



OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

Udit Nagar, Rourkela Dist.-Sundargarh (Odisha) Pin-769012

Website: www.rmc.nic.in Email Id: rourkelamunicipality@gmail.com

No. 8646

Date: 09.07.2025

REQUEST FOR PROPOSAL

"SELECTION OF AGENCY FOR UNDERTAKING THE ANIMAL BIRTH CONTROL (ABC) PROGRAMME OF DOGS UNDER JURISDICTION OF ROURKELA MUNICIPAL CORPORATION"

Detail technical specifications, along with terms & conditions etc. may be seen from the Web site of Rourkela Municipal Corporation i.e. www.rmc.nic.in. Date of issue of tender documents from dtd. 09.07.2025.

The last date for receipt of sealed tender is 24.07.2025 till 01.00 P.M. through Speed Post/ Regd. Post /Courier/ or by hand in the office address of the undersigned.

Sd/-

Commissioner

Rourkela Municipal Corporation

Date: 09.07.2025

Memo No. 8647

Copy to Notice Board of RMC for wide publicity of advertisement through office notice board and MIS, RMC for uploading of the tender document in the RMC website.

Sd/-

Commissioner

Rourkela Municipal Corporation

Date: 09.07.2025

Memo No: 8648

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information and requested to publish the copy of above mentioned notice in one highly circulated Odia daily newspaper and One highly circulated English Daily newspaper on 10.07.2025. The font size should be 8 Points and rate should be as per I&PR.

Sd/-

Commissioner

Rourkela Municipal Corporation



RFP No. 8646

Date: 09.07.2025

Rourkela Municipal Corporation

Uditnagar, Rourkela, Dist.-Sundargarh (Odisha), PIN-769012

Email ID: rourkelamunicipality@gmail.com

Website: www.rmc.nic.in

REQUEST FOR PROPOSAL

**STANDARD TERMS & CONDITIONS OF TENDER DOCUMENTS FOR
"SELECTION OF AGENCY FOR UNDERTAKING THE ANIMAL BIRTH
CONTROL (ABC) PROGRAMME OF DOGS UNDER JURISDICTION OF
ROURKELA MUNICIPAL CORPORATION"**

INVITATION FOR BID (IFB)

Rourkela Municipal Corporation, Rourkela invites sealed Bids for **"SELECTION OF AGENCY FOR UNDERTAKING THE ANIMAL BIRTH CONTROL (ABC) PROGRAMME OF DOGS UNDER JURISDICTION OF ROURKELA MUNICIPAL CORPORATION"**

Bidding Schedule:

1	Bid Document Publish Date	09.07.2025
2	Bid Document Download Start Date	09.07.2025
3	Closing date and time for receipt of Techno Financial Bid	24.07.2025, 01.00 PM
4	Date and Time of Opening of Technical Bid	24.07.2025, 04.30 PM
5	Date and Time of Opening of Financial Bid	To be informed
6	Validity period of Tender	180 Days
7	Place of receipt of Bid & Opening of Bid	The Commissioner, Rourkela Municipal Corporation Uditnagar, Rourkela, PIN-769012

1. Bidder may download the Bidding Document from the RMC website www.rmc.nic.in and submit its Bid by utilizing the downloaded document, along with the required non-refundable fee to words Tender paper cost of Rs. 7080/- (Including of GST) in shape of DD drawn in favour of "The Commissioner, Rourkela Municipal Corporation, Rourkela" in any scheduled bank payable at Rourkela. The bid documents in sealed cover may be sent through Speed Post/ Regd. Post /Courier/ or by hand in the office address of the undersigned within the scheduled date i.e. The undersigned shall not be responsible for loss & delay of bid documents. Any bid received after scheduled date and time is liable to be rejected.
2. In the event of any of the above-mentioned dates being declared as a holiday / closed day the Bids will be received/ opened on the next working day at the appointed time.
3. For Queries and Clarifications, send email to: rourkelamunicipality@gmail.com only.
4. The Authority of RMC reserves the right, without any obligation or liability, to accept or reject any or all proposals at any stage of the process or to cancel or modify the process without assigning any reason whatsoever. Any changes in the tender document, addendum and corrigendum or schedule of the tender shall be reflected in the website of RMC (www.rmc.nic.in). No extension of any deadline will be granted on the basis of grounds that RMC have not responded to any question or not provided any clarification.

