

आ. की 2068/68 मा टेडर फाराम विनिर्देश

DATE: _____

सि.नं.	फर्म वा कम्पनीको नाम/स्थान	संलग्न कागजपत्र
१.	नेशनल फायर सेफ प्रो.लि. सुर्यविनायक-३, बालकोट पाती दयाङ्की भक्तपुर	① कम्पनी दर्ताको प्रमाणपत्र ② पात दर्ता प्रमाणपत्र ③ कर चुन्दा प्रमाण पत्र ④ म्याद थप स्वीकृती पत्र
२.	एम. ए. डब्ल्यू. अर्थ कन्सल्टिंग प्रा.लि. त्रिपुरेश्वर काठमाडौं।	① कम्पनी दर्ताको प्रमाणपत्र ② म्याद थपको स्वीकृती पत्र ③ पात दर्ता प्रमाणपत्र ④ कर चुन्दा प्रमाण पत्र ⑤ प्रबन्धनसमिति संशोधन पत्र

विवरण (स्काभेटर)

DATE: _____

टोलपत्र फाराम नम्बर/मिति	कैफियत
उ. २०००१ - २०६४/१४	यस कार्यालयको धरौटी खाता नं. ०६६०२००००००००३००००९४ मा जम्मा गरिएको बैंक चर पैसा जम्मा उ. २०००१ -
उ. २०००१ - २०६४/१४	कार्यालयको नगदि आम्दानी रशियत नं. १४०२ काट

Time:- 12:00PM


 लोक बहादुर कुशी
 प्रमुख प्रशासकीय अधिकारी

अजमिदि २०६४/१३/६ गते शुक्रवाका दिन विगत ११:०० बजे
 बाँपिरोट गाउँवाहिका अध्यक्ष श्री धर्मबहादुर कुशी ज्यूको अध्यक्षतामा
 बौलपत्र अत्याङ्गन समितिको वैभव बधा तपशिलको प्रस्तावमाथि
 इतपुल गरी निर्णयमाथि निर्णय गरियो ।
 तपशिल :

- उपस्थिति :-
- श्री धर्मबहादुर कुशी - जापा अध्यक्ष
 - श्री मन्कला पुन - जापा उपअध्यक्ष
 - श्री लोकबहादुर कुशी - जापा पु. प्रशासक अध्यक्ष
 - श्री विजय कुमार शाह - मैकनिङ्गल ईन्जिनियर (ए.ई.ई.ई.)
 - श्री धर्मबहादुर कुशी - जापा, सहभागी

प्रस्ताव :-
 (१) इटोटा बन्वधमा ।

निर्णय :-
 प्रस्ताव नं. १ को विषयमा इतपुल गाउँसमिति २०६४/१३/२
 गते सिलबडी बौलपत्रको खोलिकाको तेशतल प्रायः सेफ प्रा. लि. माथ
 अर्थ भुक्त प्रा. लि.को मैकनिङ्गल ईन्जिनियर श्री विजय कुमार शाह, स.वि.
 ई.ई. डि. मैकनिङ्गल NEC no: 340 march 2012 A, गी टावरको प्रा. लि.
 प्राविधिक प्रविडरका आधारेमा अत्याङ्गन गरी तेशतल प्रायः सेफ प्रा. लि.
 बालुकोट, मरुपुरको सार्वजनिक स्वरिद नियमावली, २०१४ बमोजिम शास्त्र
 रूपले प्रभावग्राही बगरको २ अल्प प्रक्रिया पूरा गरीको लसगायि MAW अर्थ
 भुक्त प्रा. लि. लहितपुरको शोदी नियमावली बमोजिम शास्त्र रूपले
 प्रभावग्राही बगरको २ अल्प प्रक्रिया पूरा गरीको अर्थ Bid document,
 सिलबडी बौलपत्रको रूपमा पैथ नगरपाले तेशतल सेफ प्रा. लि. मरुपुरको
 स्वरिद प्रक्रिया कगाडि बढाउने गरी इटोटा गते निर्णय गरियो ।

(Handwritten signatures and names)

९:०० बजे

आज मिति २०७४/१।७ गते बुधवारका दिन बाण्डारा गाउँपालिका
बाण्डारा रुकुम (पश्चिम) मा यस गाउँपालिका अध्यक्ष श्री धनबहादुर
कुशी ज्यूको अध्यक्षतामा बोल्ने वरिष्ठ वरिष्ठ तपस्विको प्रस्तावमाथि
इत्तफाक गर्नु तपस्विको निर्णय गरियो।

