



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, KENDRAPARA
Tel. Ph. No. - 06727-232365//E-mail ID: cdvokendrapara@gmail.com



No. 1420 /CDVO (KPD) Date 03/4/25

To

The District e-Governance Manager(DEGM)
Kendrapara, Collectorate Kendrapara

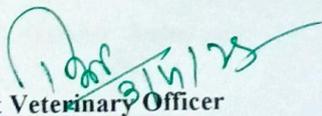
Sub- Uploading of tender documents of "TENDER BID DOCUMENT FOR SELECTION OF FNGO FOR FUNCTIONING OF ANIMAL HELP LINE (AHL) WITH AMBULANCE SERVICES IN KENDRAPARA MUNICIPALITY UNDER DISTRICT, SPCA, KENDRAPARA"- Regarding.

Sir,

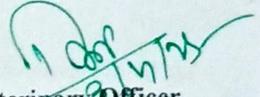
With reference to the subject cited above, I am enclosing herewith the TENDER NOTICE & TENDER BID DOCUMENT FOR SELECTION OF FNGO FOR FUNCTIONING OF ANIMAL HELP LINE (AHL) WITH AMBULANCE SERVICES IN KENDRAPARA MUNICIPALITY UNDER DISTRICT, SPCA, KENDRAPARA for uploading in the District Official website "https://kendrapara.odisha.gov.in/" for wide publicity immediately.

With regards.

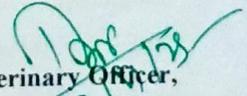
Encl: As above


Chief District Veterinary Officer
Kendrapara

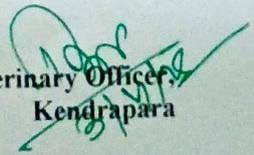
Memo no 1421 // CDVO (KPD) Dt. 03/4/25
Copy forwarded to the Notice board CDVO Kendrapara.


Chief District Veterinary Officer,
Kendrapara

Memo no 1422 // CDVO (KPD) Dt. 03/4/25
Copy forwarded to DD DVH Kendrapara/ ALL BVOs for display in the notice board of their respective VH/VD.


Chief District Veterinary Officer,
Kendrapara

Memo no 1423 // CDVO (KPD) Dt. 03/4/25
Copy forwarded to the AD PR, DAH & VS Odisha, Cuttack for information with a request to publish the tender document immediately in the website <https://dahvs.odisha.gov.in> for wide publicity.


Chief District Veterinary Officer,
Kendrapara

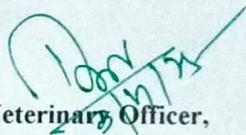
Memo no 1424 // CDVO (KPD) Dt. 02.4.2025

Copy submitted to the Collector & District Magistrate, Kendrapara for favour of kind information.


Chief District Veterinary Officer,
Kendrapara

Memo no 1425 // CDVO (KPD) Dt. 02.4.2025

Copy submitted to the Director, A.H & V.S, Odisha, Cuttack for favour of kind information.


Chief District Veterinary Officer,
Kendrapara



କିଲ୍ଲା ମୁଖ୍ୟ ପ୍ରାଣୀଚିକିତ୍ସା ଅଧିକାରୀ, □

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, KENDRAPARA

Tel. Ph. No. - 06727-232365//E-mail ID: cdvokendrapara@gmail.com



Tender Notice No. 1414/CVDVO/KPD Date..03.04.2025

TENDER FOR

**“SELECTION OF FNGO FOR FUNCTIONING OF ANIMAL HELP LINE (AHL) WITH
AMBULANCE SERVICES IN KENDRAPARA MUNICIPALITY UNDER DISTRICT, SPCA,
KENDRAPARA”**

FISHERIES & ARD DEPARTMENT GOVERNMENT OF ODISHA

District-Kendrapara

District Society for the Prevention of Cruelty to Animals (SPCA), Kendrapara invites Expression of Interest (hereinafter called "EOI") from **Non-Government Organization (NGOs) having prior experience in the field of Animal Welfare Activities for engagement as Facilitating NGO (FNGO) for supporting the District Society for the Prevention of Cruelty to Animals (SPCA), Kendrapara, in “Setting up of Animal Helpline & Veterinary Ambulance Services” in Kendrapara Municipality.**

The engagement will be valid for a period of **One year from the date of signing of MOU** between District Society for Prevention of Cruelty to Animals (SPCA), Kendrapara and selected FNGO, subject to satisfactory performance by the FNGO in the District.

