

1. SELECTION PROCESS OF FNGO:

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

Firstly, the applicant FNGOs will be shortlisted based on their eligibility after verification of the documents provided as per qualifying criteria and prioritization criteria for evaluation given in the EoI.

The short-listed NGOs will be called for to make a detailed presentation on their past experiences in implementation of programmes and also on their proposed action plan for supporting the Animal Help Line activities in Sundargarh Municipality Area.

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

1. QUALIFYING CRITERIA

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.

- a. Having minimum one year of experience in implementing Animal Welfare activities along with social mobilization, awareness program.
- b. 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)
- c. Valid GST registration certificate.
- d. Proof of ESIC and EPF registration certificate.
- e. 12(A) under Income Tax Act.
- f. Proof of PAN.
- g. EoI without Processing Fee will be summarily rejected.
- h. 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.
- i. Submission of forged documents will also result in rejection of the EoI.
- j. Any conditional EoI document shall be out-rightly rejected.

2. 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

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3. TERMS & CONDITIONS FOR PROVIDING MANPOWER BY FNGO .

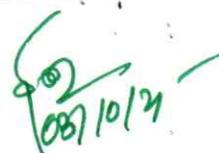
- i. The engagement of FNGO and its continuance of engagement is based on the appraisal of its performance by the *Society for the Prevention of Cruelty to Animals* (SPCA), Sundargarh District against deliverables Animal Help Line Programme.
- ii. The personnel/manpower engaged by the FNGO cannot claim any right to a regular appointment at any time neither with the *Society for the Prevention of Cruelty to Animals* (SPCA), Sundargarh 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, Sundargarh 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.
- vii. The FNGO shall be held responsible for any loss sustained by the *Society for the Prevention of Cruelty to Animals* (SPCA), Sundargarh 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 other assignment during the period of engagement.
 - FNGO will substitute the agreed manpower will higher or equal qualification, if any personnel go on leave or due to any other exigencies so that delivery of public service will not be hampered. FNGO to keep additional manpower at their disposal accordingly for the purpose.
 - Failure to supply substitute of manpower within 48 hours will count towards breach of agreement and penalty @ Rs. 500 /- per day of delay beyond 48 hours / personnel will be levied on the FNGO. Delay beyond 10 days will amount a penalty @ 1500 /- per day of delay / personnel. Failure to supply the agreed manpower beyond 30 days will amount towards forfeiture of all claims, security money and blacklisting.
 - In the interest of public service CDVO will engage the required manpower from any other source and the differential expenditure beyond the agreed rate if any will be born by the FNGO.

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- x. For all intents and purposes, the FNGO shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the FNGO shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The FNGO shall make them known about their position in writing before deployment under the required service.
- xi. Persons to be deployed by the FNGO should be of age not exceeding 65 years for Veterinary Doctors & 55 Years for AHL Assistants, AHL Attendants & Drivers and physically sound to perform the duties.
- xii. The FNGO will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the FNGO in the course of their performing the functions/ duties, or for payment towards any compensation.
- xiii. The FNGO shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements.
- xiv. The FNGO shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it.
- xv. The FNGO shall maintain complete official records of disbursement of remunerations showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
- xvi. The FNGO shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESI details etc.
- xvii. The manpower to be deployed by the FNGO should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower FNGO prior to signing of the agreement.
- xviii. The FNGO will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The FNGO shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
- xix. The FNGO shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the authority. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
- xx. In case of any theft or pilferages, loss or other offences, the FNGO will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If needed, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.