उपस्थिति :-

श्री धनबहादुर कुशी - गाउँपालिका अध्यक्ष

श्री मनकला पुन - गाउँपालिका उपाध्यक्ष

श्री लोकाबहादुर कुशी - गाउँपालिका प्रशासकीय अधिकारी

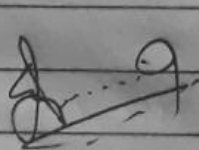
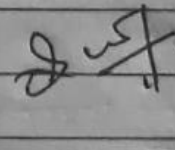
श्री धनबहादुर कुशी - गाउँपालिका सदस्य

प्रस्तावमाथि :-

(१) प्राविधिक प्रतिक्रिया सम्बन्धमा।

निर्णय :-

प्रस्ताव नं. १ को विषयमा इत्तफाक गर्नु मिति
२०७४/१।२ गते आइतवारका दिन बोल्ने वरिष्ठ वरिष्ठ तपस्विको निर्णय
गर्नु अनुसार मैथिलिक हर्षाजि र श्री विजय कुमार शाहद्वारा प्रावि-
धिक प्रतिक्रिया प्राप्त गर्नु शोदी अनुसार तपस्विको निर्णय
गरियो।

मिति: २०६४/५/२

आज मिति २०६४ साल पौष २ गते आइतवारका दिन यस काँफिडेट गाउँपालिकाका अध्यक्ष श्री धर्मबहादुर के. सी. को अध्यक्षतामा बैठक नसी तपसिलको उपस्थितिमा देहायबमोजिमको निर्णय पारित गरियो ।

उपास्थिति

- १) अध्यक्ष श्री धर्मबहादुर के. सी. काँफिडेट गाउँपालिका अध्यक्ष
- २) उपाध्यक्ष श्री मतकला पुन काँफिडेट गाउँपालिका, इडुम (पश्चिम)
- ३) प्रमुख प्रशासकिय अधिकृत श्री लोक बहादुर कुसारी
- ४) ना. यु. श्री ज्ञान बहादुर शब्डा
- ५) स. लेखा श्री धनबहादुर कसेरा

प्रस्ताव !

- १) बोलपत्र खोल्ने सम्बन्धमा ।
- २) मूल्याङ्कन सम्बन्धमा ।

निर्णयहरू:

१) प्रस्ताव नं. १ मा व्यापक हलफल गर्दा यस कार्यालयको मिति २०६४ कार्तिक २९ गते प्रकाशित स्काचेटर खारेजको बोलपत्र आइतवारको दिन हुन आएका बोलपत्र हुनु मिति २०६४ पौष २ गते दिएको २:०० खोल्ने निर्णय गरियो खोलिएको ।

२) प्रस्ताव नं. २ मा हलफल गर्दा खोलेका बोलपत्रको मूल्याङ्कन का. बागि प्राविधिक इन्स्टिटेट ^{गर्नुपर्ने} नाममा यथासक्थ दिने मेकानिकल इन्जिनियरलाई समन्वय गरी मूल्याङ्कन गराई खारेज पत्रिया अगुवा बहाउने निर्णय गरियो ।



Technical Specification

[Handwritten Signature]

प्रमुख प्रशासकीय अधिकृत

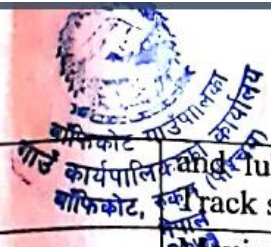
Purchaser: Banphikot Rural Municipality, Rukum

Equipment Name: Crawler Mounted Hydraulic Excavator with Breaker

Quantity: 1 Unit

S. N.	Criteria	Required Specification for Banphikot Rural Municipality	Offered Specification
1	General	Crawler mounted hydraulic excavator, with heavy duty standard size boom and arm designed specifically for job on rocky, sandy and hilly sites. Suitable for operation under both common and or tough/ adverse climatic condition at operating altitude up to 2500 m (MSL) and ambient temperature varying between -5° C to 50° C.	<i>Make: Korea</i> <i>Model: DX225LCA</i> <i>Country of Origin: S. Korea</i> <i>Year of Mfg.:</i>
2	Cabin	The excavator shall be furnished with an operator's ROPS/FOPS cab. Excellent 360° visibility , All Steel enclosed cab with laminated glass windscreen insulated roof, Two doors, and suitably located controls for Excavator. Rear view mirrors, Cabin Light, Wiper & adjustable cushioned seat and joystick control console system for operator shall be provided.	<i>non ROPS/ ROPS</i>
3	Engine	Water-cooled, Four stroke, Diesel engine, Piston Displacement 4.5 L developing Power not less than 140 HP at governed rpm. Fully equipped with advance technologies and all accessories as necessary to deliver power with superior performance, fuel efficiency, lower emission and smooth operation/controls to optimize performance of the Excavator machine applications. The engine system shall also be equipped with heavy duty radiator/ cooling system, cold starting system, heavy-duty air cleaner, heavy-duty fuel filter system, heavy duty battery and direct electrical starting system.	<i>Make: DOOSAN</i> <i>Model: DX225LCA</i> <i>Country of Origin: S. Korea</i>
4	Gauges	Gauges and or meters as necessary for efficient operation, maintenance and safety.	<i>comply</i>
5	Hydraulic system	Hydraulically operated swing system, travel system and work implement systems equipped with suitable capacity and adequate units of hydraulic cylinder, pumps/ motors, reservoir, sensors and all other necessary devices for efficient operations/ control and safety of hydraulic system for a maximum operating cycles without overheating.	<i>comply</i>
6	Under carriage	Track type undercarriage, heavy duty with track adjustment, sprocket, track rollers and idlers, sealed	<i>comply</i>






Handwritten signature or initials.

प्रमुख प्रशासकीय अधिकृत


		and lubricated. Track shoe: triple grouser type and Track shoe width: Approx 600 mm	
7	Working Range/ Performance	Maximum Cutting height : Not less than 9,000 mm Maximum digging depth : Not less than 5,800 mm Maximum digging reach (Ground Level): Not less than 9,000 mm	9750 mm 6620 mm 9730 mm (all comply)
8	Bucket	General-purpose bucket with bolt on teeth SAE rate capacity (nominally heaped) of (1±10%) cu.m.	comply
9	Operating Weight	20,000 kg (±10 %)	comply
10	Breaker	The excavator shall have all the arrangements for the attachment and operation of hydraulic Breaker. Hydraulic Breaker: Breaker Service Weight: 1700 kg Class (±20%) Working tool Diameter: Approx. 120 mm Useful tool length : Not less than 350 mm (The breaker should be compatible with supplied hydraulic excavator and be supplied under the same contract package along with hydraulic excavator)	DOOSAN comply all
11	Essential Accessories	1. Service hour meter 2. Electric windscreen wipers 3. Heater and defroster 4. Working lights 5. Door locks 6. Travel Alarm To be equipped with all accessories offered in standard model but not limited to the above items.	comply
12	Instructions	All signs and instructions in the equipment shall be in English.	comply
13	Manuals	One copy of each following manuals in English shall be Supplied along with the Equipment: 1. Operator's and Owner's Instructions and Maintenance manual. 2. Spare parts catalogue 3. Comprehensive workshop manual	comply
14	Proven performance	1. The machine offered shall be a current model under standard production by the manufacturer for at least one year. 2. The bidder shall provide the manufacturer's data of the performance of the unit to include the fuel consumption, performance curve of the engine and production capacity of the unit.	comply



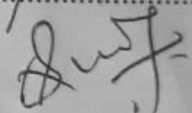
15	Tools	A set of tools as required for general maintenance shall be supplied with in a lockable tool box for each unit.	
16	Warranty	Manufacturer shall provide a minimum of one year warranty after Acceptance by the department.	Comply
17	Initial Service	The supplier shall provide with the equipment all the necessary filters, lubricants and spare parts required for the first two services , after the equipment has been commissioned and accepted.	Comply
18	Spare parts	Supplier shall provide the manufacturer recommended ex-works price of spare parts for one unit of equipment as follows 1. List of spare parts as specified in spare parts APPENDIX.	Comply
19	Delivery	Hydraulic Excavator One unit with attachments and spare parts one lot shall be delivered at Banphikot Rural Municipality, Office of Rural Municipal Executive Rukum, Province No.6, Nepal	Comply

Note:

- The major items are indicated by bold and highlighted letters/alphabets/figures in the technical specifications. Non-compliance of these major items will result in non-responsiveness of the bid.
- The bidder must submit documentary evidences/ manufacturer declaration showing that he/she metes all the requirements as mentioned in *Section III, Evaluation and Qualification Criteria.*

Bidder's Signature..... 