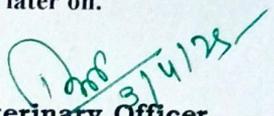
Interested FNGO/NGO can access and download Scope and terms of References (TOR) for engagement of FNGO and all relevant information available in the district website i.e. <https://Kendrapara.odisha.gov.in/>, <https://dahvs.odisha.gov.in/>. Sealed envelope marked to the above captioned address, containing EOI/BID and non-refundable processing fee of Rs. 1000/- (rupees one thousand only) by way of Demand draft in favour of “Chief District Veterinary Officer Kendrapara” payable at Kendrapara to be submitted superscribed with “EOI/BID FOR SELECTION OF FNGO FOR FUNCTIONING OF ANIMAL HELP LINE WITH AMBULANCE SERVICES IN KENDRAPARA MUNICIPALITY UNDER DISTRICT, SPCA, KENDRAPARA”. The said EOI/BID documents in sealed envelope may be submitted to the specific person assigned by CDVO Kendrapara (Sri Ajay Kumar Chaudhury, Milk Analyst), placed at o/o-CDVO, Kendrapara or may be sent through Registered Post/Speed post Courier in the above address so as to reach before due date and time. The EOI/BID documents received after the due date & time will be summarily rejected.

The various critical dates relating to the above EOI are as under:

Sl. No.	Particulars of important events	Date	Time
1	Date and Time of Release of EOI/BID	03/04/2025	05PM
2	Date of start of submission of EOI/BID papers	04/04/2025	11AM
3	End time of submission of EOI/BID documents	28/04/2025	03PM
4	Date and time of opening of EOI/BID documents	29/04/2025	11AM
5	Date and time of Technical Presentation by short listed FNGOs	Intimated later on	Intimated later on

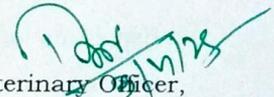
Place of opening of EOI/BID documents – O/o the Chief District Veterinary Officer, Kendrapara (CDVO) At- Suneilo, Po/Dist-Kendrapara-754211.

Place of Technical Presentation by short listed FNGOs will be intimated later on.


Chief District Veterinary Officer,
Kendrapara

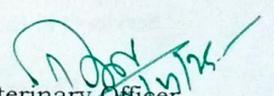
Memo No. 1415 Date. 03/04/2025

Copy submitted to the District e-Governance Manager to host the notice in the District Website for wide publication.


Chief District Veterinary Officer,
Kendrapara

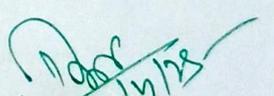
Memo No. 1416 Date. 03/4/2025

Copy forwarded to the DIPRO, Kendrapara for information and necessary action.


Chief District Veterinary Officer,
Kendrapara

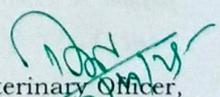
Memo No. 1417 Date. 03/4/25

Copy to the CDVO, Kendrapara office notice board for display.


Chief District Veterinary Officer,
Kendrapara

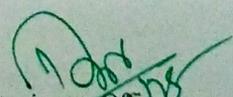
Memo No. 1418 Date. 03/4/25

Copy submitted to the Collector & District Magistrate, Kendrapara for favour of kind information.


Chief District Veterinary Officer,
Kendrapara

Memo No. 1419 Date. 03/4/25

Copy submitted to the Director, Animal Husbandry & Veterinary Services, Odisha, Cuttack for favour of kind information and necessary action.


Chief District Veterinary Officer,
Kendrapara



TENDER BID DOCUMENT

**FOR SELECTION OF FNGO FOR FUNCTIONING OF ANIMAL HELP LINE
(AHL) WITH AMBULANCE SERVICES IN KENDRAPARA MUNICIPALITY
UNDER DISTRICT, SPCA, KENDRAPARA**

