

**SUBJECT: INVITATION OF BIDS FOR SUPPLY OF FORCE TRAVELLER T1 DELIVERY VAN, 3700  
MM WHEELBASE AND FABRICATION INTO MOBILE EYE CARE VAN (MMU-Eye Care)**

1. The Nav Bharat Jagriti Kendra (NBJK) established in 1971, is a registered NGO under society registration Act XXI, 1860. NBJK's developmental work is focused largely on Health, Education, Agriculture & Livelihood, Awareness, and Organization Building. The Nav Bharat Jagriti Kendra is one of the well renowned NGO of Jharkhand. NBJK has a significant track record and extensive experience in implementing healthcare initiatives, conducting health camps, and raising awareness on hygiene and sanitation in rural areas.
2. In India, approximately 80% of cases of blindness are avoidable & needless if the affected individuals had received timely and appropriate medical eye care services. The Mobile Eye Health Care Van project with the support of CMPDIL serves as a vital solution to bridge the gap in eye care services for the rural population mentioned above. By making eye care services easily accessible in villages directly to the doorstep of these communities through the Mobile Medical Unit, the project aims to ensure that individuals receive required diagnosis, treatment, surgeries, and preventive care to avoid permanent blindness in lack of timely guidance, consultation & treatment.
3. Services to be Provided through Mobile Eye Health Care Van:
  - a. General OPD: The Mobile Eye Health Van will provide a general outpatient department (OPD) where individuals can seek primary eye care services. The OPD will offer comprehensive eye examinations, including assessments of visual acuity, eye health, and screening for common eye conditions with the use of Portable Slit lamp.
  - b. Refraction: The Mobile Eye Health Van will have the necessary equipment (electronic vision chart, trial box, and retinoscope) and trained personnel to perform refraction tests.
  - c. IOP Testing (Intraocular Pressure): The measurement of intraocular pressure is vital for the early detection and management of glaucoma, a potentially blinding eye disease. The Mobile Eye Health Van will conduct IOP testing with the help of NCT (Non-Contact Tonometer) to screen for elevated intraocular pressure, facilitating the identification of individuals at risk of glaucoma.
  - d. Spectacles Dispensing: The Mobile Eye Health Van will have a spectacles dispensing unit, where individuals can obtain prescription eyeglasses. By offering spectacles dispensing services, the Mobile Eye Health Van aims to address refractive errors promptly and improve visual acuity for those in need.

4. Bids are invited for:
  - a. Force Traveler Delivery Van FM 2.6 CR Diesel Engine 3700mm WB BS-VI SHELL PS ABS
  - b. Fabrication work of FORCE TRAVELLER T1 delivery van into Mobile Eye Health Care Van strictly as per the specification provided in this bid document.
  - c. And Delivery of Fabricated Vehicle to Hazaribag location of Nav Bharat Jagriti Kendra
5. Any submission other than email to the email ID provided in this bid document would be declared invalid.
6. The address and the contact numbers for sending Bids or seeking clarification regarding the item, fabrication of Mobile Medical Units are given below:

(a) Bid queries to be addressed to	: Anand Abhinav
(b) Name and Designation of contact person	: Programme Director
(c) Telephone No. of Contact Person	: +91 9835208925
(d) E- mail of contact person	: <a href="mailto:anand@nbjk.org">anand@nbjk.org</a>
(e) Last date for clarification	: 07/01/2024
7. **This RFP is divided into four parts as follows:**
  - (a) **Part- I** Contains general information and instructions for the Bidders about the RFP such as, the time, place of submission, and opening of tenders and validity period of tender etc.
  - (b) **Part-II** Contains essential details of the items/ services required such as the schedule of requirements (SOR), Technical Specification, delivery period, mode of delivery, and consignee details.
  - (c) **Part- III** Contains standard conditions of RFP which will form part of the contract with the successful bidder.
  - (d) **Part- IV** Contains evaluation criteria and format for price Bids.
8. This RFP is being issued with no financial commitment and NBJK reserves the right to change or vary any part thereof at any stage. NBJK also reserves the right to withdraw the RFP when it becomes necessary at any stage.