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- xxi. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the FNGO. Authority shall have the right to deduct appropriate amount from the bill of FNGO. In case of frequent lapses on the part of the personnel deployed by the FNGO, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
- xxii. There would be no increase in rates payable to the FNGO during the Contract period. The FNGO will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
- xxiii. The FNGO shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
- xxiv. The FNGO shall raise the bill, in triplicate, along with attendance sheet/performance report duly in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
- xxv. The FNGO will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
- xxvi. In the event of failure of FNGO to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with one month prior notice to the FNGO.
- xxvii. The FNGO should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
- xxviii. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- xxix. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
- xxx. All disputes shall be under the jurisdiction of the court at Sundargarh ..
- xxxi. The agreement can be terminated by the authority without any reason.
- xxxii. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the FNGO and the outstanding statutory dues of the FNGO to concerned authorities.
- xxxiii. The FNGO will be bound by the details furnished to the authority while submitting the EoI or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement.
- xxxiv. The selected FNGO has to execute an agreement with the authority in Rs 100 non judicial stamp paper.

A handwritten signature in green ink, followed by the date '08/10/24' also in green ink.

xxxv. Performance Security- The selected FNGO has to submit performance security @ 5% of the total annual remuneration to be paid in form of STDR in the name of the FNGO duly pledged to CDVO, Sundargarh which will be refunded subject to the successful completion of the terms of the contract. In case the contract is further extended beyond the initial period, the STDR will have to be renewed accordingly by the successful bidder.

4. Minimum qualifying criteria for deployment of manpower 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/Indian Veterinary Council
- III. Must be a resident of Odisha.
- IV. Age not above 65 years

B. AHL Assistant

- i. Candidates having (+2 Science) / 2-year Diploma in Animal Sciences from a recognised educational institution.

OR

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

- ii. Age not above 55 years

C. AHL Attendant

- I. Candidate should have passed 10th from a recognised educational institution.
- II. Age not above 55 years
- III. Should be physically fit to work in the field.

D. Driver

- I. Age not above 55 years.
- II. Must have valid driving licence.

5. Job Description & Responsibilities

A. Job Description of Veterinary Doctor

- I. He/ she will attend duty at District Veterinary Hospital on an 8 hourly shift basis (24X7) at Sundargarh 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
- III. To Plan and organise vaccination campaign for FMD vaccination in stray animals in Municipality 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 Sundargarh Municipality.
- VII. He/ she will sign the log book of vehicle.

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- 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 Sundargarh Municipality area being covered under AHL for treatment & in other areas within Sundargarh district in special cases as directed by CDVO-cum-Member Secretary, District SPCA, Sundargarh
- XII. Submit Monthly Report to Nodal Officer as identified by CDVO-cum-Member Secretary, District SPCA, Sundargarh regarding progress of Animal Help Line.
- XIII. Any other job assigned as and when required by Nodal Officer AHL / CDVO-cum-Member Secretary, District SPCA, Sundargarh 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, Sundargarh for smooth functioning of Animal Help Line
- xii.

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.

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- V. Assist in rescue of sick animals, such as stray Bulls/Cows/Dogs etc. for treatment/ operation at Veterinary Hospital etc.
- 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, Sundargarh for smooth functioning of Animal Help Line.

D. Driver

Drive & assist in attending the livestock in the assigned place with Veterinary doctor or livestock assistant.

6. 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, Sundargarh . 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.

Details of Financial Outlay for the Year 2024-25:-

Manpower	Details of Remuneration	Total Remuneration amount per Person /Month (In Rs)	Remark
Veterinary Doctor	Remuneration with GST towards outsourcing Veterinary Doctors @Rs 50000/-per monthwith 18% GST and @ 3.85% service charges of Gross remuneration (Rs 50,000/-) i.e. Rs 1925/- per Doctor(Total Rs 60925/-)	60925	
AHL Assistant	Remuneration with GST towards outsourcing AHL Assistants @Rs 22000/-per month with 18% GST and @ 3.85% service charges of Gross remuneration (Rs 25960/-) i.e. Rs 847/- per AHL Assistant(Total Rs 26807/-)	26807	
AHL Attendant	Remuneration with GST towards outsourcing AHL Attendants @Rs 12500/- per month + (EPF 13%, ESI 3.25%) + GST 18%.i.e. Rs 17209.19 = Rs 17209.00 and Service charges for Manpower Provider @3.85% of Gross remuneration i.e. Rs 17209/- i.e. Rs 663/- per AHL Attendant(Total Rs 17872/-)	17872	
Driver	Remuneration with GST towards outsourcing Driver @Rs 15600/- per month + (EPF 13%, ESI.3.25%) + GST 18% i.e. Rs 21399.30/- = Rs 21399.00 and Service charges for Manpower Provider @3.85% of Gross remuneration i.e. Rs 21399/- i.e. Rs 824/- per Driver (Total Rs 22223/-)	22223	

