

INDIAN RED CROSS SOCIETY
NATIONAL HEADQUARTERS

NOTICE INVITING QUOTATIONS

Notice for extension of date of receipt of quotations.

The last date of receipt of quotations is extended up to the date mentioned against each. Other terms & conditions will remain the same.

S No.	Name of work	Earlier date	New date
1.	Annual Maintenance contract of Fire Fighting and Fire Alarm Systems.	03.10.2024	22.10.2024
2.	Operation and routine maintenance of Electrical Installations of Indian Red Cross Society, NHQ.	04.10.2024	23.10.2024
3.	Providing Security Services at Indian Red Cross Society (IRCS), National Headquarters (NHQ), & Flats at Kaka Nagar/Sarojini Nagar	08.10.2024	24.10.2024

(N.K.Singh)
Senior Consultant

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S No.	Name of work	Earlier date	New date
1.	Annual Maintenance contract of Fire Fighting and Fire Alarm Systems.	10.09.2024	03.10.2024
2.	Operation and routine maintenance of Electrical Installations of Indian Red Cross Society, NHQ,	12.09.2024	04.10.2024
3.	Providing Security Services at Indian Red Cross Society (IRCS), National Headquarters (NHQ), & Flats at Kaka Nagar/Sarojini Nagar	13.09.2024	08.10.2024

(N.K.Singh)

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NOTICE INVITING QUOTATIONS

Sealed quotations for the work of Annual Maintenance contract of Fire Fighting Systems and Fire Alarm System installed at IRCS, National Headquarters building, 1-Red Cross Road, New Delhi, as per schedule of quantities, are invited on behalf of the Indian Red Cross Society from the contractors who have carried out similar work during the last 5 years with the Ministries/Govt. Departments like CPWD, State/UT PWD, any Central/State Govt. PSU, MES, Indian Railway & Postal Department etc. The tenders should accompany a demand draft of Rs.18,800/- (Rupees Eighteen thousand eight hundred only) in favour of Indian Red Cross Society, New Delhi being the earnest money. The past experience of similar nature of works should be supported by certificates issued by an officer not below the rank of Executive Engineer/other equivalent officers. Tenders, complete in all respects, addressed to the Secretary General, IRCS should be delivered at the Indian Red Cross Society at 1-Red Cross Road, New Delhi up to 3.00 p.m. on 10.09.2024.

Estimated cost	- Rs.9.40 Lacs including GST Per year
Time Period	- 12 Months

(N. K. Singh)
Deputy Secretary
Indian Red Cross Society

INDIAN RED CROSS SOCIETY
SCHEDULE OF QUANTITIES

Subject: Annual Maintenance contract of Fire Fighting Systems and Fire Alarm System installed at IRCS, National Headquarters building, 1-Red Cross Road, New Delhi.

S. No.	Description of Item	Quantity/ Period	Unit	Rate (Rs)		Amount (Rs)
				In figures	in words	
1.	Providing the services for the maintenance and operation of the Fire Fighting Systems and fire alarm system installed at Indian Red Cross Society, National Headquarters, New Delhi and deployment of the following personnel: (for 12 months) (i) Engineer visit (Fortnightly and as & when required) (ii) 1 Technician/operator for 30 days round the clock in each shift of 8 hours	Periodic visit availability if and when requisitioned. 1 Job for 12 months	1 Job per month			

(N. K. Singh)
Deputy Secretary
Indian Red Cross Society

Encl: Special Conditions of contract & List of Installations.

I/We have read the schedule of quantities & special conditions of contract and I/We agree to abide by all the conditions as contained therein and do the work at the rates quoted above.

Contractor

Scope of work

- a. Checking of Each type of equipment's/systems shall be carried out monthly/bi-annual maintenance or activation test as listed hereunder:
 - i. Weekly visual check of Each equipment like extinguisher gas content and cleaning of nozzle, tube etc. Also, visual check of hose, clamp, horn, valve & safety clip.
 - ii. For each type of equipment, a separate register shall be maintained with a separate page allotted for particular number.
 - iii. After each maintenance /testing, the test details or maintenance work shall be entered in the given register.