Sd/-
Commissioner
Rourkela Municipal Corporation

Disclaimer

The information contained in This Tender documents or any other information subsequently provided to bidders whether verbally or in documentary or any other form by or on behalf of the authority or any of its employee or advisor is provided to the bidders on the terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their proposal pursuant to the RFP. This RFP includes statements, which reflects various assumption and assessments arrived at by the authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumption, assessments, statements and information contained in this RFP may not be complete accurate, adequate or correct. Each bidder should therefore conducts its own investigation and analysis and should check its accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtained independent advice from appropriate sources.

Information provided in this RFP to the bidders is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The authority, its employees and advisors make no representation or warranty and shall have no liability to any persons including any bidder under any law ,statute, rules or regulation or tort, principle of restitution or unjust enrichments otherwise for any loss, damages, cost of expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise including the accuracy, adequacy, correctness, reliability or completeness of this RFP and any assessment, assumption, statements or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any bidder upon the statements contained in this RFP.

The authority may in its absolute discretion but without being under any obligation to do so update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the authority is

bound to select a bidder or to appoint the select the agency as the case may be, to provide the services and the authority reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to preparation and submission its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the authority or any other costs incurred in connection with or relating to its proposal. All such costs and expenses incurred by the bidder and the authority shall not be liable in any manner what so ever for the same or for any other costs or other expenses incurred by the bidder in preparation or submission of the proposal, regardless of the conduct or outcome by the selection process.

TERMS & CONDITIONS

"SELECTION OF AGENCY FOR UNDERTAKING THE ANIMAL BIRTH CONTROL (ABC) PROGRAMME OF DOGS UNDER JURISDICTION OF ROURKELA MUNICIPAL CORPORATION"

Commissioner, Rourkela Municipal Corporation invites tender from interested Agency to undertake **"ANIMAL BIRTH CONTROL (ABC) PROGRAMME OF DOGS UNDER JURISDICTION OF ROURKELA MUNICIPAL CORPORATION"** as set forth in the "Schedule of Requirements".

The Tender Enquiry shall be submitted in **two separately sealed envelopes (A-Technical and B- Financial Bid)** with a covered envelop super scribed on the top left corner of the envelopes as **"Animal Birth Control (ABC) Programme of Dogs under jurisdiction of Rourkela Municipal Corporation"** and addressed to the Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela, Dist.-Sundargarh (Odisha), PIN-769012.

1. The bidder has to submit Earnest Money Deposit (EMD) amounting to Rs. 1,00,000/- (Rupees Four Thousand Seven Hundred Twenty only) in the form of Demand Draft in favor of Commissioner, Rourkela Municipal Corporation, Rourkela. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. The bids received without EMD shall not be considered for technical evaluation.
2. Performance Guarantee- Performance Guarantee/ Security Deposit Rs.1,00,000/-(Rupees One Lakh only) will have to be deposited within 20 days of placing order in the form of Bank Guarantee from a Nationalized Bank. The selected agency shall apply for and obtain the Project Recognition Certificate (PRC) within six (6) months from the date of selection. If the agency fails to apply for the PRC, fails to secure the PRC within the stipulated six (6) months, or if the application for PRC is rejected for any reason, the Rourkela Municipal Corporation (RMC) reserves the right to discontinue the Animal Birth Control Program. The format of the Bank Guarantee for Performance Security will be provided by RMC to the successful bidder, or the successful bidder may submit it in the standard format prescribed by any Nationalized or Scheduled Bank in India.
3. The Financial Bid form shall be submitted in Envelope-'B'
4. Both the Envelopes should be clearly marked as Envelope A & Envelope B With the words "Animal Birth Control (ABC) Programme of Dogs under jurisdiction of Rourkela Municipal Corporation" super scribed on the top left corner of the envelopes which should also show the name and address of the bidder.
5. Deadline for submission of the proposal:
Proposal filled in all respect must reach RMC at the address, Date & time specified in the RFP document through speed post, Registered post or by hand in the address provided earlier. If the specified date for submission of the proposal is declared as holiday for RMC, the proposal will be received up to the appointed time on the next working day.
6. Late proposal:
Proposal received after the deadline for submission of the proposal prescribed by RMC will be rejected.

