



भा.कृ.अनु.प - केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर
ICAR -Central Institute for Women in Agriculture
(भारतीय कृषि अनुसंधान परिषद) (Indian Council of Agricultural Research)



Plot No. 50-51, Mouza Jokalandi, P.O. Baramunda, Bhubaneswar- 751 003 (Odisha) INDIA
Phone: +91-674-2387220 / Fax: +91-674-2387242 / Email: director.ciwa@icar.gov.in / ao.ciwa@icar.gov.in
Website: <http://www.icar-ciwa.org.in> / GSTIN-21AAAGC0478F1Z0 / PAN- AAAGC0478F

STANDARD ONLINE (E-PROCUREMENT MODE)
BIDDING DOCUMENTS FOR
PROCUREMENT OF FEED INGREDIENTS AND OTHER
MISCELLANEOUS ITEMS

Document to be submitted online
as per Schedule of requirement

NOTICE INVITING ON LINE TENDER

File No.V-12015/03/19-Admn

Dated: 30.01.2019

The ICAR-Central Institute for Women in Agriculture (ICAR-CIWA), Bhubaneswar is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR-CIWA, Bhubaneswar, India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for supply of followings field inputs items.

CRITICAL DATE SHEET

Tender Reference No.	File No.V-12015/03/19-Admn Dated : 30.01.2019
Date of release of Tender through e-procurement Portal	31.01.2019
Bid Submission Start Date (Online)	31.01.2019 at 10:00 AM
Last date for Receipt of Tender fees and EMD at ICAR-CIWA, Bhubaneswar	21.02.2019 at 2:30 PM
Last Date & time for submission of online Bid	21.02.2019 at 2.30 PM
Date & time for opening of Bid	22.02.2019 at 4.00PM
Address for Communication	The Director, ICAR-CIWA, Plot No. 50-51, Mouza Jokalandi, P.O. Baramunda, Bhubaneswar- 751 003 (Odisha)

Sd/-
Administrative Officer

SCHEDULE OF REQUIREMENT

Sl. No.	Name of the Item	EMD to be submitted (Rs.)	Unit	Approx. Quantity per annum (The procurement of feed ingredients will be made in four spell or as the case may be)
(1)	(2)	(3)	(4)	(5)
1	Maize grain	As per Term & Conditions	Per kg	11000
2	Soybean		Per kg	6000
3	DORB (Deoiled rice bran)		Per kg	3000
4	DCP (Di calcium phosphate)		Per kg	200
5	Shell grit		Per kg	600
6	Methionine		Per kg	25
7	Lysine		Per kg	25
8	Choline Chloride		Per kg	25
9	Toxin Binder		Per kg	25
10	Coccidiostat (Vel dot)		Per kg	10
11	Antibiotic (Tetracycline)		Per kg	10
12	Vitamin B Complex		Per kg	5
13	Vitamin ABDK		Per kg	5
14	Trace mineral mixture		Per kg	30
15	Common salt		Per kg	100
16	Poultry litter materials Paddy Husk		Per kg	1200
17	Ground nut oil cake		Per kg	1800
18	Floating fish feed prestarter		Per kg	1500
19	Floating fish feed grower		Per kg	2000
20	Common salt		10 kg	30
21	Mineral mixture		2.5 kg	400
22	Mineral mixture		1.0 kg	300
23	Cofecu plus		20 Tab	50
24	Himalaya Batisha		100 g	100
25	Increlac bolus		30 g	150
26	Janova		6S	100
27	Ruchamax pdr		15 g	100
28	Galog strong bolus		4S	150
29	HB strong		10 g	150
30	Himax		50 g	150
31	Fentas 1.5		4S	150
32	Livol Pdr		100 g	100

IMPORTANTNOTES:-

- Tender Documents can be downloaded from the ICAR-CIWA website <http://www.icar-ciwa.org.in> or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
- Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
- ICAR-CIWA reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
- EMD should be submitted as per Terms & Conditions.**
- ICAR-CIWA will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.
- Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Place: Bhubaneswar

Date: 30.01.2019

**Administrative Officer
For Director, ICAR-CIWA**



भा.कृ.अनु.प - केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर ICAR -Central Institute for Women in Agriculture



(भारतीय कृषि अनुसंधान परिषद)(Indian Council of Agricultural Research)

Plot No. 50-51, Mouza Jokalandi, P.O. Baramunda, Bhubaneswar- 751 003 (Odisha) INDIA

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Annexure-I

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Manual/offline bids shall not be accepted under any circumstances.