Note:

- 1. The offer does not include repair/replacement of defective equipment's, during maintenance of the existing fire fighting systems.

FIRE DETECTION AND ALARM

- b. Monthly visual check detector- (external check only)
- c. Six monthly cleaning of smoke/heat detectors (removal of dirt if any)
- d. Quarterly actuation of smoke detector by turn- at least one detector in each floor to be subjected to test. Monthly actuation test of heat detector.
- e. Circuit Test/Panel Test for fault and fire condition every month for fault test and every quarter for every quarter for fire condition.
- f. Quarterly test of Manual call box by turn.
- g. Manual test of Public Addresses System.
- h. Manual (actual) test of Public Address System-Every month.
- i. Visual check with cleaning of smoke switches every month at least one third.

HYDRANT & WET RISER SYSTEM

- a. Weekly visual test/check of External or Internal Hydrant Valve, outlets washer etc. by turn, per week.
- b. Monthly test of Hose Reel, Hydrant Control Valve, outlets with actual discharge test with water.
- c. Monthly visual check of fire hose, including coupling/washer etc.
- d. Quarterly discharge test from at least one external hydrant and one internal hydrant by attaching single length of fire hose with nozzle. To check automatic starting of pump with hydrant operation.

AUTOMATIC START

At monthly

check to test automatic start of jockey pump at pre-set pressure and auto stop of jockey pump at pre-set pressure; auto start of main pump at pre-set pressure jockey pump to stop automatically when main pump starts. Main pump stopping will be manual.

Takeover by stand by pump to be automatic – by cutting off main pump control for all these tests at least 3 persons will be required.

FIRE BRIGADE INLETS

To check physically, about the non-return valve fitted, this should not be too stiff, and yet should allow water to go in when pushed from outside under pressure.

The above are general checklists and test requirements etc. The contractors shall be bound for undertaking any other check test which is considered necessary for efficient functioning of equipment/system, whether included in the above schedule or not. He shall not claim any extra charge for such work, which must be included in the overall contractual fees. However, replacement of worn out/defective material shall be issued free of cost by the department or shall be paid extra at market rate to the contractor.

FIRE EXTINGUISHERS:

- a. Monthly visual check with nozzle and sniffer valve cleaning etc.

b. Quarterly check including cleaning and servicing.

WATER CO2 EXTINGUISHERS

a. Monthly visual check with cartridge of CO2 check and cleaning of nozzle.

b. Quarterly check of CO2 content.

CO2 EXTINGUISHERS

a. Monthly check of CO2 content and cleaning of nozzle/tube etc. Also, Visual check of hose, clamp, horn, valve & safety clip.

b. Quarterly checking of the same.

c. Half-yearly test with short blast discharge.

1. Routine servicing of diesel engine pump set shall be done by the agency.

2. The department will provide diesel oil and lubricant oil for diesel engine.

3. All cleaning material like old dhoti, duster, soap, cotton waste will be supplied by the agency as required.

LIST OF EQUIPMENT

1. Electric Motor Driven Fire Pump 60 HP, Capable of delivering 2850 litres/minute.

2. Diesel Engine Driven Fire Pump 90 BHP Capable of delivering 2850 litres/minute.

3. Jockey Pump 15 HP Capable of delivering 180 litres/minute.

4. Main Control Fire Panel for Pumps & Diesel Engine.

5. Sluice Valves.

6. Non return Valves.

7. Single Headed Hydrants Gun Metal Valves

8. C.P. Fire Hose Pipes

9. Hose Reel drums

10. Weatherproof standard hose cabinets

11. Exit Glow Sign board wall mounting signages

12. Way fire brigade inlet

13. Gun Metal Gate Valves

14. Drawl of connection

15. Side wall type sprinklers

16. Pendant type sprinklers

17. Gong Bell

18. Fire Detection Systems- Ionization Type Smoke Detectors, Heat Detectors, Manual Call Point, Response Indicator, Local control panel, Electric hooter cum speaker.