7. Modification and withdrawal of the proposal:
No modification to the proposal shall be allowed once it is received by RMC.

INSTRUCTION TO BIDDERS:

Introduction:

Rourkela city has presence of more than 7,000 stray dogs (Approx). In order to control street dog population in Rourkela city, Rourkela Municipal Corporation is taking steps for mass sterilization of the stray dogs through Animal Birth Control (ABC) program in decentralized manner either in package area or in concerned zone wise in collaboration with F & ARD Department, Govt. of Odisha. Keeping in view the increased urbanization and proportionate increase in stray dogs, it is planned to engage an agency to carry out Animal Birth Control Program efficiently. In this context, RMC invites Request for Proposal (RFP) from interested agencies to undertake Animal Birth Control (ABC) program i.e., either in package area or in the concerned zone of RMC. The exact locations for undertaking ABC program are to be finalized in later stage i.e., after selection of successful Agency.

Eligibility Criteria:

Prior to the evaluation of the Qualification Proposals, each Bidder's Eligibility Proposal will be assessed based on the following Eligibility Criteria (Eligibility Criteria). Each Bidder is required to provide copies of the following supporting documents/information as part of its Eligibility Proposal failing which the Proposal will be rejected.

SL No	Description	Supporting Document
1	The applicant must be an NGO/ Society/ Trust/ Animal Welfare Organization and must be registered under relevant Act / Rule in India (Copy of Incorporation/ Registration Certificate to be enclosed).	Documentary evidence shall have to be submitted along with the Proposal.
2	The applicant must be recognized by the Animal Welfare Board of India (AWBI) and must have registration certificate of AWBI.	Documentary evidence shall have to be submitted along with the Proposal
3	The applicant must have conducted minimum 2 Animal Welfare activities under Govt./PSU/ any Govt, bodies supported schemes/projects in India in the last Five years from date of issue of this RFP.	Experience certificate/ must be provided. (Copies of Work Orders/ Completion Certificates/ CA Certificate or any other relevant documents are to be submitted for verification
4	The applicant should have minimum annual turnover of Rs. 10.00 Lakhs during any of the FY 2021-2022, FY 2022-23 and FY 2023-24. (Turnover certificate duly certified by CA and copies of ITR, Balance Sheet and Profit & Loss Account Statement to be submitted)	Statutory Auditor certificate along with Balance Sheet and Profit & Loss Statement.

5	The bidder should not have been debarred/blacklisted by the Govt./any Govt. undertaking bodies, and the applicant or any of its staff member/employee should not have any litigation in any of the Court(s)/Police Station in India	
6	<p>The applicant shall submit the attested copy of the Registration Certificate issued by Veterinary Council of India/ State Veterinary Council, for each Veterinary Doctor, who shall be deployed on particular project.</p> <p>Applicant shall also submit a copy of experience certificate issued by Government Authority and at least one Veterinarian proposed to be deployed by the applicant shall have a total experience of having conducted at least two thousand (2000) Animal Birth Control Surgeries anywhere in India.</p>	<p>Documentary evidence shall have to be submitted along with the Proposal.</p> <p>(CV of the Doctor shall have submitted along with Proposal.</p>
7	A Bidder shall not have a Conflict of Interest. A Bidder shall be considered to have a Conflict of Interest if any of the conditions set out in Clause 18 of this RFP apply to the Bidder.	Self-Declaration from the Bidder

Please note - For the purposes of this RFP, consortium / JV is not allowed.

A. Payment Terms:

- i. The Successful Agency shall raise invoice monthly. The invoice along with supporting documents must be verified and certified by SDVO-RMC and Officer in charge of RMC, Nodal Officer-ABC Program for reimbursement of expenses incurred. No GST shall be paid towards these expenses.
- ii. Then, the invoice is to be submitted to the office of the Asst. Commissioner (ABC). The payment will be released to the selected Agency after due verification of the submitted monthly invoice and supporting documents upon approval of the competent authority of RMC.
- iii. The Agency have to submit the invoices along with supporting documents as mentioned in below by the 7th day of each succeeding month to the office of Asst. Commissioner (ABC), RMC.
 - (a) Register book of dog catching & releasing during the month
 - (b) Register book of dog sterilization during the month
 - (c) Post-operative care records
 - (d) Attendance sheet of engaged manpower
- iv. The charge as quoted by the selected agency shall remain unchanged during the period of contract or in any extended period of contract.