**Sd/- Dr. Manoj Kumar Patnaik
Chief District Veterinary Officer,
Kendrapara
(Tender Inviting Authority)**

Handwritten signature and date:
8/4/25



**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER,
KENDRAPARA**

Tel. Ph. No.- 06727-232365//E-mail ID: cdvokendrapara@gmail.com



Bid Refence No: 1414 Date: 03.04.2025

**FLOATING OF EOI for "SELECTION OF FNGO FOR FUNCTIONING OF ANIMAL
HELP LINE WITH AMBULANCE SERVICES IN KENDRAPARA MUNICIPALITY UNDER
DISTRICT, SPCA, KENDRAPARA.**

Name & Address of the tender inviting authority:

Chief District Veterinary Officer, Kendrapara,

Pin-754211

Tel: 8917658770

E-Mail-cdvokendrapara@gmail.com

Handwritten signature and date: 9/4/25

SECTION I

IMPORTANT EVENTS OF THE EOI/BID

Sl. No.	Particulars of important events	Date	Time
1	Date and Time of Release of EOI/BID	03/04/2025	05PM
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4	Date and time of opening of EOI/BID documents	29/04/2025	11AM
5	Date and time of Technical Presentation by short listed FNGOs	Intimated later on	Intimated later on

Address for Communication:

Chief District Veterinary Officer, Kendrapara
At. Suneilo Po. /Dist. Kendrapara
Pin.754211.

For Receipt of Bid Document:

Sri Ajay Kumar Chaudhury
Milk Analyst, O/O CDVO Kendrapara

For Any Enquiry Contact with:

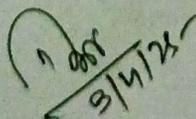
Dr.P.R. Kabi, ADVO (AW)- M.8895136484

SECTION II

TERMS OF REFERENCES (ToR) FOR ENGAGEMENT OF FACILITATING NON-GOVERNMENTAL ORGANISATION (FNGO)

Animal Help Line facility with ambulance service is going to be implemented by the Kendrapara District Society for the Prevention of Cruelty to Animals (SPCA) through the Chief District Veterinary Officer (CDVO)-cum-Member Secretary, District SPCA, At- Suneilo, Po- /Dist-Kendrapara-754211 in order to provide emergency veterinary care to stray and destitute animals.

In order to support the implementation of the Animal Help Line Programme, involvement of a civil society organization having expertise in animal welfare activities is to be engaged as per Directorate AH & VS, Odisha, Cuttack Letter No.16035 Dt.28.10.2024. Accordingly, District Society for the Prevention of Cruelty to Animals (SPCA), Kendrapara invites Expression


9/4/25

of Interest (hereinafter called "EOI") from Non-Government Organization (NGOs) having prior experience in the field of Animal Welfare Activities for engagement as Facilitating NGO (FNGO) for supporting the District Society for the Prevention of Cruelty to Animals (SPCA), Kendrapara, in "Setting up of Animal Helpline & Veterinary Ambulance Services" in Kendrapara Municipality.

The engagement will be valid for a period of One year from the date of signing of MOU between District Society for Prevention of Cruelty to Animals (SPCA), Kendrapara and selected FNGO, subject to satisfactory performance by the FNGO in the District.

Interested FNGO NGO can access and download Scope and terms of References (TOR) for engagement of FNGO and all relevant information available in the district website i.e. <https://Kendrapara.odisha.gov.in/>, <https://dahvs.odisha.gov.in/>. Sealed envelope marked to the above captioned address, containing EOI/BID and non-refundable processing fee of Rs. 1000/- (rupees one thousand only) by way of Demand draft in favour of "Chief District Veterinary Officer Kendrapara" payable at Kendrapara to be submitted superscribed with "EOI/BID FOR SELECTION OF FNGO FOR FUNCTIONING OF ANIMAL HELP LINE WITH AMBULANCE SERVICES IN KENDRAPARA MUNICIPALITY UNDER DISTRICT, SPCA, KENDRAPARA". The said EOI/BID documents in sealed envelope may be submitted to the specific person assigned by CDVO Kendrapara (Sri Ajay Kumar Chaudhury, Milk Analyst), placed at o/o CDVO, Kendrapara or may be sent through Registered Post/Speed post/Courier in the above address so as to reach before due date and time. The EOI/BID documents received after the due date & time will be summarily rejected.

The various critical dates relating to the above EOI are as under:

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5	Date and time of Technical Presentation by short listed FNGOs	Intimated later on	Intimated later on

Place of opening of EOI/BID documents -- O/o the Chief District Veterinary Officer, Kendrapara (CDVO) At- Suneilo, Po/Dist-Kendrapara-754211.

Place of Technical Presentation by short listed FNGOs will be intimated later on.

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CDVO Kendrapara reserves the all right to cancel/alter the whole or part of EOI/BID, terminate the bidding process and reject all or any EOI without assigning any reason there off. Delayed response (received after the due date and time) and canvassing in any form will lead to rejection of EOI BID.

Please quote EOI/BID reference no. & date in all correspondences.

While submitting the EOI/BID documents, it is to be ensured that filled in application completed in all aspects as per the prescribed format (Ref: Appendix-A) is to be submitted along with all the self-attested copies as per the requirement (Check list given at Appendix-C). Each page of EOI/BID should be numbered and will be signed by the authorized person of the NGO and the page numbers are to be mentioned against corresponding items as per sl.no. given in Appendix-C). All entries along with the pages in the BID/EOI should be filled in clearly and legible.

SECTION III

SELECTION PROCESS OF FNGO

The selection of the **Facilitating Non-Governmental Organization (FNGO)** will follow a two-stage process (**Reference-Appendix-D**).

- i. Firstly, the applicant NGOs will be shortlisted based on their **capacity and experience on undertaking animal welfare activities**.
- ii. The short-listed NGOs will be called for to make a detailed presentation on their past experiences in implementation of programme and also on their proposed action plan for supporting the Animal Help Line activities in Kendrapara Municipal Corporation Area.

The qualifying criteria and prioritization criteria for evaluation are as follows:

A. QUALIFYING CRITERIA

1. Registered body under the Societies Registration Act of 1860(20 of 1860) or any other corresponding law for the time being in force and which is recognized by the Animal Welfare Board of India.
2. Having minimum 01 year of experience in implementing Animal Welfare activities along with social mobilization, awareness program. The organization should ensure that

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(supportive documents to be produced with EOI), it is carrying out animal welfare activities of which the main function of this type of organization can be as follows.

- a) Maintenance of animal shelters and water troughs.
 - b) Maintenance of veterinary dispensary, animal clinic or mobile animal clinic
 - c) Conduct ABC operations to control population of stray dogs/cats.
 - d) Rescue and rehabilitation of wild animals or related activities etc.
3. The Agency should not be blacklisted by the Govt. / Govt. Bodies. (An affidavit from the Notary to this effect to be furnished in Non – Judicial stamp paper of Rs. 10/- as Given in Appendix-B)
4. BID/EOI without Processing Fee will be summarily rejected.
5. Incomplete application, application without required documents, Delayed response (application received after the due date and time) and canvassing in any form will lead to disqualification/rejection of EOI.
6. Submission of forged documents will also result in rejection of the BID/EOI.
7. Any conditional BID shall be out-rightly rejected.
8. The tender documents should be clearly written/ typed without any correction, interpolations and overwriting. Each page of the tender should be page numbered with the dated signature of the bidder. If any information or documents furnished by the bidder found to be misleading/ incorrect at any stage, their tender will be rejected.

B. Performance Security:

The successful bidder/FNGO shall have to submit performance security @ 3% of the total annual emoluments (order value) to be received towards supply of prescribed manpower within 7 days of issue of letter of intent (LOI) in form of Demand Draft drawn in favour of **Chief District Veterinary Officer, Kendrapara payable at Kendrapara** / Irrevocable Bank Guarantee from any Nationalized / Scheduled Bank in favour of the Chief District Veterinary Officer, Kendrapara in the format as given in Appendix-E with a validity period of **24 months** from the date of execution of it.

C. Engagement of Manpower:

Engagement of Manpower in AHL by the FNGO shall be completed within 15 days from the date of execution of agreement with the CDVO cum Member Secretary SPCA Kendrapara or the date stipulated by the later. In any case decision of the CDVO

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cum Member Secretary SPCA Kendrapara is final. In case the FNGO fails to supply the requisite manpower within the stipulated time, the Performance Security shall be forfeited.

SECTION IV

SCOPE OF WORK

I. HUMAN RESOURCES:

The FNGO will provide the following personnel/Manpower for supporting the implementation of the Animal Help Line activities.

