



EOI No 4047 Dt. 10.06.2024.

Invitation for Expression of Interest (EOI) for engagement of Facilitating Non-Govt. Organization (FNGO) for supporting Animal Welfare Activities in Cuttack District.

The Chief District Veterinary Officer-cum- Member Secretary, District Society for Prevention of Cruelty to Animals (SPCA), Cuttack hereinafter called “CDVO Cuttack” invites Expression of Interest (hereinafter called “EOI”) from Facilitating Non-Government Organizations (FNGOs) having prior experience of working as FNGO/NGO to support Animal Welfare Activities.

The engagement will be valid for period of two years from the date of signing of MoU between District SPCA, Cuttack and selected FNGO, subject to satisfactory performance by the FNGO.

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


Schedule	Deadline
Date of publication of EOI document in website	Dt. 12.06.2024
Last date & time of receipt of EOI/ BID documents	Dt.27.06.2024, 02.00 PM
Date & time of opening of EOI/BID documents	Dt.27.06.2024, 3.00 PM.
Date and Time for Technical presentation-15 minutes for each short-listed FNGO/NGO in MS-power point (to be communicated)	Dt.03.07.2024, 11.00 AM onwards

Place of opening of EOI/BID documents and technical presentation – office of the Chief District Veterinary Officer, Cuttack (CDVO) At- Khapuria, Cuttack.

Interested FNGO/NGO can access and download Scope and terms of References (ToRs) for engagement of FNGO and all relevant information available in the district website i.e. <https://cuttack.odisha.gov.in/> or Directorate of AH & VS, Odisha, Cuttack website <https://dahvs.odisha.gov.in> Sealed envelope marked to the above captioned address, containing EOI and non- refundable processing fee of Rs. 1000/- (rupees one thousand only) by way of Demand draft in favour of “CDVO Cuttack” payable at Cuttack may be submitted mentioning “EOI for supporting Animal Welfare Activities undertaken by District SPCA, Cuttack”. The said EOI document may be dropped in the drop box placed at o/o CDVO, Cuttack or may be sent through Registered Post/Speed post/Courier in the above address so as to reach before due date and time. Any EOI document received after due date and time will be summarily rejected.

CDVO Cuttack reserves the right to cancel/alter the advertisement and reject all or any EOI without assigning any reason what so ever. Delayed response and canvassing in any form will lead to rejection of EOI.

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


CDVO – cum – Member Secretary
District SPCA, Cuttack

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

Animal Help Line facility with ambulance service is implemented in the Cuttack District Society for the Prevention of Cruelty to Animals (SPCA) through the Chief District Veterinary Officer (CDVO)-cum-Member Secretary, District SPCA, At- Khapuria, PO-Madhupatana, Cuttack-753010 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 organisation having expertise in animal welfare activities is to be engaged as per F&ARD, Govt. of Odisha Letter No.10638/FARD dt.25.08.2021. Accordingly, District Society for the Prevention of Cruelty to Animals (SPCA), Cuttack invites Expression of Interest (hereinafter called "EoI") from **Non-Government Organisations (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), Cuttack, in "Setting up of Animal Helpline & Veterinary Ambulance Services" in Cuttack Urban location.**

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

Interested FNGO/NGO can access and download Scope and terms of References (ToRs) for engagement of FNGO and all relevant information available in the website i.e. <https://cuttack.odisha.gov.in/>, <https://dahvs.odisha.gov.in/>. Sealed envelope marked to the above captioned address, containing EoI and non-refundable processing fee of Rs. 1000/- (rupees one thousand only) by way of Demand draft in favour of "CDVO Cuttack" payable at Cuttack to be submitted mentioning "EoI for supporting Animal Welfare Activities undertaken by District SPCA, Cuttack". The said EoI documents in sealed envelope may be dropped in the drop box placed at o/o-CDVO, Cuttack or may be sent through Registered Post/Speed post/Courier in the above address so as to reach before due date and time.

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

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Date and Time for Technical presentation-15 minutes for each short-listed FNGO/NGO in MS-power point (to be communicated)	Dt.03.07.2024, 11.00 AM onwards

Place of opening of EOI/BID documents and technical presentation – office of the Chief District Veterinary Officer, Cuttack (CDVO) At- Khapuria, Cuttack.

CDVO Cuttack reserves the right to cancel/alter the advertisement, terminate the bidding process and reject all or any EoI without assigning any reason what so ever. Delayed response (received after the due date and time) and canvassing in any form will lead to rejection of EoI.

Please quote EoI reference no. & date in all correspondences.

While submitting the EoI 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 should be numbered and will be signed by the authorised 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.

1. SELECTION PROCESS OF FNGO:

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

Firstly, the applicant NGOs will be shortlisted based on their capacity and experience on undertaking animal welfare activities (Reference-Appendix-D).

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 Cuttack Municipal Corporation Area.

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

1. QUALIFYING CRITERIA

- i. 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.
- ii. Having minimum 3 years of experience in implementing Animal Welfare activities along with social mobilization, awareness program. The organization should ensure that (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.
- iii. 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)
- iv. BID/EoI without Processing Fee will be summarily rejected.
- v. 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.
- vi. Submission of forged documents will also result in rejection of the BID/EoI.
- vii. Any conditional BID 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	03

AHL Assistant	03
Project Coordinator	01
Field Assistants	02
AHL Attendant	03

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), Cuttack 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), Cuttack 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, Cuttack 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), Cuttack 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.

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
- iii. Age not above 65 years

B. AHL Assistant

- i. Candidates having Plus two with 2-year Diploma in Animal Sciences from a recognised educational institution.