19. Fire Extinguishers- Water gas pressure type, CO2 type, Dry Powder type, Mechanical foam type.

20. Fire smoke wooden doors.

21. Luminous Inverter.

Deputy Secretary
Indian Red Cross Society

SPECIAL CONDITIONS OF CONTRACT

1. The rates quoted by the contractors shall be applicable for the full period of the contract and no revision in the rates whatsoever shall be entertained during the contract period.

2. Sealed Quotation in TWO separate sealed Envelopes indicating clearly "Envelope-No.1- technical bid" and "Envelope-No.2 -Price bid", shall be addressed to Secretary General, Indian Red Cross Society, 1-Red Cross Road, New Delhi and envelopes should also be superscribed with the name of work.

3. PRE-QUALIFICATION CRITERIA

Minimum Eligibility Criteria for pre-qualification of quotationers / tenderers is as follows:

a) Should have at least 05 years of experience of similar work.

b) Should have executed: -

i) Three similar works each of value not less than 3.00 Lacs in last 05 years

ii) or Two similar works each of value not less than 5.00 Lacs in last 05 years

iii) or One similar work of value not less than 9.00 Lacs in last 05 years.

c). The Contractor shall submit list of similar works completed in the last Five years. The past experience of similar nature of works should be supported by certificates issued by an officer not below the rank of Executive Engineer/other equivalent officers. The documents need to be produced before IRCS in original, whenever called for verification. For the purpose of this clause, 'Similar works' means the Firefighting works.

4. Earnest money:

Earnest money @ 2% of the estimated cost amounting to Rs.18,800/- (Rs. Eighteen thousand and eight hundred only) in the form of Banker's cheque /Demand Draft /Pay order of any scheduled Bank in favour of Indian Red Cross Society," to be submitted along with quotation.

5.PERFORMANCE GUARANTEE

The Contractor, whose quotation is accepted, will be required to furnish performance guarantee equal to 5% (Five Percent) of the Quoted amount within 7 days of acceptance of quotation This guarantee Deposit as Fixed Deposit / Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/demand draft of any scheduled bank/Pay order of any scheduled Bank in favour of Indian Red Cross Society. The Earnest Money deposited by the contractor shall be forfeited without any notice to the contractor in case the contractor fails to furnish performance guarantee. The Earnest Money deposited along with quotation shall be returned after receiving the aforesaid performance guarantee.

6. SECURITY DEPOSIT

The Security Deposit 5% of contract value will be deducted from the running bills of the contractor at the rates mentioned above. The Security Deposit will be accepted in the form of Government Securities and fixed deposit receipt and Guarantee bonds of scheduled banks.

7. Liquidated damages

The quantum of liquidated damages for delay in completion of the works per day shall be calculated at 0.50% each day subject to maximum of 10% of the quoted cost.

8. Others

The acceptance of a quotation in full or in part, will rest with the Secretary General, Indian Red Cross Society, New Delhi, who does not bind himself/herself to accept the lowest quotation, and reserves to himself/herself the authority to reject any or all of the quotations received, without the assigning any reason. All quotations in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

9. 10% Security Deposit will be deducted on gross amount from each running bill and final bill. The amount of Security Deposit will be refunded after 3 months from the date of completion or after the final bill has been prepared and passed, whichever is later.

10. The quotations/tender for works shall remain open for acceptance for a period of 90 (ninety) days from the date of opening of quotations/tenders. If any tenderer/ quotee withdraws his quotation/tender within the said

period or makes any modifications in the terms and conditions of the quotation/ tender, which are not acceptable to the owner, then the society shall without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely.

11. The acceptance of a tender/quotation in full or in part, will rest with the Secretary General, Indian Red Cross Society, National Headquarters, New Delhi, who does not bind himself/herself to accept the lowest tender/quotation, and reserves to himself/herself the authority to reject any or all of the tenders/quotations received, without the assignment of a reason. All tenders/quotations in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

12. Canvassing in connection with the quotations is prohibited and the quotations submitted by the quotationers who resort to canvassing are liable for rejection.

13. The quotationer shall quote rates in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On checking if there are differences between the rates quoted by the quotationer in words and in figures or in the amount worked out by him, the following procedure shall be followed.

i. When there is difference between the rates in figures and in words, the rates, which correspond to the amount worked out by the quotationer, shall be taken as correct.

ii. When the amount of an item is not worked out by the quotationer of it does not correspond with the rate written either in figures or in words the rate quoted by the quotationer in words shall be taken as correct.

iii. When the rate quoted by the quotationer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the quotationer shall be taken as correct and not the amount.