Personnel	Number
Veterinary Doctors	02
AHL Assistant	02
AHL Attendant	02
Driver	02

II. TERMS & CONDITIONS FOR PROVIDING MANPOWER BY FNGO:

- i) The engagement of FNGO and its continuance of engagement is based on the appraisal of its performance by the Society for the Prevention of Cruelty to Animals (SPCA), Kendrapara District against deliverable of Animal Help Line Programme.
- ii) The personnel/manpower engaged by the FNGO cannot claim any right to a regular appointment at any time neither with the Society for the Prevention of Cruelty to Animals (SPCA), Kendrapara District nor with F&ARD Department, Govt. of Odisha.
- iii) During the tenure of engagement, the manpower provided by FNGO shall abide by the rules, regulations, conditions prescribed by the Member Secretary, District SPCA, Kendrapara and other superior officers SPCA.
- iv) During the period of engagement in the project, the personnel provided by the FNGO shall be required to work and attend the duties as may be assigned by the Nodal Officer for AHL programme.
- v) The Personnel shall be entitled to a maximum of 10 days of leave in a year with prior approval of the Nodal Officer. Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration.
- vi) In the event of unauthorized absence or any other misconduct by the Personnel deployed by the FNGO, such Personnel shall immediately be replaced.

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- vii) The FNGO shall be held responsible for any loss sustained by the Society for the Prevention of Cruelty to Animals (SPCA), Kendrapara District/ F&ARD Department through fraud or negligence on the part of the Personnel deployed by the FNGO.
- viii) Upon termination of the FNGO engagement, Personnel shall be liable to handover all the assets and records in their possession to the Nodal officer.
- ix) The Personnel deployed by the FNGO shall not take up any assignment during the period of engagement.

III. Minimum qualifying criteria of manpower to be deployed for AHL Programme by the FNGO:

A. Veterinary Doctor

- i. Graduate in Veterinary Science and Animal Husbandry from a recognized College/ University.
- ii. Registered and valid Practitioners of Odisha Veterinary Council
- iii. Age not above 65 years

B. AHL Assistant

- i. Candidates having plus 2 (science)/ 2-year Diploma in Animal Sciences from a recognized educational institution.

OR

The candidate must have passed plus 2 Vocational Courses in field of Animal Husbandry/ Dairy/ Poultry/ Animal Production from a recognized educational institution.

- ii. Age not above 55 years.

C. AHL Attendant

- i. Candidate should have passed 10th+ from a recognized educational institution.
- ii. Age not above 55 years.
- iii. Should be physically fit to work in the field.

D. Driver

- i. Candidate must have valid commercial vehicle license with specific training in operating emergency vehicle.

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- ii. He must have 10th pass certificate from recognized board.
- iii. He must have knowledge of fluency in Odia Language.
- iv. His age must be between 18 to 38 years
- v. He should not have a criminal background.
- vi. He should not have night blindness disease or colour blindness disease.
- vii. He should have minimum common knowledge of minor repair of the vehicle.
- viii. He must be punctual obedient and non-alcoholic.

IV. Job Description & Responsibilities

A. Job Description of Veterinary Doctor

- i. He/ she will attend duty at Veterinary Dispensary/ Veterinary Hospital on an 8 hourly shift basis (In two Shifts) at Kendrapara and offer animal health care services to stray and abandoned animals under Animal Help Line.
- ii. To provide follow up treatment of sick / injured animals being rescued or attended under AHL.
- ii. To Plan and organize vaccination campaign for FMD vaccination in stray animals in Municipal Corporation /Municipalities/ NAC area being covered under AHL.
- iv. To Supervise receiving and recording of calls in Call register.
- v. To Train the AHL Assistant and other staff attached to Animal help Line in receiving and recording of calls etc.
- vi. To Facilitate proper disposal of carcasses in coordination with Kendrapara Municipality.
- vii. He/ she will sign the log book of vehicle.
- viii. He/ she will report to AHL Nodal Officer for any issue relating to Animal Help Line or ambulance service.
- ix. Redressal of complaints of any of the citizen.
- x. Maintenance of Stock and utilization of medicine
- xi. Rescue of sick animals in Kendrapara Municipal Corporation area being covered under AHL for treatment & in other areas within Kendrapara district in special cases as directed by CDVO-cum- Member Secretary, District SPCA, Kendrapara.
- xii. Submit Monthly Report to Nodal Officer as identified by CDVO-cum- Member Secretary, District SPCA, Kendrapara regarding progress of Animal Help Line.

