

ROURKELA MUNICIPAL CORPORATION
UDITNAGAR, ROURKELA, ODISHA-769012

E-mail ID: rourkelamunicipality@gmail.com

No. 2705

Date. 15.03.2022

Tender Call Notice for hiring manpower for ABC programme on
Outsource basis

Rourkela Municipal Corporation, Rourkela invites Tenders from registered Service providers for providing services of one Veterinary Doctor and one ABC Assistant as per the qualifying criteria on Outsource basis.

The details of qualifying criteria of the manpower and other conditions of the tender can be downloaded from RMC website: www.rmc.nic.in. The interested bidder should submit the complete tender in the sealed cover addressed to Commissioner, Rourkela Municipal Corporation, Rourkela super scribing as "Engagement of Service Provider for Providing Services of personnel under ABC programme, Rourkela on Outsource basis" through Speed Post/ Registered Post/Courier or By Hand should reach on or before **28.3.2022** up to **4.00 PM**. The Tenders will be opened on the same day at **4.30 PM** in presence of the participants who wish to attend. Authority reserves the right to accept any or all tenders without assigning any reason thereof.


Commissioner

Rourkela Municipal Corporation

Date:

Memo No.

Copy to Office Notice Board/ MIS, RMC for general public information and uploading of the tender document in the RMC website.


Commissioner

Rourkela Municipal Corporation

Date:

Memo No.

Copy submitted to Joint Director, I&PR(Advt.) Department, Odisha, Bhubaneswar with a request to publish the notice in one leading Odia daily (All Odisha publication) on or before 16.03.2022. The font size of the letters of advertisement shall be of 08 pts.


Commissioner

Rourkela Municipal Corporation

TENDER CONDITONS AND QUALIFYING CRETERIA

A. Category of Manpower.

1. Veterinary Doctor-1(One)
2. ABC Assistant -1 (One)

Minimum qualifying criteria .

a. Veterinary Doctor

1. Graduate in Veterinary Science and Animal Husbandry from a recognized College/University.
2. Registered and valid practitioners of Orissa Veterinary Council
3. Age not above 65 years.

b. ABC Assistant

1. Candidate having Plus two with 2 year Diploma in Animal Science from a recognized educational institution.

2. Age not above 55 years

OR

1. The candidate must have passed plus two Vocational courses in field of Animal Husbandry /Diary/Poultry/Animal Production from a recognized educational institution.

2. Age not above 55 years

B. Job description of Veterinary Doctor

- I. Perform minimum 200(two hundred) surgeries per month under ABC Programme.
- II. Take up post operative care of operated dogs.
- III. Ensure maintenance of updated records under ABC Programme.
- IV. Ensure proper health check up, and monitor timely feeding of animals with right quality and quality of food for animals housed in Kennels.
- V. Ensure sterilization of instruments to be used in ABC Programme.
- VI. Ensure cleanliness of Kennels and Operation Theater.
- VII. Ensure timely submission of monthly performance report.
- VIII. Visit and check up health of animals at animal welfare center managed By Municipal Corporations/Municipalities on regular intervals.
- IX. Any other job assigned as and when required by Deputy Commissioner (ABC),CDVO&Nodal Officer (ABC)

C. Job description of ABC Assistant.

- I. He/She will work in close coordination with veterinary Doctor in ABC Unit.
- II. He/She will vaccinate stray dogs against Rabies and other Communicable Diseases
- III. Prepare progress reports of activities undertaken in the ABC unit.
- IV. He/She will assist the in treatment of sick animals kept in Kennels as per Advise of Veterinary Doctor.