Regards,

Satish Kumar "Satish Girija"  
Secretary (Nav Bharat Jagriti Kendra)  
Vill- Amrit Nagar, Post Rolla  
Dist- Hazaribag, PIN Code- 825303

### **Part- I GENERAL INFORMATION**

1. Manner of Depositing the Bids	Online on the email of <a href="mailto:anand@nbjk.org">anand@nbjk.org</a>
2. Last date and time of depositing the Bids	07 <sup>th</sup> January, 2024
3. Time and Date for opening of Bids	10 <sup>th</sup> January 2024 at 3.30 pm
4. Place of opening of Bids	Online on Google meet- the bidders can join the meeting on by copying the link – <a href="http://meet.google.com/mtz-psmr-nza">http://meet.google.com/mtz-psmr-nza</a>
5. Bid System	Online submission
6. Forwarding of Bids	<p>Bids should be forwarded by bidders under their original memo/ letter pad inter alia furnishing details like TIN Number, VAT/ CST/ GST Number. Complete bank details and their office postal and E-mail address.</p> <p>The bidder could provide separate vendor for purchase of Force Deliver Van. If the Force Vehicle vendor and Fabricator are not the same vendor, then, payment will be made individually to each vendors as per the agreed terms.</p>
7. Clarification regarding contents of the RFP	A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the buyer in writing about the clarification sought till last date of opening of the bids
8. Modification and withdrawal of bids	A bidder may modify or withdraw his bid after submission provided that written notice of modification or withdrawal is received by the buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-Mail. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified.
9. Clarification regarding contents of the bid	During evaluation and comparison, the buyer may at its discretion ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will sought or permitted. No post clarification on the initiative of bidder will be entertained
10. Rejection of bids	Canvassing by the bidder in any form, unsolicited letter and call and post tender correction may invoke summary rejection
11. Validity of Bids	The bid should remain valid for 180 days from the last date of submission of bids.

## **PART II - ESSENTIAL DETAILS OF ITEMS/ SERVICES REQUIRED**

- 1) The Nav Bharat Jagriti Kendra is an NGO, which is broadly engaged in transforming lives of socially and economically disadvantaged communities in Jharkhand and Bihar by providing quality access to education, health care and livelihoods, with a particular emphasis on empowering girls/women and persons with disabilities. The buyer intends to run Mobile Eye health care Van using Force Traveller T1 delivery van, 3700 mm wheelbase with required fabrication and provide free comprehensive eye health services to the rural and marginalized community in Jharkhand.
- 2) India is home to the world's largest population of blind individuals, a shocking statistic that emphasizes the urgent need for comprehensive eye health services. What is even more disheartening is that approximately 80% of these cases of blindness are avoidable & needless if the affected individuals had received timely and appropriate medical eye care services. The Mobile Eye Health Care Van project serves as a vital solution to bridge the gap in eye care services for the rural population mentioned above. By making eye care services easily accessible in villages directly to the doorstep of these communities through the Mobile Medical Unit, the project aims to ensure that individuals receive required diagnosis, treatment, surgeries, and preventive care to avoid permanent blindness in lack of timely guidance, consultation & treatment.
- 3) Services to be Provided through Mobile Eye Health Care Van:
  - a. General OPD: The Mobile Eye Health Van will provide a general outpatient department (OPD) where individuals can seek primary eye care services. The OPD will offer comprehensive eye examinations, including assessments of visual acuity, eye health, and screening for common eye conditions with the use of Portable Slit lamp and Fundus Camera.
  - b. Refraction: The Mobile Eye Health Van will have the necessary equipment (electronic vision chart, trial box, and retinoscope) and trained personnel to perform refraction tests. Refraction is crucial in determining the appropriate prescription for eyeglasses or contact lenses. By offering refraction services, the Mobile Eye Health Van will enable individuals to access accurate prescriptions, improving their visual acuity and overall quality of life.
  - c. IOP Testing (Intraocular Pressure): The measurement of intraocular pressure is vital for the early detection and management of glaucoma, a potentially blinding eye disease. The Mobile Eye Health Van will conduct IOP testing with the help of NCT (Non-Contact Tonometer) to screen for elevated intraocular pressure, facilitating the identification of individuals at risk of glaucoma. This service is essential as early detection and intervention can help prevent or manage the progression of glaucoma and preserve vision.
  - d. Spectacles Dispensing: The Mobile Eye Health Van will have a spectacles dispensing

unit, where individuals can obtain prescription eyeglasses. Trained opticians will assist patients in selecting suitable frames and ensuring proper lens fitting. By offering spectacles dispensing services, the Mobile Eye Health Van aims to address refractive errors promptly and improve visual acuity for those in need.