B. Contract Validity:

1. The contract is valid for a period of one-year i.e from unless extended otherwise.

Scope of Work:

The successful Agency shall be required to perform the following tasks in the interest of protecting the health, safety, and convenience of the citizens and in compliances with the Animal Birth Control (Dogs) Rules 2023 and thereafter any other rules /laws/guidelines issued by Government of India/State or directions/ judgements given or passes by any Courts applicable.

- i. The successful Agency shall conduct ABC program in the existing veterinary hospital of RMC, Rourkela. The ABC centre in existing veterinary hospital campus has facilities of operation theatre and post-operative care/observation facilities of having 40 kennels.
- ii. The successful Agency shall obey the SOP laid down by AWBI and its activities will be supervised by Rourkela Municipal Corporation (RMC).
- iii. The successful agency shall establish an office within the Rourkela area to ensure smooth contact and effective communication.
- iv. The successful Agency shall catch the stray dogs, implement the Animal Birth Control Program which involves sterilizing male and female stray dogs and also take up immunization & de-worming of the dogs and release them back to the same area from where they are caught as per the rules laid down in ABC (Dogs) Rules 2023/SOP dated.10.03.2023 (Published in Official Gazette) prepared by AWBI.
- v. Before the street dogs are captured in any locality the representative of the local authority or of the Animal Welfare Organization shall put up banners or public notices making announcement informing residents that animals shall be captured from the area for the purpose of sterilization and immunization and will be released in the same area after sterilization and immunization.
- vi. The selected agency shall do announcement and may also briefly educate the residents of the area about the animal birth control programme and solicit the support of all the residents reassuring them that the local authority is taking adequate steps for their safety and the safety of the animals and such outreach efforts shall be instituted at each Animal Birth Control Center as well.
- vii. The capturing of the animals shall be done by using humane methods such as net catching or hand catching or any other manner that is less irksome to the animal and use of tongs or wires for catching dogs shall be strictly prohibited.
- viii. Street dogs under the age of six month shall not be captured for and undergo sterilization and female animals with puppies shall not be captured for sterilization till their litter is two months of age.
- ix. Dogs from the same family or social group may be kept one single kennel. Male and female dogs must be housed separately and the dogs shall be kept in quarantine kennels for twelve hours before surgery, without food or water.
- x. Euthanize the stray dogs, which are sick, rabid and rogue, by putting them to sleep in a humane manner.
- xi. A 'V' shaped notch shall be made on the right ear of each dog during sterilization surgery and such clipping of the ear helps in identification of the dog as sterilized and immunized, once it is back on the street and branding of dogs shall not be permitted.
- xii. The successful Agency shall carry out stray dog census in different wards of RMC limit as per the rules laid down in ABC (Dogs) Rules 2023/SOP prepared by State Animal Welfare Board of Odisha/ AWBI's guideline.
- xiii. The successful Agency shall be required to engage required experienced manpower such as drivers for Dog Catching vehicles/Vans, dog catchers/handlers, paravets, other supporting staffs, veterinary doctors/surgeons to carry out sterilization and vaccination required for carrying out the ABC program.
- xiv. The successful Agency Shall Provide Required no of Van's With Necessary modification for safe handling and transportation of Dogs (As per Transport of Animal Rule 1978).

- xv. During sterilization and surgery, the Agency shall ensure the administration of appropriate anesthesia to each dog, following standard veterinary protocols. The type and dosage of anesthesia used shall be recorded and documented for each procedure to ensure the safety and well-being of the animals.
- xvi. The successful agency shall undertake and bear the expenses towards pre-operative care including medicine and feeding surgery and post operative care including medicine and feedings. After recovering from the surgery, the dogs shall be kept in kennels for at least four days after the Sterilization for post-operative care and adequate and healthy food twice a day and potable drinking water at all times shall be provided to each dog. Male and female dogs should be housed separately.
- xvii. The successful Agency shall bear all the expenditure inclusive of taxes if any to conduct the ABC program including rent of dog catching vehicles, medicine, feeds and surgical materials expenses, staffs' salaries, lodging & food for its staffs, fuel expense, expenses toward other consumable materials etc. for undertaking ABC programme.
- xviii. The dogs shall be released at the same place or locality from where they were captured. The date, time, and place of their release shall be duly recorded after ensuring their complete recovery. A representative from the respective authority shall accompany the RMC team at the time of release. Additionally, the Agency shall deploy a suitable application for geo-tagging the locations of the dogs during both capture and release
- xix. The successful Agency shall inform and obtain the permission from RMC in advance regarding schedule of catching and sterilizing of stray dogs.