Date..... 2070/08/19



Prepared By:
Rajay Kumar Shah
Mechanical Engineer
Department of Roads
Heavy equipment Division, Godavari
EC No. : 340 Mechanical "A"

Approved By:
Lok Bahadur Kusari
Chief Administrative Officer
Banphikot Rural Municipality,
Banphikot, Rukum





Tender Notice

Banphikot Rural Municipality
Office of Rural Municipal executive
Banphikot, Rukum, Province No.6, Nepal
First published date: 2074-07-29

[Handwritten Signature]

प्रमुख प्रशासकीय अधिकृत

1. Banphikot Rural Municipality invites sealed bids for eligible bidders for the procurement of followings Equipments and Vehicle.

Contract Identification No.	Description	Quantity, unit	Bidding fee, Nrs	Bid security, Nrs
01/2074/075-BKRM	Hydraulic Excavator with Breaker (20 Ton Class)	1	3000.00	3,50,000.00
02/2074/075- BKRM	4WD Hydraulic Tractor	1	3000.00	60,000.00

2. Eligible Bidders may obtain further information and inspect the bidding documents or can contact in 9812872519 at the office of Banphikot Rural Municipality Office, Rukum at office hour.
3. A Complete set of Bidding document in English may be purchased from the address below by interested bidders within 30 days from the date of publication at office hours on the submission of a written application along with the copy of company/firm registration certificate, manufacturer authorization certificate, Tax clearance up to FY 072/073 and upon payment of a non-refundable fee of **Rs. 3,000.00 (in words, three thousand rupees only)** deposited at:
Name of Bank: Nepal Bank Ltd., Musikot, west Rukum
Name of office: Banphikot Rural Municipality, west Rukum
Rajaswa (Internal Revenue) account no: 0770300000004001000
For submission of hard copy, the bidding documents purchased from Banphikot Rural Municipality office only acceptable.
4. Sealed Bids must be submitted to Banphikot Rural Municipality Office on or before 12.00 hours on 31st day from the date of publication. Documents received after this deadline shall not be accepted.
5. Bids shall be opened in the presence of Bidders' representatives who choose to attend with original related documents at 2:00 PM on 31th day of Notice Published in Banphikot Rural Municipality, Rukum. Bids must be valid for a period of **90 days** counting from the day of bid opening and must be accompanied by bid security amounting to a **minimum of 2.5%-3% of the quoted Bid amount (Inclusive of VAT, Mentioned above)** deposited at (deposit account No. G4.3) of Banphikot Rural Municipality office, **Rukum** at Nepal Bank Ltd., Musikot, West Rukum or bid bond authorized from recognized commercial bank of Nepal, which shall be **valid for minimum 30 days** beyond the bid validity period.
6. If the last date of purchasing, submission and opening falls on a government holiday then the next working day shall be considered the last day. In such a case the bid validity and bid security validity shall be recognized with effect from the original bid submission deadline.
7. Banphikot Rural Municipality office will not be responsible for any costs or expense incurred by bidders for preparation or delivery of Bids. Except the mentioned clauses all other conditions of the bidding process must be followed the public Procurement act 2063, Public procurement regulation 2064.
8. In the case of any discrepancies or error in bid documents, bid notice or any other document, the Banphikot Rural Municipality office reserves the right to amend and correct at any time. The figure for the bid amount must be clear if any discrepancy may occur then the figure written in word is valid.
9. If bidders are not manufacturer, they must submit sole authorization letter from the manufacturer or from the authorized distributor of the manufacturer.
10. Banphikot Rural Municipality office reserves the right to accept or reject, wholly or partly any or all the bids without assigning reason, whatsoever.

[Handwritten Signature]
Chief Administrative officer





Agricultural Development Bank Ltd.