- 4) Schedule of requirements:** - The bidder is required to provide its quote for the procurement of vehicle and fabrication including engineering drawing of fabrication work (both interior and exterior work) of total price against the given items and price per item in each case.

**Please note that the bidder has to deliver the complete fabricated Van at the address given below. The cost must include:**

- a. Procurement of Force Traveler Delivery Van FM 2.6 CR Diesel Engin 3700mm WB BS-VI SHELL PS ABS
- b. Fabrication work of FORCE TRAVELLER T1 delivery van in Mobile Eye Health Care Van strictly as per the specification provided in this bid document.
- c. Any Transportation cost for delivery of Fabricated Vehicle to Hazaribag location of Nav Bharat Jagriti Kendra

**a) Supply of Force Traveller T1 Delivery Van, 3700mm WB, 2.6 CR Diesel Engin 3700mm WB BS-VI SHELL PS ABS**

If the bidder does not directly deal in Force Traveller, they could provide the quotation from their nearest dealer. If the Force Vehicle vendor and Fabricator are not the same vendor, then, payment will be made individually to each vendor as per the agreed terms.

The cost must include:

Sr. No.	Particular	Amount (Rs.)
1	Ex-showroom Price of Force Traveler Delivery Van FM 2.6 CR Diesel Engin 3700mm WB BS-VI SHELL PS ABS	
2	Fastag, Central Lock	
3	Insurance	
4	Temporary registration, or any other cost	
	Total	

- b) Fabrication work of FORCE TRAVELLER T1 delivery van into Mobile Eye Health Care Van strictly as per the specification provided below:**

<b>Fabrication of FORCE TRAVELLER T1 delivery van, 3700 mm wheelbase</b>
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**Fabrication of interior**

- a. Original driver and co-driver doors and rear doors,
- b. Original driver and co-driver seat.
- c. Driver partition with GI 16/18 structure covered with 1 mm aluminium sheet both sides with PU painting.
- d. Aluminium extruded section with 5 mm clear sliding glass communication window on the partition behind the driver.
- e. 16/18-gauge GI profile section super structure for interior the eye compartment.
- f. 38 mm thermacole slab insulation for roof and sides and partition.
- g. 20-gauge aluminium pressed panels for roof top and plain panels for sides of the interior.
- h. 5 mm clear glass sliding windows-2, each for both sides.
- i. 16 mm waterproof plywood covered with 1.3 mm thick vinyl for flooring.
- j. 16mm commercial plywood covered with machine pressed 1 mm laminates for cabinet behind driver partition with drawers and shelves to store ophthalmic equipment.
- k. Provision for installation of ophthalmic chair unit.
- l. Patient registrations counter with wooden fixed table with drawer and revolving chairs with back rest for doctor and patient.
- m. Wooden fixed seat at rear patient relative seating.
- n. Polyester curtain for all windows and rear with springs/SS pipes.
- o. Side dickey opening outside for installation of spectacle grinding machine.

**Electricals**

- a. 12 V DC led lights-2 no.
- b. AC led lights-4 no.
- c. AC coach fans- 3 no.,
- d. AC plug points-8 no.,
- e. 15-meter core cable for outside AC power back up.
- f. Invertor 1.7 KVA sine wave -with 150 AH battery-2 no. with 5 years warranty for AC power backup

Note: minor Modifications in the above points as per need

**Air conditioning**

- a. Engine driven air conditioner for cooling when the van is running.