General Conditions:

- i. The personnel deployed shall be the employees of the Successful Agency and all statutory liabilities will be paid by the Successful Agency such as ESI, EPF, Workmen's Compensation Act etc.
- ii. The persons deployed by the Successful Agency should be properly trained, have requisite experience and skills to undertake job as mentioned in the RFP.
- iii. The Agency shall have its own Establishment/Set up/Mechanism to provide training of personnel to ensure correct and satisfactory performance of his/ her duties and responsibilities under the contract
- iv. The Agency at their end should ensure the Health and Safety measures of the staffs as deputed for the works
- v. The Agency shall engage only such personnel, whose antecedents and health have been thoroughly verified including character and police verification and other formalities. The Agency shall be fully responsible for the conduct of their staff.
- vi. The Agency at all times should indemnify the contracting Authority against all claims, damages or compensation under the provisions of payment of wages Act; Minimum Wages Act; Employer's Liability Act, the Workmen Compensation Act; Industrial Disputes Act, Maternity Benefit Act, or any modification thereof or any other law relating thereof, and rules made hereunder from time to time. Contracting authority will not own any responsibility in this regard. Agency shall have to ensure the payment of minimum wages across all categories of skilled/semiskilled/unskilled manpower as per latest notification of the State Government.
- vii. The staff to be deployed through the agency in the ABC center shall not claim any benefits, compensation, absorption, or regularization of their services in the State Govt./RMC establishment either under the provision of Industrial Disputes Act. or Contract Labour (Regulation & Abolition) Act. The Agency should have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the Agency and shall submit the said undertaking to the Contracting Authority.
- viii. All liabilities arising out of accident or death of the personnel provided by the Agency while on duty shall be borne by the Agency.

- ix. Adequate supervision will be provided to ensure correct & effective performance of the services in accordance with the prevailing assignment and instructions agreed upon between the two parties.
- x. The Agency and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the areas of the ABC premises.
- xi. The Agency shall be responsible to protect all properties and equipment of the clinical facility entrusted to it, if any.
- xii. Any damage or loss caused by Agency's persons in whatever form, would be recovered from the Agency.
- xiii. In the event of any breach/violation or contravention of any terms and conditions contained herein by the Agency, the performance security deposit of the Agency shall be forfeited
- xiv. Any liability arising out of any litigation (including those in consumer courts) due to any act of Agency's personnel shall be directly borne by the Agency including all expenses/fines. The concerned Agency's personnel shall attend the court as and when required.
- xv. The staffs engaged by the Agency shall not take part in any staff union and association activities.
- xvi. The Contracting Authority shall not be responsible for providing residential accommodation to any of the deployed personnel of the Agency
- xvii. If as a result of post payment audit any overpayment is detected in respect of any work done by the Agency or alleged to have been done by the Agency under the tender, it shall be recovered by the authority from the Agency. If any underpayment is discovered, the amount shall be duly paid to the Agency by the authority.
- xviii. All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the RMC. The Agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them and shall not knowingly lend to any person or company any of the effects or assets of the shelter, under its control.
- xix. The Agency shall not assign or sublet this Agreement or any part thereof to any third party.
- xx. The Agency shall ensure that the person deployed are disciplined and shall enforce prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in Gambling or any immoral act.
- xxi. In case, RMC decides to replace any Staff as deployed by the Agency, then the Agency shall have to replace the same with equal or higher qualified within a maximum period of 15 days from the date of replacement notice/communication issued by RMC. Similarly, in case any Staff wishes to resign from the prevailing assignment, then he/she must be liable to serve 15 days' notice period from date of his/her resignation, and the Agency shall have to provide the equal or higher qualified key professional staff within a maximum period of 15 days from the date of his/her resignation. In such above cases, if Agency fails to replace or provide Staff within a maximum period of 15 days from date of his/her replacement notice or resignation notice, then penalty at the rate of Rs.2000/- per day of delay shall be levied by RMC subject to maximum 30 days of delay and there after the Agency shall be deemed to be default/failure in execution of the contractual assignment. In the event of default / failure by the Agency in providing Services, RMC reserves the right to forfeit the Performance Security.
- xxii. In case the agency is in breach of ABC(Dogs) rules/ guidelines or applicable law prevalent for ABC program/ SOP as prepared by State Animal Welfare Board of Odisha then in such case RMC shall levy a penalty of Rs. 5000/- per case or incident.
- xxiii. Agency shall have to perform sterilization of minimum 300 dogs per month at existing ABC centre and it is utmost responsibility of the Agency to ensure the meeting of aforementioned target on monthly basis. In case, the Agency will not meet the aforesaid target on monthly basis, then penalty shall be imposed at the rate INR 200/- on each shortfall of surgery/sterilization of dogs.

- xxiv. In the event of any casualty involving a dog in the kennel, either before or after sterilization, the Agency shall provide a detailed post-mortem report along with a proper justification to the RMC. If it is determined that the casualty occurred due to negligence or lack of care on the part of the Agency, the RMC reserves the right to take appropriate disciplinary or legal action against the Agency.
- xxv. Counting and Disposal of Reproductive Organs: The reproductive organs removed from male and female dogs during sterilization shall be stored in a 10% formaldehyde solution at the Animal Birth Control (ABC) Center, in compliance with the rules specified under Point 17 of the Department of Animal Husbandry and Dairying notification dated 10th March 2023. The storage, counting, and disposal of these organs shall be conducted as per the guidelines and procedures outlined in the notification.
- xxvi. The ABC Monitoring Committee which has been constituted shall oversee the implementation of the ABC program. The monitoring of implementation of ABC program shall be carried out as per Standard Operating Procedure (SOP) issued by State Animal Welfare Board of Odisha or any SOP as issued by the RMC.
- xxvii. The successful Agency shall keep and update the records as per the (SOP) issued by State Animal Welfare Board of Odisha

RMC Responsibility:

- i. RMC shall assist the Agency in getting ID cards, duly signed by Municipal Commissioner or his authorized representative, within stipulated time i.e., within 7 days of the signing of the contract.
- ii. RMC shall make available all rules and regulation including SOP prepared by State Animal Welfare Board of Odisha .
- iii. RMC shall make a fixed payment of Rs. 1650/- per Dog to carry out the Animal Birth Control Program to the Successful Agency as per the scope of work laid down herein RFP. Break-up of the same is as hereunder:-
 - (a) Dog catching and admission to the ABC center and relocation to areas from where captured: - Rs.200/- per Dog.
 - (b) Pre-operation care including medicines and feedings, surgery and post-operative care including medicines and feedings : Rs. 1450/- per Dog.

Termination of contract:

RMC may terminate this Contract, by not less than ninety (90) days written notice on termination to the Agency to be given after the occurrence of any of the events specified in paragraphs a, b & c.

- (a) If the Agency do not remedy a failure in the performance of their obligations under the Contract, within Sixty (60) days of receipt after being notified or within such further period as the Client may have subsequently approved in writing
- (b) In the event that the selected agency fails to obtain the Project Recognition Certificate (PRC) within six (6) months from the date of selection, the Rourkela Municipal Corporation (RMC) shall reserve the right to unilaterally terminate the contract and discontinue the Animal Birth Control Program.

- (c) If, as the result of Force Majeure, the Agency is unable to perform work entrusted for a period of not less than ninety (90) days
- (d) If the Agency is found to guilty under the following instances:
 - (i) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.
 - (ii) "**Fraudulent practice**" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Borrower and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

Termination Of the Contract:

Either party can terminate the agreement by giving 30 days prior written notice.

There should be no legal suit/criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force and should not be black listed by the any Government organization. The self-certification as per **Annexure-II** should be enclosed.