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
4. The item should be delivered at ICAR-CIWA, Bhubaneswar and the supplier shall be responsible for any damage during the transit of goods.
5. **All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.**
6. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-CIWA, Bhubaneswar-751003.**
7. **The firms are also required to upload copies of the following documents :-**

DOCUMENTS TO BE UPLOADED IN COVER-I

(A) TECHNICAL BID

1. Scanned copy of Tender fee
2. Scanned copy of Earnest Money Deposit (EMD).
3. **Scanned copy of Technical Specification (Annexure – V duly filling column No. 4 & 5)**
4. Scanned copy of Firms registration, PAN Card, GST No, etc.,
5. Scanned copy of Bank Account Details duly filled in Annexure-III.
6. Tender Acceptance letter (Annexure-IV)
7. Scanned copy of Income Tax Statement for the last two years.

(B) FINANCIAL BID / BOQ

- (a) Price Bid as BoQ_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed.

Sd/-
Administrative Officer

TERMS AND CONDITIONS

1. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
2. The Reputed and Reliable registered Firms/Agencies/Manufacturers/Distributors etc. having valid Registration/Dealership & /PAN,GST/IT/Service Clearance Certificate **(the photo copies of the certificates/documents as the case may be, have to be mandatorily be uploaded as proof)** in the E-tender.
3. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
4. The Director ICAR-CIWA will not be responsible for any delay in enrollment or submission of the offer/ uploading the offer on our e-tender portal for any reason whatsoever. Hence vendors are advised to register in e-tendering website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class - II or above) and upload their quotations well in advance to avoid last minute problems.
5. The Tender Processing Fee of **Rs.500/- (Rupees Five Hundred only)** non-refundable in the form of online deposit mode (online transfer/RTGS/NEFT) in the account of ICAR-CIWA, Bhubaneswar (i.e., **Name of the Account holder/Beneficiary- ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027**). The proof of deposit should be invariably attached with the tender failing which tender shall be treated as invalid even though the amount is received in the Institute Account on or before **21.02.2019 :: 02:30 PM**
6. Bidder shall select the payment option as offline to pay the Tender Fee/EMD.
7. Price once quoted will be final and no further negotiation/alteration will be made thereafter
8. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. the bidders are advised to download this BOQ_XXX.xls as it is and quote their offer/rates 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 tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-CIWA.
9. In case, holiday is declared by the Government on the day of opening the bids, or the above mentioned closing/opening day of the tender happened to be non-working day due to Bandh/Strike as any other reasons, the tender will be received & opened on the following working day at the same time.
10. The firm must also possess valid PAN No., TIN No. & or GST Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.
11. Bid Validity: **180 days**.
12. The Director, ICAR-CIWA reserves the right to accept / reject any/ all tenders in part/ full without assigning any reason thereof.
13. Our Institute is Registered with DSIR and we are exempted from Excise Duty & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Rates should be quoted accordingly.
14. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: **<http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page>**
15. The Firm has to deposit the **Bid Security (EMD) @ 2% of the quoted value of the items** in the form of online deposit mode (online transfer/RTGS/NEFT) in the account of ICAR-CIWA, Bhubaneswar (i.e., Name of the Account holder/Beneficiary- ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027). The proof of deposit should be invariably attached with the tender failing which tender shall be treated as invalid even though the amount is received in the Institute Account on or before **21.02.2019 at 2:30 PM**.
16. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
17. The EMD of the successful bidder will be returned without interest soon after the Performance Security is deposited.
18. Any bid security will not be linked to any pending amount in this organization.
19. The EMD of the unsuccessful bidders will be returned without interest at the earliest after expiry of the final bid validity and latest on or before 30th day after the award of the contract.