कृषि विकास बैंक लिमिटेड

मानसिंह नगराण नं. ३५०

नेपाल राष्ट्र बैंकबाट 'क' वर्गको इजाजतपत्र प्राप्त गर्‍या।
बैंकिंग कार्यालय सल्लाघारी।

फोन : ६६९२०४९

फ्याक्स : ६६९००५२

Nº 0131212

ORIGINAL

(नन नैगोसिएवल कपी)

Rs 634800 INR

च.नं.- ०२६६

मिति:- २०७४/०९/२६

ज.सं.:- पि.वि.-१२९/०२६६/५५६३/१८

श्री बाँफिकोट गाउँपालीका
गाउँकार्यपालीकाको कार्यालय
बाँफिकोट, रुकुम (पश्चिम) ।

विषय :- कार्य सम्पादन जमानी ।

महाशय,

बालकोट न, भक्तपुर स्थित श्री नेशनल फायर सेफ प्रा.लि. (जसलाई यसपछि ठेकेदार/सप्लायर्स/बोल-पत्रदाता भनिएको छ) को तर्फबाट श्री बाँफिकोट गाउँपालीका, गाउँकार्यपालीकाको कार्यालय, बाँफिकोट, रुकुम (पश्चिम) को लागी (Excavator) आपूर्ति सम्बन्धी कार्य सम्पादन जमानत बापत हामी कृषि विकास बैंक लि., बैंकिंग कार्यालय सल्लाघारी, भक्तपुर (जसलाई यस पछि 'बैंक' भनिएको छ) ले देहायका शर्तहरूका अधीनमा रही रु. ६,३४,८००/- (बक्सेरूपी रु छ लाख चौतीस हजार आठ सय मात्र) को यो जमानी-पत्र तहाँको पक्षमा जारी गरी सूचना गर्दछौं ।

शर्तहरू :-

- १) ठेकेदार/सप्लायर्सले करार बमोजिमका शर्तहरू पालना नगरेको भनी यस जमानत-पत्रको म्याद भित्र प्राप्त बैंकमा लिखित रूपमा दावी प्राप्त भएमा यो जमानी-पत्रको रकममा नबढ्ने गरी दावी गरिएको रकम बैंकले तहाँलाई बुझाउने छ ।
- २) यो बैंक जमानी-पत्रको म्याद मिति २०७४/०९/२६ देखि लागू भई मिति २०७५/१०/२५ सम्म मात्र कायम रहनेछ । म्याद नाघेपछि वा सो अधि नै तहाँबाट काम पूरा गरेको सूचना-पत्र प्राप्त हुन आएमा यो जमानी-पत्र स्वतः रद्द भएको मानिने छ ।
- ३) बैंकको दायित्व माथि उल्लेखित जमानीको रकम र मितिसम्म मात्र सिमित रहने छ र जमानी-पत्रको म्याद भित्र बैंकमा लिखित दावी प्राप्त हुनुपर्नेछ । सो नभई रोकका इत्यादि जेसुकै लेखी आए पनि वा जमानीको सक्कल फिर्ता आए वा नआए पनि यस जमानी-पत्रको सम्पूर्ण दायित्वबाट बैंक मुक्त हुनेछ र यस जमानी-पत्र प्रति जवाफदेही हुने छैन ।
- ४) यो जमानी-पत्र कर्जा तथा पेशकी रकम लिनका लागि मान्य हुने छैन ।

वेद्यार्थ:-

श्री नेशनल फायर सेफ प्रा.लि.
बालकोट न, भक्तपुर ।

प्रचार गर्ने:-

प्रचार गर्ने

मन्वदीय,

प्रचार गर्ने

आधिकारिक दस्तखत
शाखा सल्लाघारी

तपाईं हामी वरिष्ठताको बैंक

INSPECTION SHEET (Hydraulic Excavator with Breaker)

Owner : Banphikot Rural Municipality, Rukum	Contract Number : 01/2074/075-BKRM Year of Manufacturing: 2017 Color: Orange	Date of Inspection: 2074/11/11
Equipment Name : Hydraulic Excavator with Breaker	Chassis No: DHKCEBA CCH0020200	Place of Inspection : Banphikot Rural Municipality, Rukum
Equipment Make / Model : DOOSAN, Korea/ DX225LCA	Engine Sr. No. DB58TIS732951EN	Hour Meter reading: 15 hrs
Engine Make / Model : DOOSAN / DB58TIS		