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APPLICATION FORMAT

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:	
	II. Yes/ No	
	III. If yes, under which Act: Society Act/ Trust Act Company (Section-25) Act or Any Other (attach a copy)	
	IV. Year of Registration	
	V. Since how long it is operational (No. of Years)	
	VI. Registration certificate from labour office. (attach a copy)	
	VII. Whether registered under Income Tax (Yes/ No) (Attach a copy)	PAN No-
	VIII. Whether having GST registration, if yes (Attach a copy)	GST No-
	IX. Whether having EPF registration certificate available? If yes (Attach a copy)	EPF registration No.-
	X. Whether having ESI registration certificate available? If yes (Attach a copy)	ESI registration No.-
	XI. Processing fee details-Rs.1000/-	
	XII. Bank account details	

ive Details of Board Members (Current Status): -

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

2. Annual Turn Over for last 3 Years: -

Sl. No.	Financial Year	Turn over Rs. In Lakh	Annual Average Turn over for last 3Years (Rs In Lakhs)
1	2021-22		
2	2022-23		
3	2023-24		

Copies of Audited Annual Reports, 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				

* 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/ Programme	Area of Implementation	Activities undertaken	Total Fund utilised in Rs

Copies of the documents are to be attached in support

5. Details of Experience in implementing other Government sponsored Projects in Odisha: -

Sl. No.	Name of Scheme/ Programme	Area of Implementation	Activities undertaken	Total Fund utilised 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 Authorised Signatory

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 EoI document that I 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, without assigning any reason thereof and the CDVO-cum-Member Secretary,
District SPCA, Sundargarh 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

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	Copy of the registration certificate in district labour office.		
5	Proof of Address of Office (Copies of telephone bills, electricity bills (not older than 2 months) /bank pass book etc) along with list of Infrastructure such as Computer, Internet, Telephone etc.		
6	Copy of PAN Card		
7	Copy of GST Registration certificate with recent GST filing status (updated up to last quarter)		
8	Copy of EPF Registration Certificate		
9	Copy of ESI Registration Certificate		
10	Copy of the first page of the Bank pass book of the organization		
11	Processing fee- DD of Rs.1000/- attached in original		
12	Copies of Audited statement of Accounts, Balance Sheet and Income-Expenditure returns for last three years (2021-22,2022-23,2023-24)		
13	Bio-data of the Staff members of the existing professional staffs such as Social Development Professional Graduate, Support staff for Computer, Animal welfare Expert Graduate or other Professional Experts and copies of certificates of their qualification		
14	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.)		
15	Experience of implementing other Government sponsored Projects (copies to be submitted in support)		
16	Declaration by the FNGO on the Stamp Paper of Rs. 10.00 in shape of affidavit from the Notary in original (Appendix-B)		
17	Any other ...pl mention		

Tentative Criteria for Selection FNGOs

Sl No.	Parameter	Range	Marks	Maximum Marks
1	2	3	4	5
1	Annual average turn-over for last 3years	<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	
5	Experience of implementing other Government sponsored Projects	Nil	0	10
		1-2 Projects	2	
		3-5 Projects	5	
		6-10 Projects	10	
		>10 Projects	15	
6	Presentation by the Agency regarding experience in taking up Animal Welfare activities.		15	30
	Regarding Plan of Action for facilitating Animal welfare Activity & Animal Helpline		15	

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

Signature of the Authorized Representative

Name:

Designation:

Seal of the Organization: