# No. F 8-1/2012-PN-II Government of India Ministry of Human Resource Development Department of Higher Education (PN-II Section)

Room No. 522-C, 5<sup>th</sup> floor, Shastri Bhawan New Delhi-110010 Date: 10<sup>th</sup> June, 2013

#### NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Subject: Invitation for expression of interest to implement a project for ISO 9001: 2008 certification.

Ministry of Human Resource Development, Department of Higher Education, Government of India, invites Expression of Interest from interested ISO 9001 consultants and Service Providers for providing consultancy services to the Ministry of Human Resource Development (MHRD) for obtaining ISO 9001:2008 certifications for the first phase of implementation of department-wise ISO 9001 implementation.

- 2. The attached document provides the scope, pre-qualification criteria, bidding terms and conditions and suggested response formats.
- 3. The EOIs should reach to the office of Ministry of Human Resource Development, Department of Higher Education, Room No. 522,  $5^{th}$  floor, C wing, Shastri Bhawan, New Delhi by  $5^{th}$  July, 2013 and shall be opened on the  $8^{th}$  July, 2013.
- 4. The EOI details/ documents can also be downloaded from the website www.mhrd.gov.in.

(G. Muthuraja)

Under Secretary to Govt. of India Ministry of HRD, Deptt. of Higher Education New Delhi.

Tel. No. 23388030



## Government of India Ministry of Human Resource Development Department of Higher Education (PN.II Section)

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INVITATION FOR EXPRESSION OF INTEREST TO
IMPLEMENT A PROJECT FOR ISO 9001:2008 CERTIFICATION

Ministry of Human Resource Development (MHRD), Department of Higher Education (DHE), invites Expression of Interest from interested ISO 9001 consultants and Service Providers for providing consultancy services to the Ministry of Human Resource Development, Department of Higher Education for obtaining ISO 9001:2008 certifications for the first phase of implementation in respect of the following Divisions:

- 1. Copyright Division
- 2. Scholarship Division
- 3. Administration Division

Total strength of employees in the above 3 division is approximately 80 at present.

This document provides the scope, pre-qualification criteria, bidding terms and conditions and suggested response formats.

#### PART I: GENERAL TERMS

#### 1. GOALS OF THIS EXPRESSION OF INTEREST (EOI)

The objective of this EoI is to solicit proposals from the interested bidders for participation in a bid process for selection of consultants to help the MHRD obtain ISO 9001 certification for the first phase of ISO 9001 implementation.

#### 2. EOI ISSUING AUTHORITY

This Expression of Interest (EoI) is issued by the MHRD intending to short-list potential bidders. MHRD's decision with regard to the short-listing of bidders through this EoI shall be final and the MHRD reserves the right to reject any or all the bids without assigning any reason.

I	Project Title	Selection of Service Provider for obtaining ISO 9001:2008 certificate
2	Project Initiator Details	Shri Amit Khare Joint Secretary (Policy & Planning) Ministry of Human Resource Development, Department of Higher Education

3	Department	Ministry of Human Resource Development, Department of Higher Education
4	Contact Person	Shri G. Muthuraja
		Under Secretary
		Ministry of Human Resource Development,
		Department of Higher Education
		Phone: 011-23388030
5	Contact Person	Shri S.K. Ghildiyal,
	(Alternate)	Deputy Secretary,
		Ministry of Human Resource Development,
		Department of Higher Education,
		Phone: 011-23387210
5	Contact Details	Ministry of Human Resource Development,
		Department of Higher Education,
		5 <sup>th</sup> Floor, Wing C, Room No. 521
		New Delhi-110001
6	Website	http://www.mhrd.gov.in

#### 3. TENTATIVE CALENDAR OF EVENTS

The following table enlists important milestones and timelines for completion of bidding activities:

S. No	Milestone	Date and time (dd-mm-yyyy)
I.	Release of Expression of Interest (EoI)	10.06.2013
2.	Bidders Conference	19.06.2013 at 11 AM
3.	Last date for submission of written questions by bidders	24.06.2013 by 3 PM
4.	Response to the Queries	28.06.2013
5.	Last date for Submission of EoI Response	05.07.2013 by 3 PM
6.	Opening of EoI Responses	08.07.2013 at 4 PM
7.	Declaration of Short listed Firms	To be informed later

#### 4. AVAILABILITY OF THE EOI DOCUMENTS

EoI can also be downloaded from the website of MHRD: <a href="http://mhrd.gov.in">http://mhrd.gov.in</a>. The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the EoI document. Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

#### 5. BIDDERS' CONFERENCE

MHRD can decide to host a bidder's Conference at New Delhi at the address given under Contact Details in Section 2 above. The Conference is tentatively scheduled as per the schedule given in Section 3 above. The representatives of the interested organizations (restricted to two persons) may attend the bidders' conference at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding the EoI. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the EoI and the project. The venue for the bid conference will be at the address given in Section 2.

#### 6. EOI PROCESSING FEES

An EMD for Rs. 5,000 (Rupees Five Thousand only) in the form of a Demand draft or a Pay Order drawn in favour of Drawing and Disbursing Officer, MHRD, Department of Higher Education payable at New Delhi has to be submitted along with the EoI Response. Bids received without or with inadequate EMD shall be liable to get rejected. EMD will be refunded to unsuccessful bidders after finalisation of the contract with the successful bidder.

#### 7. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the EoI, must be submitted to MHRD at the address specified above in Section 2. MHRD, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the MHRD website, in which case all rights and obligations of MHRD and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

#### PART II: SCOPE OF SERVICES

#### 8. GENERAL BACKGROUND

Under the Performance Monitoring and Evaluation System (PMES) for Government Departments, each Government Department is required to prepare a Results Framework Document (RFD). An RFD provides a summary of the most important results that a department/ministry expects to achieve during a financial year. Under RFD, there is a set of mandatory indicators that are common to all departments preparing RFDs. One such important mandatory indicator is obtaining ISO 9001: 2008 certification. Accordingly government departments have to start the work of implementing ISO 9001:2008 requirements. It is envisaged that government departments will need the services of competent consultants to implement the requirements of ISO 9001:2008. This expression of interests (EOI) has been developed to assist government departments select a competent consultant who may be engaged for providing ISO 9001:2008 consultancy services.

#### 9. TERMS OF REFERENCE:

The terms of reference for the consultant will include the following

- a. To assist the government department form the Steering Committee and ISO Project team who will be responsible for implementing ISO 9001:2008 requirements
- b. To determine the scope of ISO 9001:2008 implementation under the first phase, and finalize the same through discussion with the Steering Committee. The consultant should define such a scope for which ISO 9001:2008 requirements may be implemented within a time period of four months.

- c. To perform gap analysis of the existing documentation of the department against the requirements of ISO 9001:2008 and produce a gap analysis report.
- d. To plan together with the ISO project team of the department on the ways to address the gaps in order to develop the necessary documentation for ISO 9001:2008 certification
- e. To develop all mandatory procedures as required in ISO 9001:2008 and guide the ISO project team on implementing the same.
- f. To develop customized training course material in soft copy (as well as hard copy) for conduct of all necessary trainings.
- g. To conduct required trainings that will include (i) top/senior management briefing; (ii) planning, documentation and implementation workshop for ISO project team and, (iii) awareness programme for all employees
- h. To advise the ISO steering committee on change management and the success factors to support effective implementation of ISO 9001:2008.
- To conduct Internal Auditors training and guide the Internal Auditor team in conducting required numbers of internal audits.
- To assist in evaluation of implemented ISO 9001:2008 quality management system through internal audits including closure actions.
- k. To offer close guidance in the preparation and review of final documents prior to certification.
- 1. To assist in coordination of required management reviews prior to certification.
- m. To guide the ISO project team to take the necessary corrective actions on identified non-conformities and final review of documents
- n. To guide the ISO Project team in making an application for certification
- o. To co-ordinate during final certification of the department and ensure the department is certified by a select certification body
- p. Any other task to ensure the certification of the department
- q. Submit weekly MIS report to Top Management of the Department with a copy to QCI appointed experts and Ministry of Human Resource Development (MHRD), Department of Higher Education.

#### 10. TIME FRAME:

The ISO 9001: 2008 will be implemented in phases. The time period for the first phase will be 4 months from the date of award of the contract.

## PART III: BIDDING TERMS AND PRE-QUALIFICATION CRITERIA

#### 11. CONDITIONS UNDER WHICH THIS EOI IS ISSUED

i. This Eol is not an offer and is issued with no commitment. MHRD reserves the right to withdraw the Eol and change or vary any part thereof at any stage. MHRD also reserves the right to disqualify any bidder, should it be so necessary at any stage.

- ii. MHRD reserves the right to withdraw this EoI if MHRD determines that such action is in the best interest of the Government of India.
- iii. Timing and sequence of events resulting from this EoI shall ultimately be determined by MHRD.
- iv. No oral conversations or agreements with any official, agent, or employee of MHRD shall affect or modify any terms of this EoI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of MHRD shall be superseded by the definitive agreement that results from this EoI process. Oral communications by MHRD to bidders shall not be considered binding on MHRD, nor shall any written materials provided by any person other than MHRD.
- v. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against MHRD or any of their respective officials, agents, or employees arising out of, or relating to this EoI or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- vi. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- vii. Each applicant shall submit only one Pre-qualification requirements proposal.