**Exterior Design**

- a. Branding up to 50SQ.FT
- b. Branding of the CMPDIL & NBJK

**Equipment**

Following equipment will be provided separately by the buyer for which provisions has to be made by the bidder:

- a. Make provision to keep following equipment:
  - i. Ophthalmic Unit
  - ii. Digital i-Chart TV
  - iii. Portable Slit Lamp

- iv. Portable NCT Device
- v. Retinoscope
- vi. Edging Machine
- vii. Trail Frame and Trial Box
- viii. Doctor Chair
- ix. Water dispenser
- x. Gluco Meter
- xi. BP Instrument

**c) Any Transportation cost for delivery of Fabricated Vehicle to Hazaribag location of Nav Bharat Jagriti Kendra**

Please note that the fully fabricated Mobile Eye Care Van has to be delivered to the following address:

Nav Bharat Jagriti Kendra  
 At-Amrit Nagar, Post Rolla  
 Hazaribag 825303, Jharkhand

**Please specify the cost of transportation in the quotation.**

**5) Technical Specifications: - The bid should accompany the technical specifications of the items and all the other necessary information such as warranty/ guarantee/ technical information of used material/ service/ replacement etc. terms. Technical information and rates per item has to be provided for above mentioned items**

6) **Two Bid System** Bidders are required to furnish cause by cause compliance of specification bringing out clearly the deviation from specification, if any. In case of specifications that are additional to the specifications required, the bidder is free to add the same and mention "additional" under the column for Compliance & Deviation. They are required to submit compliance statement in the following format along with technical specifications. The bid would be evaluated on both technical and the commercial aspects.

All major and minor specifications should form part of the technical specification. Bidder may be called for clarifications, further information or any other matter as may be required.

Para of RFP specifications wise	Specification of item offered	Compliance of RFP specification whether Yes/ No	In case of non-compliance deviation from RFP to be specified in unambiguous terms

7) **Price Bid Format:** The price bid format is given below and bidders are required to fill this up correctly with full details.

- a) Cost of Force Traveller T1 Delivery Van
- b) Basic Cost of the Fabrication

S. No	Items	A/U	Qty	Make & Model	Unit Price	Total Price	Specifications Annexure No.
(a)		Nos.					
(b)		Nos.					
(c)		Nos.					
(d)		Nos.					

- c) Cost of transportation
- d) Is Goods and Service Tax (GST) or any other Tax to be charged extra?
- e) If yes, mention the following: -
  - i. Total value of items on which GST or other tax is leviable.
  - ii. Rate of GST or other Tax
  - iii. Surcharge, if any?
  - iv. Total value of GST and/or other tax payable.
- f) Any other Taxes/ Duties/ Overheads/ Other Costs
- g) Grand Total

**Note: No cost in any form other than above would be entertained after the submission of bid.**

**7. Delivery and Acceptance Schedule:** All the vehicles duly fabricated as per the specification and terms agree upon has be to be delivered Within 30 days of fulfilling the terms to start the work including receipt of vehicle and payment of advance. The delivery has to be done at Nav Bharat Jagriti Kendra's Coordination office Vill- Amrit Nagar, Post Rolla, Dist- Hazaribag, (Jharkhand) PIN Code- 825303.

- a) 100 % fabrication work will be subject to physical inspection by the technical team of the purchaser to ascertain that they conform to the samples/ specifications as laid down in the work order. In case the above item is not found to be conforming to the laid down specifications, the authorized representative of the firm will be intimidated by the buyer and defective items if any will be removed/replaced/repared by the supplier at his own expense within a period of 15 days of inspection. In case of any dispute, decision of the purchaser will be final.
- b) The fabrication work should be of latest manufacture and technology conforming to the current product standard having 100 % defined life at the time of delivery.



## **PART III- STANDARD CONDITIONS OF RFP**

### **Mobile Eye Care Van Fabrication**

#### **The fabricators or agencies can apply-**

- **Experience and Expertise:**

- Fabricators with a proven track record in fabrication/constructing mobile eye care van or similar projects.
- NBJK will evaluate their expertise in working with healthcare equipment and specialized vehicle fabrication.

- **Quality Standards:**

- Fabricator adheres to industry standards and regulations for medical equipment fabrication.
- Fabricators are requested to submit their quality control processes to guarantee the production of high-quality Mobile Eye Care Van.

