



**RFP for Selection of Agency for Operation and Maintenance of GOSHALA(Cow shelter) at Sandhapur in Jatni Municipality.**

Date: 13/09/2022

Jatni Municipality, Jatni, Odisha- 752050

## Invitation for Bid

RfP No:

Letter No:

Jatni, Dated:

Sealed proposals are invited by the Jatni Municipality from entities/ operators/ NGOs for operation and maintenance of GOSHALA (cow shelter) in Sandhapur in Jatni Municipality and to be selected on combined Quality And Cost Based Selection (Combined QCBS) process. The broad activities include but not limited to management of Cows through identification, tattooing, tagging, exercising, feeding, watering, milking, weighing, vaccination and health cover, grooming of cows, manure management and scientific disposal of dead animals etc.

1. Completed Proposal for the work in prescribed format shall be received before or as on **dt 26/09/2022 up to 1 PM.**

The sealed proposals can be sent well in advance by registered post or speed post or in person to office of Executive officer, Jatani Municipality, Jatani, 752050, Odisha, Ph no- 0674 -2490826. Bidders can also submit proposal by hand to above office.

2. The pre bid meeting shall **be held on dt 17/09/2022 at 12 Noon** in the presence of interested bidders, representatives of bidders & tender committee members of Jatni Municipality at the Jatni Municipality office. Representatives of bidders must produce authorization letter from the bidder in order to attend the pre bid meeting.
3. The Proposal received shall **be opened on-27/09/2022-- itself at 3 P.M.** in the presence of bidders or representatives of bidders. Bidders are requested to ensure presence of their representative at the time of opening of the bid, who must submit an authorization letter from the bidder in order to attend the bid opening.
4. This RFP includes the Following documents:
  - i. This Letter of Invitation
  - ii. Instructions to Bidders (see Annexure - I)
  - iii. Data Sheet and Check List (see Annexure - II)
  - iii. Technical Proposal Standard Forms (see Annexure – III)
  - iv. Financial Proposal Standard form (see Annexure—IV)
  - v. Terms of Reference (see Annexure – V)
  - vi. Standard Contract Document (see Annexure - VI)
  - v. Bank Guarantee Format for Performance (see Annexure - VII)
5. While all information/data given in the RFP are, to the best of the Client's knowledge accurate within the consideration of scope of the proposed contract, the Client holds no responsibility for accuracy of information and it is the responsibility of the Bidder to check the validity of information/data included in this document.
6. The Client reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.

Interested Bidders may obtain further information from the office of the Executive officer, Jatni Municipality, Jatni, 752050, Odisha, Ph no- 0674 -2490826, Email: [municipalityjatni@gmail.com](mailto:municipalityjatni@gmail.com)

SD/-

Executive Officer, Jatani Municipality

## Annexure – I

### Instructions to Bidders

#### 1. Introduction

- 1.1. These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.
- 1.2. The bidder to submit Technical and Financial Proposal wise and selection shall be based on Combined QCBS.
- 1.3. The Bidder shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.
- 1.4. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to award of contract without thereby incurring any liability to the bidder.
- 1.5. In no case, sub-letting of "overall works" would be accepted.

#### 2. Eligible Bidder

- 2.1 In this case, the eligible Bidder is open to Resource Organizations registered NGO/ Trust or society registered under relevant Act or combination of such Acts or combination of such entities in the form of JV with maximum of 2 members. Copy of certification of registration/ Incorporation / Trust deed/ Bye laws is applicable submitted along with the Bid. In case of a Joint Venture all the members shall be jointly and severally responsible for the execution of the Contract in accordance with the Contract terms. A copy of the Joint Venture Agreement entered into by the Partners (JV Participants) shall be submitted with the bid.
- 2.2 Bidder must have minimum 5 year of experience in Operation & Maintenance of Cow shelter (GOSHALA).
- 2.3 Bidder must have experience of min 1 year operation & maintenance of a cow shelter (GOSHALA) of minimum strength of 200 cattle's during last 5 year, certified by local veterinary officer. The said cow shelter should have registered with Animal Welfare Board Agencies. In case of JV, cow shelter of any one partner should have been registered with Animal Welfare/ husbandry Board. Agencies which are not having experience in handling similar assignments CAN NOT participate in the bidding process.
- 2.4 "Average" Annual turnover of the bidder should be more than Rs. **1 Cr. for last 3 financial years that is FY 2018-19, FY 19-20 and FY 20-21. In case audited balance sheet of 21-22 is available in such case FY 19-20, 20-21 and 21-22 can be considered.**