#### 12 RIGHTS TO THE CONTENT OF THE PROPOSAL

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of MHRD and will not be returned after opening of the pre-qualification proposals. MHRD is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. MHRD shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

#### 13. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EoI, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

#### 14. EVALUATION OF PROPOSALS

The bidders' Proposals in the bid document will be evaluated as per the requirements specified in the EoI and adopting the qualification criteria spelt out in this EoI. The Bidders are required to submit all required documentation in support of the qualification criteria specified (e.g., detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for evaluation.

#### 15. LANGUAGE OF PROPOSALS

The proposal and all correspondence and documents shall be written in English.

#### 16. ELIGIBILITY CRITERIA

The consultant who will be engaged should have extensive and proven mix of skill and expertise in the field of ISO 9001:2008 certification. Previous experience of similar work is essential. The consultant must meet the following minimum criteria

- a) It is desirable that Consultant should have executed minimum five (5) ISO 9000 projects in the government/PSU sector / large public limited organizations.
- b) The team leader of Consultant should have a minimum of 10 years of professional experience in ISO 9000 consulting
- c) The team members of the Consultant will be qualified lead assessors.

The consulting organizations can also be allowed to bid as a consortium for this project. However in such a situation consultants in individual partner organizations need to have an active role. In such case evidence towards existence and rationale for consortium needs to be furnished.

### 17. DOCUMENTARY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY

- a) Contract/work orders indicating the details of assignment, client, value of assignment, date and year of award.
- b) Detailed resume of the team leader and team members indicating the details of qualifications and professional experience
- c) Certificate of lead assessor course undergone by the team leader and team member(s).
- d) Completion certificates of previous projects undertaken (Desirable). In case the organization is not able to submit completion certificates, submission of complete contact details (Telephone no, address, organization name) of the contact person where the work has been done is mandatory.

#### 18. PROPOSAL SUBMISSION

Interested consultant should submit both technical and financial proposals in two parts namely:

- a. Technical
- b. Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". Financial proposal to indicate a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment "Engagement of Consultant for providing consultancy services for obtaining ISO 9001:2008 certification of Government Departments".

#### i. TECHNICAL PROPOSAL CONTENT

Technical Proposal should be prepared considering the Terms of Reference, Detailed Approach & Methodology, Activity Schedule & Deliverables, Time period and any other information to highlight the capability of the consultant.

#### **Technical Proposal must include:**

- a. Brief description about the Consultant
- b. Consultants experience: In addition to overall experience of the consultant, details of specific consultancy projects/studies undertaken may be provided including Assignment / project name, description of services provided, appx. value of assignment, country & location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any. Consultancy experience of helping government departments / PSUs / large public limited organizations obtain ISO 9001:2008 may be specifically mentioned.
- c. Approach
- d. Methodology
- e. Work Plan and Schedule
- f. Team size
- g. Detailed Resume of the Team leader and team members of the consultant (with copies of certificates to support qualifications).

#### ii. FINANCIAL PROPOSAL CONTENT

- Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Services.
- The lump sum quote should be inclusive of all expenses which the consultant may incur while executing the assignment including Travel, Boarding & Lodging as required.
- Under phase 1, two slabs of consultancy fees have been proposed: The upper limit of financial proposal under the two slabs will be as under:
  - o For manpower up to 100 employees Consultancy fees: Rs. 1,80,000 + service tax
  - o For Manpower up to 200 employees Consultancy fees: Rs. 2,50,000 + service tax

#### 19. THE EVALUATION OF PROPOSAL

The technical proposal will be evaluated as per the following criteria.

S. No	Description	Break up of marks
1	Past Experience in work of similar nature (Govt./PSU/Large Public Limited Organisations)	50 Marks
1.1	Past experience of similar nature in terms of no of assignments (facilitation in ISO Implementation projects)  Number of assignments: Less than 5 (20 Marks)  Number assignments: 10 (30 Marks)  Number assignments: between 10 and 20 (40 Marks)  Number of assignments: 20 & above (50 Marks)	