- **Capacity and Resources:**

- Fabricator's production capacity to meet the quantity and timeline requirements of the project.

- **Previous Projects:**

- Fabricators should submit portfolios about their experience with similar projects and contact references from previous clients to gather feedback on their performance and reliability.

- **Compliances and Certification:**

- Fabricator complies with relevant safety and regulatory standards. Need to submit the certifications, such as ISO accreditation or industry-specific certifications.

**Delivery Period:** All the vehicle duly fabricated as per the specification and terms agree upon has to be delivered Within 30 days of fulfilling the terms to start the work including receipt of vehicle and payment of advance. The Delivery has to be done in Nav Bharat Jagriti Kendra's Co-ordination office Vill- Amrit Nagar, Post Rolla, Dist- Hazaribag, (Jharkhand) PIN Code- 825303. In case the firm anticipates delay in supply due to any unforeseen reasons, the firm at once will bring it to the notice of purchaser who after considering the reason is valid and beyond the firms control may give extension of time. However, purchaser receives the right to recover from the firm liquidated damage as mentioned in **Para 8 of part III** because of delay in delivery and acceptance of item. In case the supply is not completed within the stipulated period, the supply order may be cancelled, and acceptance of late supply refused, without any liability, whatsoever towards the organization.

1) **Free Replacement** NBJK reserves the right to call re-fabrication or reimbursement in the event of the following:-

- a) Poor quality of material used in fabrication
  - b) Loss/ Damage or deterioration of any material used in fabrication within the warranty life.
  - c) Equipment provided or material used in fabrication fails to perform or meet requirements of the specification to the satisfaction of NBJK.
- 2) **Warranty:** Warranty one year for internal fabrication work and at vehicle site service available for minor repairs related to cabinets, screws, etc. Major repair services like internal electrical work, side walls and roof panelling, flooring will be provided at the Factory site. All goods supplied must cover a warranty for one year, against manufacturing defects, from the date of supply. Electrical consumables and accessories should be covered under warranty.
- 3) **Labelling:** All labels should be printed in English Language.
- 4) **Payment**
- a) All payment will be made **by way of bank transfer within 15 days from the date of fulfilling all the term of payment as per the agreement signed for Fabrication and raising of correct invoice whichever is later.** Payment shall be done as per the payment terms agreed upon.
  - b) A bank guarantee would be issued by supplier to the buyer for the advance amount for period from the date of advance till the date of acceptance of delivery.
  - c) Currency would be in Indian Rupees.
  - d) All bank charges incurred shall be borne by the supplier.
- 5) **Liquidated Damages** Delivery of fabricated vehicles shall not be later than the time specified in Work Order. The penalty provision becomes enforceable for delays in delivery. A penalty ranging from 1% to 5% on the amount of work order will be imposed, with calculations based on specific time frames: a delay of 1-7 days will incur a 1% penalty, 7-14 days will result in a 2% penalty, and so forth.
- 6) **Arbitration**
- a) If any dispute or difference or claim shall arise between the parties as to any point in any agreement or contract arising of the invitation to tender, or as to any matter or thing of whatsoever nature there under or in connection therewith, then either party shall within 30 days give to the other, notice in writing of such dispute. Such dispute shall be referred to a single arbitrator in case the party agrees upon one, otherwise to three arbitrators, one to be appointed by each party and the third arbitrator by the other two arbitrators. If either party shall refuse or neglect to appoint an arbitrator within twenty days after the other party shall have an appointed an arbitrator as aforesaid shall proceed to hear and determine the matter as if they were and arbitrator appointed by both parties to the dispute.
  - b) The decision or award of the arbitrators (as the case may be) shall be final and binding upon the parties and shall be a prerequisite to any proceedings in Court of Law at Hazaribag.

- c) The arbitrator or arbitrators shall determine by whom and in what manner, the cost of arbitrator (or any party thereof) shall be borne or paid.
- d) The arbitration shall be governed by the Indian Arbitration Act.

7) **Law:** Indian law shall govern the validity, performance and enforcement of this contract.