- 2.5 The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of this RFP. An undertaking to this effect should be submitted. In case of JV , under taking of both partner shall be enclosed.
- 2.6 **Confirmation to have an office in Bhubaneswar/ Jatani or agree to furnish an undertaking to open an office at Jatni, if selected to coordinate with Executive Officer, Jatni Municipality.**
- 2.7 Joint Venture is allowed with maximum 2 partners. Both partners must combined responsible and can meet the eligible criteria jointly mentioned in 2.2 ,2.3, 2.4 & 2.5 requirement as mentioned above. However, each bidder should meet at least 20% requirement as mentioned above. A JV Shall nominate a leader and his Representative who shall have the Power to conduct all business for and on behalf of any and all partners of the JV during the bidding process and in the event, JV is awarded the contract during contract execution.

### 3. Conflict of Interest

Conflict of interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible Bidder; (ii) Agencies or institutions who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha.

### 4. Disclosure

- 4.1 Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.
- 4.2 Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- 4.3 Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a) a criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - b) Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - c) Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

### 5. Anti-corruption Measure

- 5.1 Any effort by Bidder(s) to influence the Client in the evaluation and ranking of technical Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal.
- 5.2 A recommendation for award of Contract shall be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt,

fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases Jatni Municipality shall blacklist the Bidder either indefinitely or for a stated period of time, disqualifying it from participating in any Municipality related bidding for the said period.

#### 6. Clarification on Provisions of the RFP Document

Interested Bidders may seek clarification on any of the provisions in the RFP document through e-mail to [municipalityjatni@gmail.com](mailto:municipalityjatni@gmail.com) addressed to the Client's Representative. Such requests for clarification shall be entertained up to 17/09/2022. Response to all clarifications received shall be hosted web site of Municipality within 7 days.

#### 7. Pre-Bid Conference

Besides requesting clarification through e-mail, interested bidders can also clarify their queries by participating in the pre-bid conference, The Client shall organize a Pre-Bid Conference on Date: 17/09/2022 Time: 12.00Noon, Place: Conference Hall of Jatni Municipality. Interested prospective Bidders may attend.

#### 8. Amendment of the RFP document

8.1 At any time before submission of Proposals, the Client may amend the RFP by issuing an addendum / corrigendum through e-mail and web hosting in the municipality website i.e. <http://www.jatnimunicipality.in>

8.2 Any such addendum/ corrigendum will be binding on all the Bidders.

8.3 To give Bidders reasonable time in which to take an addendum into account in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of the Proposals.

#### 9. Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

#### 10. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### 11. Taxes

The Bidder may be subject to taxes (such as: fringe benefit tax, value added tax, Income tax, duties, etc.) on amounts payable by the Client under the Contract, which are to be borne by the bidder. However, Service Tax/ GST as applicable rate shall be payable extra at Actual.

#### 12. Submission of Proposal

12.1 Proposals must be received before the deadline specified in the Data Sheet.

12.2 Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

### 13. Documents comprising the Proposal

Bidders shall submit two sealed envelope, containing the Technical and Financial Proposal wise. The Technical Proposals will be opened at the date and time specified in the Data Sheet.

### 14. Proposal validity

14.1 Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Technical Proposals as prescribed by the Client.

14.2 A Proposal valid for a shorter period shall be considered non- responsive and will be rejected by the Client.

### 15. Format and Signing of Proposals

15.1 A Technical and Financial Proposal (original) for each as mentioned in the Data Sheet shall be submitted in the prescribed format attached with this RfP document at *Annexure- III & Annexure-IV*

15.2 The original Proposal shall be signed by a person duly authorized to sign on behalf of the Bidder. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Proposal shall be signed by the person signing the Proposal. **In case of JV , the lead partner shall signed the proposals.**

15.3 Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

### 16. Deadline for Submission of Proposals

The Client may, at its discretion, extend the deadline for the submission of Proposal by amending the RfP, in which case all rights and obligations of the Client and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.