	Marks will be awarded based on work order of assignments of similar nature, enclosed along with the Technical proposal	
2	Skills & competencies	40 Marks
2.1	Professional Experience (team leader)	
	Between 10 and 15 yrs(10 Marks)	
	Above 15 years (20 Marks)	
2.2	Team leader qualification	
	<ul> <li>Graduation and qualified lead assessor (10 Marks)</li> </ul>	
	<ul> <li>Post-graduation/Engineering qualification and qualified lead assessor(20 Marks)</li> </ul>	
3	Team Size	10 Marks
3.1	Team size including team leader	
	Upto 4(5 Marks)	
	More than 4(10 Marks)	
Total		100 Marks

- Evaluations will be based on documentary evidence submitted by the applicant with respect to evaluation / selection criteria.
- The technically qualified consultants will be ranked based upon their marks.
- The financial proposals of consultants getting above 70 % marks ONLY will be opened and the final selection will be made based upon the lowest cost quoted.
- The consultant can bid for any number of projects with Departments but accept award
  of projects for a maximum five Government organizations under this scheme. Once
  five projects have been accepted by the consulting organization, it cannot bid for
  more.

#### 20. DATE FOR SUBMISSION OF PROPOSAL

The last date for submission of proposal is 05.07.2013 at 4 PM. Envelopes containing EoI proposals should be addressed to:

Shri G. Muthuraja, Under Secretary, Ministry of Human Resource Development Department of Higher Education Room No. 521-C, Shastri Bhawan New Delhi - 110001.

(G. Muthuraja)

Under Secretary to the Govt. of India

Phone: 011-23388030

### List of QMS Consultants (Individuals and consulting organisations)

	T
1.	Mr. O.S. Jhavar
	59 Saket Nagar
	Indore 452 018
	Tel No. 0731-2564160
	Mobile No. 09826045768
	Email: osjhavar@yahoo.com
2.	Mr. R. Venkatakrishnan
	Value Added Corporate Services
	"Vanitha", No. 5 (Old No. 3) Third Avenue,
	Besant Nagar
	Chennai 600 060
	Tel No. 044 24462337
	Email: <u>rvk@valueadded.in</u>
3.	Dr. Vijay Kumar Chauhan
	KVA Engineers & Consultants
	C-301, Aangan Complex Thakur Village
	Kandivali (E)
	Mumbai 400 101
	Tel No. (022-28122251/28846600
	Mobile No. 9892463836
	Email: <u>kva.mumbai@yahoo.com</u> , vijaykumar_qmsconsultant@yahoo.co.in
4.	Mr. Anil G. Joshi
	Plot No. LA129, Mhada Colony
	Near Water Tank, Laxminagar
	Nagpur 440022
	Tel No. 0712 2231204 / Email: anilgjoshi@gmail.com
5.	Mr. Ajay B. Desai
	International Business Centre
	109/110, 1st Floor, "Emerald"
	7 Jewels Complex, Railway Station Road
	Vapi (E), Gujarat 396 191
	Tel No. 0260-2421099/2422283
	Mobile No. 09824113673
	Email: info@ibciso.com, ibc7ajay@rediffmail.com
6.	Mr. P. Seshadri
	Flat No. G-308, Bhavya's Anandam
	Nizampet, Kukatpally
	Hyderabad 500 072
	Mobile No. 09849082520
7	Email: P Seshadri «seshadri@odchyd.com»
7.	Mr. M.L. Suriya
	Here Quality Consulting
	SF-5, Kalind Complex,
	VIP road, Near Amit Nagar Circle, Karelibaug, Vadodara - 390 018
	Tel No. 0265-2461125
	Mobile No. +919824011121
	Email: herequality@gmail.com

8.	Mr. S.C. Bhandari
	4 M Solutions
	67-D, Masjid Moth, Phase II
	DDA Flats, Greater Kailash III
	New Delhi - 110 048
	Tel No. 011-29227632
	Mobile No. 9310016958 & 9810016958
	Email: scb@4msolutions.org
9.	Mr. Sanjeev Kumar Gupta
7.	Neeltkanth Bureau
	#23 & 24 Sector 1
	Parwanoo, Dist. Solan - 173 220
	Himachal Pradesh
	Mobile No. 0 94180 21704
	Email: sanjeevgupta53@rediffmail.com
10.	Mr. B. B. Sebastian
	Putiyaveettil, Parampuzha
	P.O. Kottaym - 686 032
	Kerala
	Tel No. (0481) 277 0811 / 277 0452
	Mobile No. 0 94474 03526
	Email: qmservice@sify.com
11.	Mr. M. U. Suryan
	6/2021, Jeevan Bhima Nagar
	Anna Nagar (West –Ext)
	Chennai 600 101
	Tamil Nadu
	Tel No. (044) 2654 3988
	Email: suryan_mu@yahoo.co.in
12.	Mr. R. K. Bhola
	571, H. B. Colony
	Sector - 22,
	Faridabad - 121 005
	Tel No. (0129) 4120 571
	Mobile No. 0 98914 27571
	Fax No. (0129) 2234 757
	Email: qsarkb@yahoo.co.uk
13.	Mr. N.K. Seshadri
	#61, (Old No. 450), 8th Main
	Hanumanthanagar
	Bangalore 560 019
	Tel No. 080 26601104
	Mobile No. 09886373896
	Email: seshadri_2001@rediffmail.com