- The Bidder should furnish all the information as required in the Technical Bid form.
- Rourkela Municipal Corporation will have the right to forfeit Performance Security, if the terms and conditions of the Tender are not adhered to by the supplier or in case of breach of Contract.
- In case any dispute arises in regard to the tender, the decision of the Commissioner, Rourkela Municipal Corporation will be final and binding.
- In case of litigation, the courts at Rourkela only will have jurisdiction for deciding case according to the relevant Indian laws in force.
- The technical bid of the bidders will be opened first and the financial bid will be opened only of the bidders whose technical bid is accepted / qualified. The tenderer/authorized person(s) should sign on each page of the bid document as a token of authenticity of the same.
- Tender (s) received after due date & time shall not be accepted and Rourkela Municipal Corporation shall not be responsible for delay in postal delivery or any other reasons.

Language of Bid: *The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the RMC, shall be in English including Previous work orders, Contract agreement copy, Assignment completion certificate etc.*

I have read and understood all the terms & conditions of the Tender Enquiry and hereby undertake to abide by the same.

Date:
Place:

Authorized Signatory
Name _____
Designation _____

NOTE: The Technical bid is required to be submitted in a separate sealed cover scripted as Envelope 'A' (along with Annexure-I, II, III,.

Submission of Technical Bid & Documents to Accompany the Bid:

The intending Bidders are required to submit the technical Bid in the prescribed format as in tender specification mentioned in the and also submit copy of the following documents, along with the Technical Bid, **failing which their bids shall be summarily/ out rightly rejected and will not be considered for further evaluation:**

- I. Cost of tender paper in shape of demand draft/pay order only.
- II. EMD amount in shape of Bank Draft or Bank Guarantee
- III. Attested copy of registration certificate of Agency/Firm/Company.
- IV. Bank Account Statements of the agency for last 3 years.
- V. Attested copy of PAN/GIR Card.
- VI. Attested copy of latest IT return by the agency.
- VII. Attested copy GST registration Certificate
- VIII. Attested copy of EPF registration letter/Certificate.
- IX. Attested copy of ESI registration letter/Certificate.
- X. Certified documents in support of financial turnover of the agency.
- XI. Copy of tender document with each page duly signed by the authorized signatory of the bidder/agency in token of their acceptance.
- XII. Copy of Average Annual Turnover Certificate minimum amounting Rs. 10,00,000/- during the FY2021-22, FY 2022-23 and FY 2023-24.

Conditional Offer:

Conditional offer shall not be accepted.

Opening of Bids.

- i. The part-I shall be opened on the date and time fixed by the RMC. Bids will be opened in presence of the Tenderers or their authorized representatives limited to one person only on the due date of opening of tender. .
- ii. The price bids of the technically and otherwise acceptable bids shall only be evaluated. It should be distinctly understood that the part-II of the bid shall contain only details/documents relating to price mentioned in the payment terms in RFP documents.

Bid Evaluation Methodology:

The Technical proposal shall be evaluated in 2 Steps

- (a) The Bid Document Fee and Bid security declaration form shall be checked. Proposals without the appropriate Bid Document Fee and EMD/ Bid Security from shall be considered non- responsive and shall be rejected out rightly.
- (b) Then the Eligibility Criteria of the Applicant shall be checked. The Technical Proposal of those Applicants who are meeting the Eligibility Criteria shall be considered for Technical Evaluation.
- (c) Bidders fulfilling the Eligibility Criteria shall be eligible for further detail technical evaluation where marks shall be awarded based on the following Parameter tabulated below:

SI No	Parameter	Maximum marks
1	The applicant must have conducted minimum 2 Animal Welfare activities under Govt./PSU/ any Govt. bodies supported schemes/projects in India in the last five years from the date of issue of this RFP. <ul style="list-style-type: none">• For minimum 2 nos – 20 marks• For each additional Animal Welfare Activity - 5 marks each, subject to maximum 10 marks	30
2	The applicant should have minimum average annual turnover of Rs. 10.00 Lakhs during the FY2021-22, FY 2022-23 and FY 2023-24. <ul style="list-style-type: none">• Rs 10.00 Lakhs to Rs 15.00 Lakhs as per above criteria: 10 Marks• Above Rs 15.00 Lakhs to Rs 20.00 Lakhs: 15 Marks• Above Rs 20.00 Lakhs to Rs 25.00 Lakhs: 20 Marks• Above Rs. 25 Lakhs to Rs. 30 Lakhs as per above criteria: 25 Marks• Above Rs. 30 Lakhs as per above criteria: 30 Marks	30
3	The Agency must have conducted at least (Two thousand) 2000 ABC surgeries anywhere in India. <input type="checkbox"/> Fulfilling this basic requirement : 7 marks. <input type="checkbox"/> For every additional 100 surgeries conducted beyond the 2000 ABC surgeries, 1 extra mark will be awarded. Maximum Marks: 10	10