### 17. Late Proposals

The Client will not consider any Proposal that arrives after the deadline prescribed by the Client for submission of Proposals in the Data Sheet. Any Proposal received after the respective deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

### 18. Evaluation of Offers:

Bids received and found valid will be evaluated by CLIENT to ascertain the best evaluated bid in the interest of CLIENT for project services under this document. The Bidder should take enough care to submit all the information sought by CLIENT in the desired formats. The bids are liable to be rejected if information is not provided in the desired formats, however CLIENT reserves right to seek any clarification from any bidder if it so desires. The proposals, in general, shall be evaluated using the following criteria:

Technical evaluation of the bid would be carried out applying the evaluation criteria specified below. Each respective technical bid will be attributed a technical score as per following breakup:

SN	Main Criteria and Weights * out of Total 100 marks	Sub Criteria	Sub Weights
1.	Financial Strength - 20 Marks	Agency Turnover (Average 3 years). Rs. 1 Cr—5 Marks For every additional Rs 1 Cr –1 mark each Max 10 Mark.	10
		Net Worth as on 31 <sup>st</sup> March 2021.should be 25 lakhs – 5 Mark For every additional 5 lakh 1 mark subject to maximum 10 Marks.	10
2.	Experience of Managing similar activities at least 5 years up to 31st August 2022 - 20 Marks	Minimum 5-year of similar experience – 10 Mark and 2 marks for additional 1 year subject to 20 Marks.	20
3.	Experience of Min 1 year of operation and maintenance of cow shelter of minimum strength 200 Nos during last 5 year till 31 st August 2022.-25 Marks	Eligible Project of managing & operation of 200 Nos cows & Minimum 1-year operation in last 5 year – 10 Marks. Marking shall be 5 marks for each for additional 100Nos Cows subject to 25 Marks	25
4.	Similar Experience (GOSHALA OF Min 100 Cattle for 1 year operation) in Executing projects in Odisha in last 5 years. – 10 Marks	1 year of experience of operation in Odisha- 5 Mark. 2 mark for each additional 1 year experience subject to `Maximum 10 Mark.	10
5.	Methodology including Management Plan– 25 Marks	Appreciation of the project and response to the Terms of References.	10
		Methodology including work plan and proposed management plan	10
		Provisions to secure and retain professionals	05

Note:

Based on the evaluation of technical bids, the bidders shall be ranked highest to lowest technical score (St) in accordance with the total marks obtained.



The bidders with technical bid score of minimum 65% and above will be considered technically qualified for further process. The price bids of technically qualified bidders will only be opened for financial evaluation.

1. Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score(ST) in accordance to the marks obtained during the technical evaluation stage. There shall be 70% weightage to technical score and 30% weightage to financial score.

The individual bidder's financial score (SF) will be evaluated as per the formula given below:

$$SF = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

where,

SF= Normalized financial score of the bidder under consideration

F<sub>min</sub>=Minimum financial quote among the technically qualified bidders

F<sub>b</sub>= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = ST * 0.7 + SF * 0.3$$

Where ST = Technical score secured by the bidder. Where SF = Financial score secured by the bidder. The bidder securing the highest evaluated Combined Score(S) will be awarded the contract observing due procedure.

#### 19. Presentation:

The consultant will have to make a presentation to CLIENT. The presentation shall cover in sufficient, detail the appreciation of the project, Approach and Methodology, proposed organizational structure, work program, implementation strategy, provisions to secure and retain professionals. The objective of presentation is to enable CLIENT to evaluate the consultant regarding their understanding and preparedness for the assignment. Clarifications, if any, as required by CLIENT will also be discussed. The date and venue of presentation will be decided by CLIENT and intimated on the day of opening of bid or otherwise at least one week in advance. The presentation to cover the details is given as above.

#### 20. Client's Right to Accept any Proposal, and to Reject any or all Proposals

The Client reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Bidders.

#### 21. Award of Contract Notification

Prior to the expiration of the Proposal validity period, the Client shall notify the successful Bidder, in writing, that its Proposal has been accepted. At the same time, the Client shall notify all other Bidders of the results of the bidding.

21.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

#### 22. Negotiations/Clarifications

The successful Bidder will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.

**23. Signing of Contract**

- 23.1 After notification, the Client shall communicate to the successful Bidder to sign the Contract. Standard Contract Document (see Annexure - VII)
- 23.2 Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to the Client.
- 23.3 All formalities of negotiation and signing of contract will be completed within Fifteen (15) days of notification of award.