14. Time of completion of work is one year extendable by another one year on evaluation of work performance. The time for start of work will commence after issue of letter of award of work.

15. The technician/staff is required to mark his attendance in the register, kept with the Security Supervisor, on arrival/departure.

16. The payment will be made on the basis of actual work done after providing satisfactory services and on submission of the bill by the agency.

17. Any compensation payable under the workmen's compensation Act 1923 shall be borne by the Contractor. The personnels to be deployed should have good health and medically fit. The agency will arrange food and medical aid in case there is any physical injury to the technicians/staff deputed during the contract period. No additional expenses of any kind shall be borne by the Indian Red Cross Society.

18. All incidental charges of any kind whatsoever shall be borne exclusively by the contractor and nothing extra shall be paid to him.

19. The contractor shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and extent of grounds, working conditions including stacking of materials, installation of T & P etc & conditions affecting accommodation & movement of labour etc, required for satisfactory execution of the contract. No claim whatsoever on such account shall be entertained in any circumstances.

20. Unless otherwise provided in the descriptions of various items of work, the rates shall be for complete items of work covering all materials, labour, carriage royalties, fees, rents, sales, tax, octroi, wastage tools, plants, equipment, transport, temporary constructions and risks arising out of this work.

21. Work site order book: A work site order book shall be maintained in which all the instructions issued to the contractor or his authorized agents in respect of the execution of work shall be recorded by the Engineer-in charge or Society's representatives. The contractor or his authorized agents shall be bound to carry out the instructions & sign the relevant entries in this Book.

22. The Contractor shall return to I.R.C.S. all dismantled material obtained by him while doing the work.

23. The contractor shall be bound to bear the expenses of defence of every suite, action or other proceedings at law that may be brought by any person for injury sustained or damage to any property, whatsoever, which may arise out of or in consequence of the construction and maintenance of works owing to neglect of the proper precautions and to pay any damages and cost which may be awarded in any such suit, action or proceedings to any such person or which may with the consent of the contractor be paid to compromise any claim by any such person.

He shall also indemnify and keep indemnified the IRCS against all damages and costs consequent upon such claims arising from any such injuries or damages to person (s) or property.

24. Except writing rates and the amount, the quotationer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of quotations, if quotationers desire to offer rebate, the same should be brought out separately in the covering letter and submitted along with the quotation.

25. Some restrictions may be imposed by the Police authorities etc. on the working and/or movement of labour, materials etc. The contractor shall be bound to follow all such restrictions/instructions and no claim of payment on this account whatsoever shall be entertained.

26. The contractor will make all arrangements of scaffoldings/ladders, appliances and safety equipment etc. wherever required, and will be responsible for safety of the workers.

27. In case of any dispute the matter will be referred to the Dispute Redressal Committee. In case of any need for adjudication, the jurisdiction will be Delhi.

28. In case, the contractor is not satisfied with the decision of the Dispute Redressal Committee, then he can invoke provision of Arbitration and the sole Arbitrator shall be approved by the Secretary General, IRCS, NHQ whose decision shall be final and binding on all parties concerned.

29. The personnels to be deputed should have a good knowledge and experience of operation and maintenance of fire fighting and fire alarm systems.

30. The contractor will be responsible for payment of minimum wages, ESI/PF and IRCS will reimburse its contribution on submission of documents by the contractor

31. The work shall be carried out to the entire satisfaction of Engineer-in-Charge or society's representative.

32. Compensation: The contractor shall pay as compensation, an amount equal to 1% (One percent) or such smaller amount as Employer (whose decision shall be final) may decide on the cost of whole work as shown in the agreement, for every week that the work remains uncommenced or unfinished or due quantity of work remains incomplete after the scheduled dates, Compensation to be paid shall not exceed 10% (Ten percent) of the contract amount as shown in the agreement.