14.	Mr. Vishwas Watwe
14.	
	B-20, Aradhana Apartments
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	Email: vishwaswatwe@gmail.com
15.	Mr. S.P. Singh
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16.	Mr. Hariparpan Julka
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	Mobile No. 09814855150
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17.	Dr. Sanjeevani Gogawale
	Shree-Nivas, A-14, Shahu Society
	Pune Satara Road
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18.	Mr. Jagdish Shah
	4 Push Bunglows
	B/H Vidhya vihar School
	Subhanpura,
	Baroda 390 023
19.	Dr. R.R. Lakhe
	210, Himshikhar Apartment
	11, N.A. Road, Shivajinagar
	Nagpur 440010
	Tel No. 0712 2248980 / Mobile No. 0 98224 69560
	Email: sqmslakhe@2gmail.com
20.	Mr. A. Nagaraj
	425, Kamaraj Road,
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	Coimbatore-641004
	Tel No. 0422 2597229 / Mobile No. 0 94433 59722
	Email: isonagaraj@vsnl.net, isonagaraj@gmail.com

21.	Mr. Raja Roy
21.	Quality Foundation
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	Mobile No. 09831350433
	Email: raja@qualityfoundatin.in
22.	Mr. S. Giridhara
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23.	Mr. G. Srinivas Rao
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	MVP Colony
	Visakhapatnam 530 017
	Mobile No. 09848159039
	Email: rtqms@yahoo.com
24.	Mr. Ravi B. Ganjigatti
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	#10/A, 1st Cross, 1st Stage
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25.	Mr. Manish Dhanuka
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	Chhawani, Indore - 452 001
	Tel No. (0731) 4045 326
	Mobile No. 0 94250 66220
	Email: dhanuka_manish@rediffmail.com
26.	Mr. Gautam Chakraborty
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27.	Mr. Sourav Das
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28.	Ms. Seema Khurana
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	Mobile No. 0 94160 39721 / 0 98963 39721
	Email: seema@isocertifications.net
29.	Mr. R. Venkataramany
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	Shri Guru Nivas, A 3 Prakash Heritage
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	Mobile No. 080-23653065
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30.	Mr. Satish M. Kavale
	SMK Management Consultant
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31.	Mr. Chandrasekhar Nagam
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34.	Mr. O. S. Varghese
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	Vimal Bhawan Road,
	Irinjalakuda – 680 121 Kerala
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	Mobile No. 0 94477 22151
	Email: ohyeswi@rediffmail.com
35.	Mr. K.K. Naidu
	Plot No. 2, 1st Sage,
	Rani Channamma Nagar
	Belgaum 590 006
	Tel No. 0831 4202525
	Mobile No. 09845498332
	Email: krishnaidu58@rediffmail.com
36.	Mr. H.C. Anantha Krishna
	No. 3, Manuvana, 1st 'D' Cross, Vijayanagar
	Bangalore 560 040
	Tel: 080-23301812
	Mobile: 0- 93434 06809
27	Email: chinivar_ananth@rediffmail.com
37.	Mr. C M Arolkar
	A1/30, Runwal Nagar Co-operative Society, Kolbad
	Thane (West)400 601
	Tel No. (022) 2547 4473
	Mobile No. 0 98696 14950
	Email: qualitysolutions@rediffmail.com
38.	Mr. Rati Ram Yadav
	161, Kasturba Nagar
	Nirman Nagar
	Jaipur - 302 019
	Tel No. 0141-2392783
	Mobile No. 0-9414079483
	Email: ratiram_yadav@yahoo.co.in
39.	Mr. Naveen Kumar Wadhwa
	35, Nadwani Nagar
	Senepat (Haryana)
	Mobile No. 9315458163, 9416001806
	Email: nk_2w2002@yahoo.co.in
40.	Mr. Pawan Verma
	47E/21, Pratap Nagar
	Agra - 282 010
	Tel No. (0562) 281 1811 / Mobile No. 0 98370 15226
	Fax No. (0562) 251 0151 Email: pawanverma74@yahoo.com

41.	Mr. Amarjeet Singh Baweja
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