Annexure – II

Data Sheet and Check List

A. Data Sheet:

1.	Title of Consulting Service: Selection of Agency for Operation and Maintenance of Cow Shelter (GOSHALA) at Sandhapur in Jatani Municipality
2.	Name of the Client: <b>-Executive Officer, Jatani Municipality, Jatani, 752050, Odisha, Ph no- 0674 -2490826.</b>
3.	Method of selection: Combined Quality and Cost Based Selection (QCBS) through bids from firms / agencies.
4.	Selection of firm / agency: The bidders have to submit the technical Proposal for giving their credentials, experience, financial status as per technical proposal form given at Annexure – III & Financial proposal as per Annexure–IV.
5.	Technical proposal to be submitted: YES, as per the form given at annexure –III along with all supporting documents.
6.	Financial proposal to be submitted: YES, AS per the form given at Annexure-IV. The Fee payable to the Agency and carry out activities as per the Scope of Work (Annexure – V).
7.	Address for submission of Proposals: <b>Executive officer, Jatni Municipality, Jatni, 752050, Odisha, Ph no- 0674 -2490826. Email :municipalityjatni@gmail.com</b>
8.	A pre-bid conference to be held: YES Date: 17/09/2022 Time:12.00 Place: Jatni Municipality
9.	The Client's Representative: <b>Executive officer, Jatni Municipality, Jatni, 752050, Odisha, Ph no- 0674 -2490826. Email :municipalityjatni@gmail.com</b>
10.	Proposals shall remain valid for 120 days after the submission date indicated in this Data Sheet.
11.	Clarifications may be requested not later than Eight (8) days. All requests for clarifications will be directed to the Client's representative. The Client shall respond to requests for clarifications by Hosting in Website after seven (7) days of pre-bid meeting date. Bidders to check the Website for clarification/ Amendment to RFP prior to bid submission.
12.	The Bidder is required to include with its proposal written confirmation of authorization to its representative to sign on behalf of the Bidder: YES
13.	Joint Ventures or Consortium offer:- Yes (Maximum 2 members). JV Agreement format .The members of JV shall be jointly and severally responsible for the execution of the Contract in accordance with the Contract terms. A copy of the joint Venture Agreement entered into by the Partners (JV) Participants shall be submitted with the Bid.

14	Bidders Eligibility Criteria–Applicable As specified at clause - 2ANNEXURE-I
15	While submitting the proposal the bidder has to ensure that the technical proposal in original to be kept in sealed envelope with superscription “ Selection of Agency for Operation and Maintenance of Cow Shelter ( GOSHALA) at Sandhapur in Jatni Municipality ” and Financial Proposal in original to be kept in separate sealed envelopes with superscription “Financial Proposal for “Selection of Agency for Operation and Maintenance of Cow Shelter ( GOSHALA) at Sandhapur in Jatni Municipality ”. All the above sealed envelope to be kept in an outer envelope marked as under “ Bid for Selection of Agency for Operation and Maintenance of Cow Shelter ( GOSHALA) at Sandhapur in Jatni Municipality”.
16	The outer envelope must be labeled with: a) Title: ““Selection of Agency for Operation and Maintenance of Cow Shelter ( GOSHALA) at Sandhapur in Jatni Municipality””. b) RFP Number; c) Last date of bid Submission; d) Full address of bid submission authority with contact no and email on the right; e) Full address of the Bidder with contact no and email on the left. f) On the envelope clearly write/print in bold capital letters “DO NOT OPEN EXCEPT IN THE PRESENCE OF THE CLIENT / CLIENT’S REPRESENTATIVE AND PRIOR TO ( <b>27/09/2022,3PM</b> )”.
17	If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes leading to disqualification of the Bidder from the bidding process.
18	Tender fee must be deposited: YES Tender fee of Rs. 5,000/- (non-refundable) to be deposited.  Earnest Money Deposit (EMD) to be submitted: No  However, as per Government of Odisha, Finance Department Office Memorandum No.8484/F, dated 05.04.2022 EMD is exempted but Bid security declaration should be submitted by the bidders as per Appendix-2.  The Bid security declaration of a JV shall be in the name of JV that submits bid signed by Lead Partner authorized Representative..
19	Form for Tender fee will be: in shape of demand draft in favor of the Executive officer, Jatni Municipality payable at Bhubaneswar. Bids not accompanied by tender fees and Bid security Declaration shall stand rejected.
20	A Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract: YES