OR

- The candidate must have passed Plus two Vocational Courses in field of Animal Husbandry/ Dairy/ Poultry/ Animal Production from a recognised educational institution.
- ii. Age not above 55 years

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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. Program Coordinator

- i. Post Graduate in Social work/ Sociology/ Rural Development from a recognized University/ Institute.
- ii. Age not above 55 years
- iii. Experience:
 - a. Must have at least one year of working experience in the field of Animal Welfare activities
 - b. Should have working knowledge in computer applications (MS Office/ MS Word).
 - c. Should have adequate knowledge to work in multi-tasking environment having skills in managing & coordinating activities in a project mode.
 - d. Should have skills & proficiency in developing suitable contents for posting in social media in English and Odia languages.

E. Field Assistant

- i. Graduate in any discipline from a recognized University/ Institute.
- ii. The age should be between 25 to 45 years.
- iii. Experience:
 - a. Must have at least one year of working experience in the field of Animal Welfare activities
 - b. Should have working knowledge in computer applications (MS Office/ MS Word).
 - c. Should have adequate skill to work with community and mobilise them for successful implementation of ABC Program.

4.1 Monthly Remuneration:

Personnel	Remuneration
Veterinary Doctor	Rs. 50,000/- per month*
AHL Assistant (with 2-year Diploma in Animal Sciences)	Rs. 22,000/-per month*
AHL Assistant (with Plus two Vocational Courses)	Rs. 20,000/-per month *
AHL Attendant	Rs. 10,000/-per month*
Program Coordinator	Rs. 30,000/-per month*
Field Assistant	Rs. 22,000/-per month*

**Does not include the Statutory charges which will be as applicable.*



5. 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 (24X7) at Cuttack 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 organise 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 Cuttack Municipal Corporation.
- 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 Cuttack Municipal Corporation area being covered under AHL for treatment & in other areas within Cuttack district in special cases as directed by CDVO-cum- Member Secretary, District SPCA, Cuttack
- xii. Submit Monthly Report to Nodal Officer as identified by CDVO-cum- Member Secretary, District SPCA, Cuttack 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, Cuttack 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, Cuttack for smooth functioning of Animal Help Line

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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.
- 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, Cuttack for smooth functioning of Animal Help Line.

D. Job description of Program Coordinator

- i. **Awareness and sensitization**
 - Create an IEC plan to sensitize the general public about the Animal Helpline and Animal birth Control Programme.
 - Implement the IEC plan through channels such as - meetings, electronic media, print media, posters and social media.
- ii. **Collaboration with other entities**
 - Establish a rapport with local communities for effective implementation of AHL services (reporting sick animals, taking care of animals etc.) and ABC programs (support in dog catching, releasing etc.).
 - Maintain partnerships with active Animal Welfare Organisations and general public which can shelter sick/injured/old animals rescued through AHL and ABC programs.
 - Ensure adoption of animals through Animal Welfare Organisation and interested general public.
 - Maintain rapport with active Animal Welfare Organisations and general public who can take care of recovering animals in AHL and ABC programs.
 - Actively play a facilitator role between the government and the public to maximise animal welfare programmes in the operational area.
- iii. **Program Implementation support:**
 - Assist the Nodal Officer in data collection, compilation and analysis with respect to animal population, mortality, potential cases for AHL, potential for ABC, status of operations etc.
 - Update AHL and ABC related information to the department in required formats and through appropriate channels (on Department app/portal/Excel/email etc.)
 - Ensure quality of calls management and treatment by ambulance service is up to the mark
 - Ensure dog catching is done in a humane and proper manner
 - Supervise catching and release of stray dogs from ad to the specified locations



- Coordinate with the Municipal Corporation functionaries and ensure ABC operations are done as per the guidelines and animals are well taken care of before and after the operation in the government facilities.
- Manage field assistants and ensure their responsibilities are met under the AHL and ABC units
- Maintaining database of activities organized and prepare physical progress and impact reports, better practices/ success stories on AHL and ABC Program as key deliverables
- Undertake any other job assigned as and when required by Nodal Officer / CDVO-cum-Member Secretary, District SPCA, Cuttack for smooth functioning of Animal Help Line and ABC program.

E. Responsibilities of Field Assistants

i. On-field support

- Keep track of all calls to the AHL and ensure proper follow up is done on all calls
- Help in identifying dogs to be sterilized by preparing monthly planning advance plants
- Make visits with dog catching vans to oversee catching and releasing of dogs and resolve any public issues
- Ensure dog catching is done in a proper and humane manner
- Ensure dogs are released at the same location from where they are picked
- Ensure kennels and pounds where dogs are kept before and after the ABC operations are clean
- Ensure the sheds where animals are kept to treat AHL cases are clean
- Ensure quality of food, water, medicines provided to animals is good

ii. Program Implementation Support:

They will assist the Programme Coordinator in maintaining database of activities organized and prepare physical progress and impact reports, better practices/ success stories on AHL and ABC Program.

7. 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, Cuttack. The payment will be released on submission of Performance Appraisal Report along with Absentee Statement every month by Nodal officer, ABC/AHL Program. The total payment will be released directly to the Bank Account of the FNGO.

All disputes shall be under the jurisdiction of the court at Cuttack, Odisha.

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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. 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 Authorised Signatory

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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, Cuttack 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



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 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 authorised person of the NGO and corresponding page numbers are to be mentioned against each item)

Handwritten signature

Chief District Veterinary Officer
Cuttack

Criteria for Selection of FNGOs

Sl. No	Parameter	Range	Marks	Maximum Marks
1	2	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)	No Office	0	10
	Office establishment	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 (copies to be submitted in support)	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 Help Line		15	


 10/6/24
 Chief District Veterinary Officer
 Cuttack


 Collector, Cuttack