33. All quotationers should submit attested copies of the following documents:

i. Proof of registration from Sales Tax Department (VAT)/TIN/GST Number

ii. PAN Card Number

iii. Registration and/or Completion certificates in respect of similar works complete in the last 3 years as described in the Notice Inviting Quotations.

iv. Valid Electrical license or an undertaking confirming that electrical work shall be got through electrical licensed contractor (In case of Electrical work only)

34. The Indian Red Cross Society, National Headquarters building (Basement + Ground + 5 floors) is provided with the fire fighting and fire alarm systems. Presently, the complete fire fighting and fire alarm system is fully operational and therefore the rates given in the schedule of quantity will be deemed to included cost of all the necessary materials, T&P and labour etc. required for satisfactory operation and maintenance of the entire system, as per schedule of quantities and good Engineering practice.

35. During the course of Maintenance contract, the firm will co-ordinate with the Engineer-in-Charge on regular basis for effective execution of various activities concerning the servicing and operation of fire fighting and fire alarm system, as per the details/particulars of maintenance schedules mentioned in Annexure-I

36. The firm shall provide a minimum of 3 (Three) persons team in 24 hours round the clock spanning over three shifts of 8 hrs duration. With at least one person being available at all times. The staff deployed should have adequate qualifications and experience. The firm will also deploy a senior engineer (having sound knowledge of fire fighting and fire alarm system), as and when required who will visit the site at least once in a month, to take up periodic maintenance and to ensure that the works are being accomplished as they are required under the condition of contract. Total manpower to be deployed will be as mentioned below:

Sl. No.	Description	Qty	Duty Hours
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1.	Electrician-cum fire man	3 nos. (1 in each shift of 8 hours duration)	i 6.00 AM to 2.00 PM ii 2.00 PM to 10.00 PM iii 10.00 PM to 6.00 AM
2.	Engineer	1 no	As & when required at least once in a month to take up periodic maintenance and to ensure the delivery of work envisaged under the contract.

37. The firm's Senior Engineer will hold fire safety session for the staff members of the above building, once in six months, to create awareness. Leathers/notes etc. will also be distributed in such sessions

38. Penalty will be imposed at the following rates, for the absence of Contractor's staff from duty.

- a. Absence of Technician/operator @ Rs.742/- per day
- b. Absence of Engineer- Rs.1000/- per month

39. Notes:

- a. No Tool and plant for execution of services shall be supplied by the department.
- b. Cleaning materials such as vim/surf/cotton/old dhotis, pilot lamp for indicating lamp, pvc tapes etc. gland dori, grease for pump and motors etc. required for the execution of services shall be arranged by the contractor on his own.

40. The system shall be maintained in working condition all the time until completion of the contract. The firm will hand over to IRCS the total system in fully functional condition at the end of completion of the contract.

41. The demonstration on the working of the system shall be given, once in fortnight, to the Engineer-in-charge.

42. The check list and test requirements mentioned in the quotation documents are of general nature and Indicative only. In case specific checks and additional tests, under the overall guidelines of Delhi Fire Department are considered necessary for efficient working of the equipment system towards ensuring its functioning all the time, whether included in the tender specification/bill of quantities or not will be brought out at tendering stage itself. No claim whatsoever shall be entertained for such reasons.

43. In case of incident of fire, the contractor's staff available on duty, will ensure adequate operation of firefighting system immediately and will also simultaneously inform Delhi Fire Services Office and staff members/Maintenance staff for vacating the area under fire.

44. The firm shall depute to site one qualified Engineer to check the whole system at least twice every month. A proper record will be maintained duly signed by the Engineer and countersigned Engineer of the Employer concerning such visits. The firm shall submit a list of persons deployed for the work.

45. The firm will demonstrate on a daily basis the proper working of the complete fire fighting system by testing the system for a period of 45 minutes. The firm will also carry out mock drills once in a month or as and when required by the department. A compressive drill also be done once during the contract period, when the firm's Senior Engineer will also be present. The firm shall be responsible for the proper working condition of the fire fighting system all the time. In the event of failure of the firefighting system at the hour of need, the firm shall be fully responsible for lapses will have to meet all the losses, accrued due to failure of fire fighting system.