20. The Successful Bidder irrespective of registration status will have to deposit the Performance Security an amount of 5% (five per cent) of the contract value in the form of online deposit mode (online transfer/RTGS/NEFT) in the account of ICAR-CIWA, Bhubaneswar (i.e., Name of the Account holder/Beneficiary- ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027) within 15 days (Fifteen days from the date of issue of contract order) failing which, the Order will stand cancelled and the EMD deposited along with quotation will be forfeited.
21. The Performance Security will remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligation of the supplier including warranty obligation, which will be returned/refunded without interest upon receipt of the written request from the Firm
22. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
23. In respect of perishable stores, the damaged / rejected one should be replaced by the supplier, free of cost at the ultimate destination
24. **Delivery:** Maximum of two weeks from the date of supply order
25. **Payment: 100% of** the contract price on receipt of items by the consignee supported by satisfactory and submission of Performance Security.
26. **Dispute resolution:** Decision of Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996. The seat of Arbitration will be Bhubaneswar and language will be English. Laws of India will be applicable.
27. The rate should be quoted keeping in view of supply the material as per specification, delivery at F.O.R ICAR-CIWA, Bhubaneswar inclusive of all costs, GST , transportation charges, transportation charges, charges for loading & unloading the materials, etc.
28. The payment will be made on actual delivery of the materials in good condition and after protein content analysis of the concerned items. No advance payment will be made in any circumstances.

Administrative Officer

(On the letter head of the Firm)

MANDATE FORM FOR BANKING DETAILS**A. Details of Accounts Holders:-**

Name of Account Holder	
Complete Contact Address	
Mobile Number	
E-mail	
GSTIN Number	
PAN Number	
Aadhar Number	

B. Bank Account Details:

Bank Name	
Branch Name with complete Address, Telephone No. & E-Mail	
Whether the branch is computerized?	
Whether the Branch is RTGS enabled? If Yes then what is the branch 's IFSC Code	
Is the branch also NEFT enabled?	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No (Laser)	
MICR Code of Bank	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

Date:

To,

The Director,
ICAR-CIWA,
Plot No. 50-51, Mouza Jokalandi,
P.O. Baramunda,
Bhubaneswar- 751 003

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Dear Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (s) namely:

as per your advertisement,, given in the above mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.
5. I/we do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Technical Specification of Materials

Sl. No.	Name of the Item	Technical Specification of item	Name of the Brand/ Make	Whether meets Technical specification or not (YES/NO)
(1)	(2)	(3)	(4)	(5)
1	Maize grain	85%, 5-10%		
2	Soybean	85%, 40-50%		
3	DORB (Deoiled rice bran)	85%, 8-16%		
4	DCP (Di calcium phosphate)	Feed Grade		
5	Shell grit	Feed Grade		
6	Methionine	Feed Grade		
7	Lysine	Feed Grade		
8	Choline Chloride	Feed Grade		
9	Toxin Binder	Feed Grade		
10	Coccidiostat (Vel dot)	Feed Grade		
11	Antibiotic (Tetracycline)	Feed Grade		
12	Vitamin B Complex	Feed Grade		
13	Vitamin ABDK	Feed Grade		
14	Trace mineral mixture	Feed Grade (Poultry)		
15	Common salt	Feed Grade		
16	Poultry litter materials Paddy Husk	-		
17	Ground nut oil cake	35-45% crude protein, 85% dry matter		
18	Floating fish feed prestarter	32-35% CP		
19	Floating fish feed grower	28-30% CP		
20	Common salt	Livestock feed		
21	Mineral mixture	Livestock feed		
22	Mineral mixture	Livestock feed		
23	Cofecu plus	Treatment of animals in animal health camp		
24	Himalaya Batisha	Treatment of animals in animal health camp		
25	Increlac bolus	Treatment of animals in animal health camp		
26	Janova	Treatment of animals in animal health camp		
27	Ruchamax pdr	Treatment of animals in animal health camp		
28	Galog strong bolus	Treatment of animals in animal health camp		
29	HB strong	Treatment of animals in animal health camp		
30	Himax	Treatment of animals in animal health camp		
31	Fentas 1.5	Treatment of animals in animal health camp		
32	Livol Pdr	Treatment of animals in animal health camp		

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<http://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as "Offline" to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white colored (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.
7. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids) i.e. after Clicking "Freeze Bid Submission: in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY
CPP Portal website: www.eprocure.gov.in**

Administrative Officer