General	Engine	Gauges	Starting System	Swing Motor
Crawler mounted hydraulic excavator with Breaker OK	6 Cylinder Water Cooled Diesel Engine OK	OK	OK	OK
Controls	Bucket	Under carriage	Hydraulic System	Chassis and Frame
OK	Capacity (nominally heaped) approx. 1 Cu.m. OK	Track Type Undercarriage Scaled Track, 600 mm triple grouser. OK	OK	OK
Breaker	Essential Accessories	Cabin	Electricals	Tools
Make: DOOSAN, KOREA Model: HB20 Sr No.: HB20K17100182 Wt: 1862 Kg With tools set & one units of breaker tools OK	OK	OK	OK	(List Attached)
Manuals	Spare Parts	Physical Condition	Performance	Others
(List Attached)	(List Attached)	OK	OK	Weight: 21.5 T

Inspected By:
Bijay Kumar Shah
Mechanical Engineer
Signature:

(Signature)

मेकानिकल इन्जिनियर

In the Presence of:
Lok Bahadur Kusari
Chief Administrative Officer
Signature:

(Signature)
Chief Administrative Officer

Result:
Inspection of the Excavator is done on the basis of visual inspection, the data punched on different Parts of the Equipment, Catalogue and provided Supportive test certificates of the equipment. Hence, these details show that the provided excavator is Complied with the required Technical specifications of the rural municipality.



Tender Notice

Banphikot Rural Municipality
Office of Rural Municipal executive
Banphikot, Rukum, Province No.6, Nepal
First published date: 2074-07-29

[Handwritten Signature]

प्रमुख प्रशासकीय अधिकृत

1. Banphikot Rural Municipality invites sealed bids for eligible bidders for the procurement of followings Equipments and Vehicle.

Contract Identification No.	Description	Quantity, unit	Bidding fee, Nrs	Bid security, Nrs
01/2074/075-BKRM	Hydraulic Excavator with Breaker (20 Ton Class)	1	3000.00	3,50,000.00
02/2074/075- BKRM	4WD Hydraulic Tractor	1	3000.00	60,000.00

2. Eligible Bidders may obtain further information and inspect the bidding documents or can contact in 9812872519 at the office of Banphikot Rural Municipality Office, Rukum at office hour.
3. A Complete set of Bidding document in English may be purchased from the address below by interested bidders within 30 days from the date of publication at office hours on the submission of a written application along with the copy of company/firm registration certificate, manufacturer authorization certificate, Tax clearance up to FY 072/073 and upon payment of a non-refundable fee of **Rs. 3,000.00 (in words, three thousand rupees only)** deposited at:
Name of Bank: Nepal Bank Ltd., Musikot, west Rukum
Name of office: Banphikot Rural Municipality, west Rukum
Rajaswa (Internal Revenue) account no: 0770300000004001000
For submission of hard copy, the bidding documents purchased from Banphikot Rural Municipality office only acceptable.
4. Sealed Bids must be submitted to Banphikot Rural Municipality Office on or before 12.00 hours on 31st day from the date of publication. Documents received after this deadline shall not be accepted.
5. Bids shall be opened in the presence of Bidders' representatives who choose to attend with original related documents at 2:00 PM on 31th day of Notice Published in Banphikot Rural Municipality, Rukum. Bids must be valid for a period of **90 days** counting from the day of bid opening and must be accompanied by bid security amounting to a **minimum of 2.5%-3% of the quoted Bid amount (Inclusive of VAT, Mentioned above)** deposited at (deposit account No. G4.3) of Banphikot Rural Municipality office, **Rukum** at Nepal Bank Ltd., Musikot, West Rukum or bid bond authorized from recognized commercial bank of Nepal, which shall be **valid for minimum 30 days** beyond the bid validity period.
6. If the last date of purchasing, submission and opening falls on a government holiday then the next working day shall be considered the last day. In such a case the bid validity and bid security validity shall be recognized with effect from the original bid submission deadline.
7. Banphikot Rural Municipality office will not be responsible for any costs or expense incurred by bidders for preparation or delivery of Bids. Except the mentioned clauses all other conditions of the bidding process must be followed the public Procurement act 2063, Public procurement regulation 2064.
8. In the case of any discrepancies or error in bid documents, bid notice or any other document, the Banphikot Rural Municipality office reserves the right to amend and correct at any time. The figure for the bid amount must be clear if any discrepancy may occur then the figure written in word is valid.
9. If bidders are not manufacturer, they must submit sole authorization letter from the manufacturer or from the authorized distributor of the manufacturer.
10. Banphikot Rural Municipality office reserves the right to accept or reject, wholly or partly any or all the bids without assigning reason, whatsoever.

[Handwritten Signature]
Chief Administrative officer