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xiii. Any other job assigned as and when required by Nodal Officer AHL / CDVO-cum- Member Secretary, District SPCA, Kendrapara for smooth functioning of Animal Help Line.

B. Job description of AHL Assistant

- i. He/ she will work in close coordination with the Veterinary Doctor in the Animal Help Line.
- ii. He/ she will assist in treatment of Animal Helpline cases in field
- iii. He/ She will take up vaccination of stray animals against F.M.D.
- iv. Prepare Report return of AHL
- v. He/ she will follow up of treatment of AHL cases in field under the direct supervision of veterinary Doctor.
- vi. He/ she will assist in rescue of sick animals, such as stray Bulls/Cows/Dogs etc. for treatment/ operation at Veterinary Hospital etc.
- vii. Receive and maintain data base of all calls entertained under Animal Helpline
- viii. He/ she will maintain stock and store at AHL Unit
- ix. He / She will keep a track on daily calls made to Animal Help Line services and follow up.
- x. He/She will report to Veterinary Doctor directly and Nodal Officer, Animal Help Line for day-to-day routine jobs
- xi. Any other job assigned as and when required by Veterinary Doctor / Nodal Officer / CDVO-cum- Member Secretary, District SPCA, Kendrapara for smooth functioning of Animal Help Line.

C. Job description of Attendant engaged under AHL

- I. Work in close coordination with the Veterinary Doctor and AHL Assistant in the Animal Help Line as a team.
- II. Undertake restraining of animals for treatment of Animal Helpline cases.
- III. Take up vaccination of stray animals against F.M.D. in the area of operation of AHL.
- IV. Undertake follow up of dressing of wounds of sick and wounded animals, etc as per the advice of Veterinary doctor.
- V. Assist in rescue of sick animals, such as stray Bulls/Cows/Dogs etc. for treatment/ operation at Veterinary Hospital etc

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- VI. Will report to Veterinary Doctor directly and Nodal Officer, Animal Help Line for day-to-day routine jobs.
- VII. Any other job assigned as and when required by Veterinary Doctor / Nodal Officer AHL/ CDVO-cum- Member Secretary, District SPCA, Kendrapara for smooth functioning of Animal Help Line.

D. Job description of Driver

- i. He will drive the vehicle safely
- ii. He will work according to the instruction of the Nodal Officer.
- iii. He will not claim permanent job in future.
- iv. He will always present in the ambulance in the duty hour.
- v. He will not claim excess amount if the duty period exceeds while doing emergency work.
- vi. He will not hesitate to work any shift duty assigned to him either from 6 AM to 2 PM or 2 PM to 10 PM duty hour.
- vii. He will attend beyond the duty hour if such alarming case arises.
- viii. He should be non-alcoholic, gentle, cooperative and obedient to the team members of Animal helpline unit.
- ix. Use of mobile phone during driving the vehicle is strictly prohibited and punishable as per law.

V. Remuneration & Administrative Cost:

The FNGO will be paid on monthly basis by the District Society for the Prevention of Cruelty to Animals (SPCA) towards remuneration of personnel deployed along with management and administrative charges by the Member Secretary District SPCA, Kendrapara. The payment will be released on submission of Performance Appraisal Report along with Absentee Statement every month by Nodal officer, AHL Program. The total payment will be released directly to the Bank Account of the FNGO. However the FNGO cannot halt the regular AHL Programme due to nonpayment or partial payment due to some exigencies by the authority.

Personnel	Remuneration
Veterinary Doctor	Rs. 50,000/- per month exclusive of Statutory charges as applicable
AHL Assistant	Rs. 22,000/-per month exclusive of Statutory charges as applicable
AHL Attendant	Rs. 12,500/-per month exclusive of Statutory charges as applicable
Driver	Rs. 15,600/-per month exclusive of Statutory charges as applicable

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VI. Programme Implementation:

- The AHL programme will be implemented by CDVO, Kendrapara.
- The ADVO (AW) will be the nodal officer for the programme.
- The day to day management of the programme will be under the direct supervision of SDVO Kendrapara/ Deputy Director, DVH Kendrapara/ADVO(AW) Kendrapara.
- At the state level the programme will be coordinated by Project Coordinator engaged by the Director, A.H. & V.S.Odisha, Cuttack.