- V. He/ She will assist the Veterinary Doctor during Canine sterilization.
- Vi. He/She will follow up treatment of the animals kept in ABC Kennels .
- Vii. He/She will monitor cleaning and hygiene in Dog pound/Kennel.
- Viii. He/She will take up sterilization of all surgical equipment at Operation Theater in ABC unit.
- ix. He/She will maintain stock and store at ABC Unit.
- X. He/She will assist in anesthesia management of dogs before and during operation at ABC.
- Xi . He will report to Nodal Officer, ABC Programme for day to day routine jobs.
- Xii. Any other job assigned as and when required by Veterinary Doctor of the ABC unit/Deputy Commissioner(ABC),CDVO&NODAL Officer(ABC)

Technical Part

Eligibility Criteria ; Supporting documents to be furnished along with the Technical Bid (i) The bidder should be registered under appropriate authority, such as • Registered under the Companies Act 2013 • Registered under the Indian Partnership Act 1932 • Registered under the Indian Trusts Act 1882 • Registered under the Societies Registration Act 1860. • Registered under the Limited Liability Partnership Act 2008. All concerned Certificate of Incorporation/Registration under the appropriate authority (ii) The bidder must have provided at least 3 nos. of (three) manpower services to Central/State Government/Autonomous bodies / Agencies / societies / corporate bodies / ULBs etc. Copies of the work order from the previous authorities with satisfactory completion certificate from the concerned authority if any. (iii) The Registered Office / Branch Office of the Service Provider must be located in the state of Odisha Valid address proof of the office (Copy of the Telephone / Electricity Bill, rent agreement) (iv) Must have average annual financial turnover of Rs 50.00lakh during the last three (3) financial years as on Dt. 28.02.2022 (2018-19, 2019-2020 & 2020-2021) Copies of audited Income/Expenditure Statement and Balance sheet for the concerned period. (v) Must have its own bank account in any scheduled bank situated in Odisha. (vi) The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this Bid. An undertaking to this effect to be furnished by the bidder.] (vii) Must not have any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by the Service Provider. An undertaking to this effect to be furnished by the bidder . (viii) Other Statutory Documents: Copies of : • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • Labour License • IT return for the last 3 assessment years B. Submission of Bid: a) The complete proposal in all respect as specified must be accompanied .

Note ; Tender participation fess Rs.4480.00(inclusive of 12% GST) and EMD amount Rs.17000.00 in shape of DD drawn in favour of Commissioner, Rourkela Municipal Corporation should be accompanied with the Tender document in Technical part. The financial bid of qualified participants in the Technical part shall be opened. Technical Cover and Financial cover separately sealed and put in a single cover super scribed with Tender for personnel engagement under ABC programme on outsourcing basis addressed to Commissioner, Rourkela Municipal Corporation should be sent through Speed post should reach within stipulated date and time. Bid can be dropped in tender box in the Office of Rourkela Municipal Corporation within date & time notified. Late receipt of bids will not be entertained.

The successful bidder will deposit 10% as performance security in shape of DD/PBG at time of execution of contract agreement. The EMD of unsuccessful bidder will be refunded without any interest after completion of tender process.

Authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof .


Commissioner
Rourkela Municipal Corporation

FINANCIAL BID (Manpower for ABC Programme, Rourkela)

(To be submitted on letter head of the bidder duly signed by authorized signatory)

To

The Commissioner,
Rourkela Municipal Corporation.
Uditnagar, Rourkela-769012, Sundargarh, Odisha

Sub; Financial proposal for personnel under ABC Programme.

Sir,

I/we, the undersigned offer to provide services of personnel under ABC Programme, Rourkela in conformity with your Tender Notice. Our total financial quote is as given below.

Name of Personnel	Maximum financial Quote per month inclusive of EPF&ESI .
Veterinary Doctor	
ABC assistant (with 2 year Diploma in Animal Science)	
ABC assistant (with plus two Vocational Course)	
Sub Total	
Supporting cost includes Operation and administrative cost% of total remuneration	
GST and other statutory taxes if any (as applicable)	
Grand Total	

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The financial proposal is without any condition.

Yours faithfully,

Signature of Authorized person and seal
Name & designation.

The bidders must quote their rate for individual manpower in the financial bid. The manpower cost is inclusive of monthly remuneration, EPF, ESI & other statutory dues. The successful bidder has to submit the details of remuneration including statutory dues along with the monthly invoice.