**Installation, Commissioning and Acceptance Schedule:** All the vehicle duly fabricated as per the specification and terms agree upon has be to be delivered Within 30 days of fulfilling the terms to start the work including receipt of vehicle and payment of advance. The delivery has to be done at Nav Bharat Jagriti Kendra's Coordination office Vill- Amrit Nagar, Post Rolla, Dist- Hazaribag, (Jharkhand) PIN Code- 825303.

- a. 100% fabricated vehicles will be subject to physical inspection by the technical team of the purchaser to ascertain that they conform to the samples/ specifications as laid down in the supply order. In case the above item is not found to be conforming to the laid down samples/ specifications, the authorized representative of the firm will be intimidated by the buyer and defective stores if any will be removed and replaced by the supplier at his own expense within a period of 15 days of inspection. In case of any dispute, decision of the purchaser will be final.
- b. The material used should be of latest manufacture conforming to the current product standard having 100 % defined life at the time of delivery. The manufacturing date of the items used should preferably be not older than 3 months and in no case shall be older than 9 months as on the date of supply.

1) **Warranty:** The fabricator warrants that the fabrication work shall be of good quality and shall have no defect in fabrication, shall meet all the requirement of the specifications and shall in all aspects be suited for the purposes intended, the warranty provided by the supplier shall be relied upon strictly enforced by NBJK.

2) **Warranty against benefits**

- a) The supplier warrants that he /it has not given or promised to give any money or gift to any officer or employee of NBJK thereof with the intent or objective of securing the contract.
- b) Any violation of this warranty shall be sufficient grounds for cancellation or revocation of the contract without any claim against NBJK.

3) **Local Agent** Suppliers acting through local agents should indicate names and addresses and telephone/ E- mail of the agent in India.

4) **Assignment Supplier** shall not without the written consent of the NBJK assign his contract or part thereof to another.

5) **Stamp Duty:** The supplier should pay any stamp duties payable under the Stamps Act in respect of contract.

6) **Notice:** All notices given in respect of this contract shall be deemed to be sufficiently given if sent by the registered post or courier.

#### **PART IV- EVALUATION CRITERIA & PRICE BID ISSUES**

1. **Evaluation criteria:** The broad guidelines for Evaluation of Bids will be as follows: -

- a) Only those bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of the RFP.
- b) The technical specifications already forwarded by the bidders will be evaluated by the buyer with reference to the technical characteristics of the fabrication work for which quotes are submitted.
- c) The evaluation criteria will generally be based on twin conditions of lowest bids and the quality criteria.
- d) The bidders are required to spell out the rates of GST and other Taxes, Cess and duties etc. in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of GST and other Taxes, Cess and duties is intended as extra over the quoted prices, the Bidder must specifically mention so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entertained after opening the tenders. If the bidder chooses to quote a price inclusive of such duty so included is firm and final he should clearly indicate the rate of such duty and quantum of GST and other Taxes, Cess and duties included in the price. Failure to do so may result in ignoring of such offers summarily. If a bidder is exempted from payment of GST and other Taxes, Cess and duties up to any values they should clearly state that NO GST and other Taxes, Cess and duties will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to the rate/ Quantum of GST and other Taxes, Cess and duties, it should be brought out clearly. Stipulations like GST and other Taxes, Cess and duties was presently not applicable but the same will be charged if it becomes levy able later on, will not be accepted unless in such cases it is clearly stated by a bidder that GST and other Taxes, Cess and duties will not be charged by him even if the same becomes applicable later on. In respect of the bidders who fail to comply

with the requirement, their quoted prices shall be loaded with the quantum of GST and other Taxes, Cess and duties which is normally applicable on the item in question for the purpose of comparing their prices with other bidders.

- e) The bidding shall be in Indian Rupees (INR) and the exchange rate fluctuation shall not have any bearence on it.
- f) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected if there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

**Documents to be enclosed:**

1. Profile of the party which should in all case contains the past experiences explicitly and clearly mentioned and elaborated. Reference (Contact Name, Organisation, Contact Number) of few of the past clients for the buyer to refer.
2. Audited financial statements for past two years.
3. Incorporation certificate, as may be applicable.
4. Copy of GST registration certificate
5. Copy of PAN

Date: 29 Dec 2023

Place: Hazaribag

Satish Kumar"Satish Girija"

Secretary