All legal disputes shall be under the jurisdiction of the court of law at Kendrapara, Odisha only.

Manoj Kumar Patnaik

Sd/- Dr. Manoj Kumar Patnaik
Chief District Veterinary officer,
Kendrapara

Tender Inviting Authority

Manoj Kumar Patnaik
9/11/23

APPLICATION FORMAT(GENERAL DETAILS OF THE BIDDER)

1.	a. Name of the Organization	
	b. Abbreviation name of Organization, if any	
	c. Address of Organization	
	Mailing and Correspondence Address- Attach copy of telephone bill/ electricity bill (not older than 2 months) /bank pass book etc as Proof of Address of Office	
	d. Contact person	
	Name	
	Designation / Title	
	Telephone No. (Land Line/ Mobile)	
	Email	
	(i) Is the organization registered: Yes/ No	
	(ii) If yes, under which Act: Society Act/ Trust Act Company (Section-25)Act or Any Other (attach a copy)	
	(iii) Year of Registration	
	(iv) Since how long it is operational (No. of Years)	
	(v) NITI Aayog Registration no If yes, Attach a copy	
	(vi) Animal Welfare Board of India (AWBI) Registration No. If yes, attach a copy	
	(v) Whether organization is registered under FCRA: If yes(Attach a copy)	
	(vi) Whether registered under Income Tax (Yes/ No) (Attach a copy)	PAN No-
	(vii) Whether having GST registration, if yes (Attach a copy)	GST No-
	(viii) Whether having EPF registration certificate available? If yes(Attach a copy)	EPF registration No.-
	(ix) Whether having ESI registration certificate available? If yes(Attach a copy)	ESI registration No.-
	(x) Processing fee details-Rs.1000/-	
	(xi) Bank account details	

1/2/2024
S/M/TK

1. Give Details of Board Members (Current Status)

Sl.no	Name	Address	Position/ Designation
1			
2			
3			
4			

2. Annual Turn Over for last 3 Years (First 3 years if Income Tax return for the financial year 2023-24 is not yet submitted).

Sl. No	Financial Year	Turn over Rs. In Lakh	Average annual turnover of 3 years in lakh
1	2020-21		
2	2021-22		
3	2022-23		
4	2023-24		

Copies of Audited Annual Reports, Income Tax return, Income-Expenditure statement & Balance Sheet to be enclosed.

3. Details of professional Experienced Staff

Sl. No.	Area of Expertise	Name of staff	Qualification*	Yrs. of Experience
1				
2				
3				
4				

* Copies of the Certificates are to be attached in support

4. Details of Experience in implementing Animal Welfare Activities in Odisha

Sl. No.	Name of Scheme/ Program#	Area of Implementation	Activities undertaken	Total Fund utilized in Rs.

Copies of the documents are to be attached in support

NB- Separate sheet may be attached when the space provided for any of the above is inadequate.

Signature of the Authorized Signatory

(Handwritten signature)
8/11/24

DECLARATION BY THE FNGO

1. I, _____ son/ daughter/ wife of _____, Proprietor/ Director/ authorized signatory of _____ (Name of the FNGO), competent to sign this declaration and execute this tender document have read and understood the terms and conditions relevant to Expression of Interest (EOI) vide advertisement No.....;Date.....and submitted the proposal in accordance with the terms and condition of the above-mentioned notification.
2. The information furnished in the proposal are true and factual and I clearly understand that our proposal is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time, the CDVO-cum-Member Secretary, District SPCA, Kendrapara without assigning any reason thereof, will have the right to initiate any action as deemed fit.
3. I, hereby undertake that, our organization/FNGO has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Place:

Signature of the Authorized Representative

Date:

Name:

Designation:

Seal of the Organization:

NB- On the Stamp Paper of Rs. 10.00 in shape of affidavit from the Notary

[Handwritten Signature]
3/4/24

List of Documents to be submitted along with Application Form

Sl. No.	Documents	Submitted Yes/No	Page no
1	Covering letter along with the authorization certificate on the bidder's letter head when a person has been authorized to sign on behalf of the bidder		
2	Filled in application as per the prescribed format (Appendix-A)		
3	Copy of Registration Certificate of the Agency		
4	Proof of Address of Office (Copies of telephone bills, electricity bills (not older than 2 months) /bank pass book etc)		
5	Copy of AWBI Registration No		
6	Copy of NITI Aayog Registration No		
7	Copy of the FCRA Registration No.		
8	Copy of PAN Card		
9	Copy of GST Registration No		
10	Copy of EPF Registration No		
11	Copy of ESI Registration No		
12	Copy of the first page of the Bank pass book of the organization		
13	Copy of the Bye-law of the organization		
14	Processing fee- DD of Rs. 1000/- attached in original		
15	Copies of Audited statement of Accounts, Balance Sheet and Income-Expenditure returns for last three years		
16	Bio-data of the Staff members of the existing professional staff and copies of certificates of their qualification		
17	Copy of Agreement/ Work order for implementation/ facilitation of schemes on Animal Welfare activities (Relevant Past Achievements- It may include the types of Animal Welfare activities implemented by the FNGO, Coverage area and their Achievements (Physical & Financial), publications, Success Story etc.)		
18	Experience of implementing other Government sponsored Projects (copies to be submitted in support)		
19	GST Return of Last 3 Years		
20	Declaration of Non blacklist/Non debar by the FNGO on the Stamp Paper of Rs. 10.00 in shape of affidavit from the Notary in original		
21	Any other ...pl mention		

(While submitting the EOI documents, each page should be numbered and will be signed by the authorized person of the NGO and corresponding page numbers are to be mentioned against each item)

11/11/23
9/11/23

Criteria for Selection of FNGOs

Selection of FNGO is a two stage process:

Stage I: Carries maximum 70 marks. FNGOs securing minimum 60% in Stage I i.e 42 marks will qualify for Stage II.

Stage II: Carries 30 marks.

Final Ranking of FNGOs: Marks obtained in Stage I + Marks Obtained in Stage II.

Stage I:

Sl. No	Parameter	Range	Marks	Maximum Marks
1		3	4	5
1	Annual average turn-over for last 3 years	<Rs. 2 lakhs per annum	2	10
		Rs. 2-5 lakhs per annum	4	
		Rs. 5-10 lakhs per annum	7	
		> Rs. 10 lakhs per annum	10	
2	Infrastructure (Office premises)/ Office establishment	No Office	0	10
		Office with minimum Furniture	5	
		Office with Computer, Internet, Telephone etc.	10	
3	Number of existing experienced Professional staff	No experienced staff available	0	20
		Social Development Professional, Graduate	5	
		Support staff for Computer Operation	5	
		Animal Welfare Expert, Graduate	5	
		Other Professional Expert >2	5	
4	Experience of implementing Animal Welfare Activities	0 - 2 years	2	20
		2-4 Years	6	
		4-6 Years	10	
		6-10 Years	14	
		> 10 years	20	
			0	
5	Experience of implementing other Government sponsored Projects (copies to be submitted in support)	Nil	0	10
		1 - 2 Projects	2	
		3 - 5 Projects	5	
		6 - 10 Projects	10	
		> 10 Projects	15	

Stage II

1	Presentation by the Agency Regarding experience in taking up Animal Welfare activities	15	30
	Regarding Plan of Action for facilitating Animal Welfare Activity - Animal Help Line	15	

N. B. The Tender Inviting Authority reserves the right of final decision in case of any dispute in selection of FNGO at any stage.

[Handwritten Signature]
3/11/23

Model Bank Guarantee Format for Performance Security

[Ref. Para 22(i)]

To

The Chief District Veterinary Officer, Kendrapara, Odisha

WHERE AS (Name and address of the FNGO) (Here in after called "the supplier") has undertaking, in pursuance of contact no.....dated..... to supply.....(description of goods and services) (here in after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we here by affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein. We here by waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be Performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until theday of20.....

We theBranch.....undertake not to revoke the guarantee during its currency except with the previous consent of the CHIEF DISTRICT VETERINARY OFFICER, KENDRAPARA in writing. We theBranch..... further agree that a mere demand by CHIEF DISTRICT VETERINARY OFFICER, KENDRAPARA, is sufficient for us Branch at Kendrapara to pay the amount covered by the Bank Guarantee without reference to the Agency and protest by said Agency cannot be a valid ground for us Branch to decline payment to CHIEF DISTRICT VETERINARY OFFICER, KENDRAPARA.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Banks and address of the Branch

Handwritten signature and date 8/4/25