Earnest Money deposited by me/us will liable to be forfeited.

I am/We are well acquainted with the facts about the firm and the information provided in the tender is true & correct.

Yours faithfully,

Signature & office seal:

Date:

Name of the Firm:

Address with PIN:



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Annexure- I

List of Print books for the year 2019-2020

A. Faculty of Veterinary & Animal Sciences:

** AP= After Procurement, IS= In-Stock

SL No.	Title	Author	Year	ISBN	Currency	Price	Discount (Max1/Max2)	Stock Details (AP or IS)
1	A Colour Book: Laparoscopic Techniques in Small Animal Surgery	Maiti, S.K.	2016	9789385516566				
2	A Handbook Of Veterinary Microbiology & Bacteriology (P/B)	Dr. R.P. Diwakar, Dr. Vibha Yadav	2018	9789386200570				
3	A New Horizons in Biodiversity (RASND-3)	Kaliwal, B.B.	2017	9788170195603				
4	A Smart Guide To Veterinary Parasitology	Bhaskaran Ravi Latha, S.T. Bina Sundar	2016	9789385055706				
5	Abattoir Practices By-Products and Wool Technology	V P Singh & Neelam Sachan	2018	9789386546609				
6	ACTIVITY-BASED PROTEOMICS: METHODS AND PROTOCOLS	OVERKLEEF, HERMAN ET.AL	2016	9781493964376				
7	ADVANCE IN BIOTECHNOLOGY LABORATORY PRACTICAL	KALARIA R.K. ET.AL	2017	9788193582275				
8	ADVANCED DRYING TECHNOLOGIES, 2ND EDITION	TADEUSZ KUDRA	2017	9781138627772				
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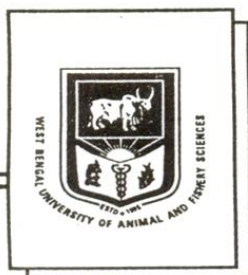
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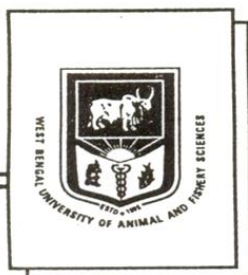
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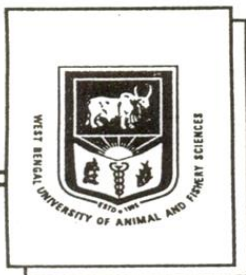
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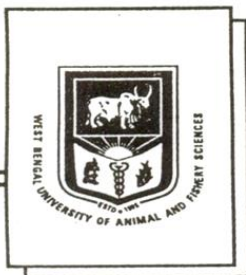
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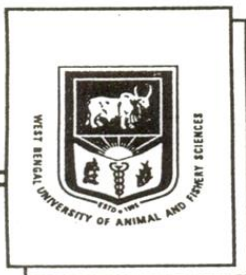
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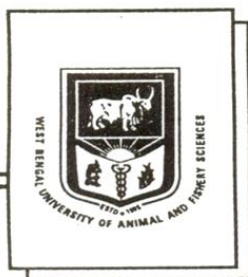
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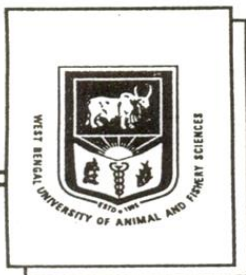
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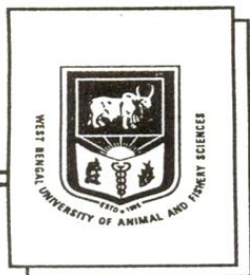
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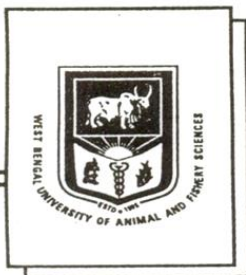
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