46. The Engineer-in-charge or his representative shall have full access to all installation at all times.

47. Maintaining liaison with the Fire Department in case of fire and tests to be conducted to check the operation/readiness of the system shall be the contractor's responsibility.

48. The contractor will remove any staff from duty if he is not found competent for the job, Engineer-in-charge will give such notices in advance and contractor will replace such person in 3-4 days.

49. Non-deployment of competent staff/engineer service/and undue unjustified delays in rectification of any faults noticed and unsatisfactory maintenance of the complete fire system shall be treated as breach of the contract. In such situations, the department may consider imposing penalty or deduction of money from the payment to be made to the firm. The decision of the department in this regard shall be final and binding on the part of the contractor.

50. Assignment or Sub-letting:

(a). The contract shall not be assigned or sublet without the written approval of the Employer. And if the contractor shall assign or sub-let his contract or attempt to do so or become insolvent or commence any insolvency proceedings or make any composition with his creditors or attempt to do so or if any bribe, gratuity or gift, loan, perquisite, reward or advantage pecuniary or otherwise, shall either directly or indirectly, be given, promised or offered by the contractor or any of his servants or agents to any person in the employment of the Employer in any way directly or indirectly interested in the contract, the Employer shall have the power to adopt any of the courses specified under clause-23 as may be best suited to the interest of the Employer and in the event of any of the courses being adopted the consequences specified in the said clause shall ensue.

(b) Where the contractor is a partnership firm, the approval in writing of the Employer shall be obtained before any changes in the constitution of the firm. Where the contractor is an individual or a Hindu undivided family business concern such approval as aforesaid shall likewise be obtained before the contractor enters into any partnership agreement hereunder the partnership firm would have the right to carry out the work be deemed to have been assigned or sublet in contravention of clause 51(a) and the same action may be taken and the same consequences shall ensue as provided in the said clause 51(a).

51. Indemnifying against damages to persons, property & statutes. The contractor shall take all necessary precautions to avoid all accidents. He shall be responsible for all damages and accidents caused due to negligence on his part.

(a). The contractor shall be responsible for all injury to persons, animals or things, and for all damage, whether such injury or damage arises from carelessness or accident in any way connected therewith. This clause shall be held to include inter-alia any damage due to causes as aforesaid to work, building (whether immediately adjacent or otherwise) and to roads, streets, footpaths, bridges or ways as well as all damage caused to the buildings and works forming the subject of this contract by inclemency of weather. The contractor indemnifies the Employer and holds him harmless in respect of all expenses arising from such injury or damages as aforesaid and also in respect of any award of compensation or damage consequent upon such claim including legal costs.

(b). The contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of the contracted works complete and perfect in every respect and so as to make good and otherwise satisfy all claims for damage as aforesaid to the property of third parties.

(c) The contractor also indemnifies the Employer against all claim which may be made upon the Employer for acts during the currency of this contract any employee or representative of an employee of the contractor or any sub-contractors, employed by him, for any injury to or loss or life, of such employees, or for compensation

payable under any law for the time being in force to any workmen or to the representative of any deceased or incapacitated workmen.

(d). The contractor also indemnifies the Employer against all claims which may be made upon the Employer for acts during the currency of this contract by the Central/State Government or local Municipal authorities for the noncompliance of any laws, regulations, rules pertaining to wages act, safety act in force and any amendments thereof in respect of all labour and apprentices directly or indirectly employed in the work under this contract.

(e). The Employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and/or expenses arising or accruing from or in respect of any such claim and/or damages as aforesaid from any sum or sums due to become due to the contractor or security deposit.

(f). The contractor shall indemnify the Employer against any action, claim or proceedings relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable in respect of any article or part thereof included in the contract. In the event of any claims made under or action against the Employer in respect of any such matters as aforesaid the contractor shall be immediately notified thereof and the contractor shall be at liberty, at his own expense, to settle any dispute or to conduct any litigation that may arise, therefore. Provided that the contractor shall not be able to indemnify the Employer if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the said Employer or his authorized represent

52. In case of death of contractor

Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the Employer shall have the option of terminating the contract without compensation to the contractor.

Contractor

Deputy Secretary
Indian Red Cross Society