4	Presentation on Approach & Methodology: The presentation must be shown in power point to RMC on the scheduled date, time and venue. It should contain following: <ul style="list-style-type: none"> • Understanding the Scope of Work, best practices and learnings gained from prior experience in ABC projects (case studies), etc. – 10 Marks • Approach & Methodology to be adopted - 10 Marks • Innovative idea for monitoring of ABC program- 10 Marks 	30
5	Total	100

(d). Technical scores shall be calculated for bidders after the presentation to be made by them. The marks for presentation shall be awarded by the Tender Committee of RMC. Bidders shall have to score minimum 60 marks out of 100 marks for qualifying the Technical Proposal.

Final Evaluation & Selection of Applicant.

Applicant who scores 60 marks out of 100 marks in technical proposal, then their proposals will be ranked according to their Technical Score. The highest ranked bidder with the highest marks obtained in technical proposal shall be awarded with the assignment.

TECHNICAL BID FORM

(TO BE SUBMITTED SEPARATELY IN ENVELOPE-'A')

TECHNICAL BID

TENDER SPECIFICATION NO.

1. Name of the Bidder :

2. Details of Earnest Money Deposit : DD No. _____ Date _____

Of Rs. _____ drawn on

Bank _____

3. Full Address of Registered :

Office of the Bidder _____

Telephone No.:

FAX No.: _____

E-Mail Address: _____

4. Full address of
Operating/Branch
office of the bidder:

Telephone No.: _____

FAX No.: _____

E-Mail Address: _____

5. PAN/GIR No.: _____

(Enclose attested copy)

6. GST Registration No.:_____ (Enclose attested copy)
7. E.P.F. Registration No.:_____ (Enclose attested copy)
8. E.S.I. Registration No.:_____ (Enclose attested copy)
9. Valid veterinary council of India/state veterinary Council registration certificate of the veterinary doctors.
10. Undertaking on Judicial proceeding and or criminal offences on the bidders letter head.
11. RFP documents duly signed by the bidders authorized signatory.
12. Financial turnover of the Bidder by providing Manpower services only for the last three consecutive Financial Years (Audited Account only for providing Manpower):

Financial Year	Amount(Rs. Lakhs)	Remarks,ifany
2021-22		
2022-23		
2023-24		

13. Bidders Past Experience Details:

(Attach separate sheet if space provided is insufficient)

SI No	Name of the Project	Name of Client with Address & Contact Number	Date of award of Contract	Date of Completion of assignments (for both completed & ongoing projects)	Period of Service	Description of project area	Current value (In INR)	Description of Service provided

Annexure-II

UNDERTAKING BY THE AGENCY

I, _____, on behalf of _____ (Name of the firm/agency) hereby declare that there is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black Listed by any Government Organization. I, _____, on behalf of _____ (Name of the firm/agency) hereby declare that our organization or the staff to be provided has no business or direct family relationship with member(s) of RMC's and/or RMC employees or persons positioned in or on the Board of these two organizations by whatever process. I, _____, on behalf of _____ (Name of the firm/agency) here by undertake that all relevant statutory Requirements will be complied with. I, _____, on behalf of _____ (Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and _____ (name of the firm/agency) would be debarred from any further engagement by RMC ever.

Date:
Place:

Signature of the Bidder
Name _____
Designation _____

DECLARATION

1. I,.....Son/Daughter/Wife of
Shri.....Proprietor/Director/authorized signatory of
the Agency mentioned above, is competent to sign this declaration and
execute this tender document;
2. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them. We are not involved in any major
litigation that may have impact of affecting or compromising the delivery
of the services as required under this tender.
3. The information/documents furnished along with the above are true and
authentic to the best of my knowledge and belief.I/we, am/are wellaware
of the fact that furnishing of any false information / fabricated document
would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

Date:
Place:

Signature of the Bidder

Name _____

Designation _____