21	The amount will be Rs <b>12,00,000/-(Rupees Twelve Lakhs only)</b> the same will be provided in the form of a Bank Guarantee (BG) as per format given in annexure –VII valid till completion of contract. Bank Guarantee will be made in the name of the <b>Executive officer, Jatni Municipality payable at Jatni.</b>
22	Proposals must be submitted no later than the following date and time: 26/09/2022 up to 13.00 hours (1 PM).
23	Date and time for public opening of the Technical Proposals received: 27/09/2022 at 15.00 hours (3 PM). Date & time of opening of financial proposal will be communicated later to eligible bidders.
24	Expected date/month for commencement of consulting services: December 2022
25	Expected date/month for completion of consulting services: January 2028. However, client has the rights to extend or Sort close the contract with -1-month notice.

#### B. Check List:

The bidders are requested to check the following points before submitting the bids:

i)	1.	Whether the Technical Proposals have been properly marked, superscripted, labeled and sealed, as required?
	2.	Whether each proposal has been ink-signed by the appropriate authority? Have all the pages of the proposal been ink-signed?
	3.	Whether the Audited balance sheet for last three years been submitted along with the proposal and chartered accountants certificate for turnover?
	4.	Have the Tender Fee and Bid Security Declaration been enclosed with the technical proposal?
	5.	Whether the number of pages of the proposal properly indexed?
ii)	1	All the bidders should send:
		a) Agency's Authorization letter
		b) Brief Profile of the Agency
		c) Copy of certification of registration/ Incorporation / Trust deed/ Bye laws is applicable
		d) Bidder must have experience of min 1 year operation & maintenance of a cow shelter of minimum strength of 200 cattle during last 5 year, certified by local veterinary officer.
	e) Bidder must have minimum 5 year of experience in similar nature. Copy Agreement/ Contract Order / Completion certificate to be produced	

Annexure -III

Technical Proposal Letter of Submission

Letter No.:

Place:

Date:

From:

[Name of Agency with  
Complete Address of Communication]

To:

Executive officer  
Jatni Municipality, Jatni

Subject:“ RFP for Selection of Agency for Operation and Maintenance of GOSHALA (Cow Shelter)  
at Sandhapur in Jatni Municipality.

Sir,

We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated----- We are hereby submitting our Technical Proposal (As per Appendix-1)both in hard copy and soft copy format sealed in an envelope.

We have examined the information provided in your Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements and as per fee payable specified in RFP. This proposal is valid for acceptance for 120 days and we confirm that this proposal will remain binding upon us and may be accepted by you at anytime before this expiry date.

We accept that any contract that may result will comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal; and placed by the *(Name of the agency/institution)*. The Proposal has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition)with any other party invited to tender for this contract.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

I confirm that I have the authority of *(Name of the agency/institution)* to submit proposals/tenders and to clarify any details on its behalf.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Enclosures:

Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## APPENDIX – 1

## FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL

## A. General Details:

SN	Name of the organization/ Firm/ Institute (Certificate of registration to be enclosed) In case of JV of Both Firm	
1.	Permanent address Tel : Fax: Email id :	
2.	Name of the Authorized person for submitting proposal: Mobile No. : Email id : <i>(Attach Authorization letter of Competent Authority) And In case of JV, JV Agreement.</i>	
3.	Demand draft Details Tender fee Amount: DD No.: Issuing Date: Name of the Bank:	
4.	Demand draft Details OF EMD Amount: DD No.: Issuing Date: Name of the Bank:	Exempted as per Government of Odisha, Finance Department Office Memorandum No.8484/F, Dated 05.04.2022 EMD is exempted but Bid Security Declaration should be submitted by bidder.
5.	Disclosure information as per clause-4 Instruction to Bidder (Annexure-I)	
6.	Whether the agency was ever blacklisted: Y/N If yes whether that black listing was not cancelled: Y/N (If yes, attach copy of same and the affidavit)	
7.	Brief professional background of the organization	
8.	Confirm to carry assignment as per Scope of Work of RFQ	YES /NO
9.	Confirm to accept all term & conditions specified in RFQ documents	YES/NO
10.	Confirm whether you have an office in Bhubaneswar/ Jatni or agree to furnish an undertaking to open an office at Bhubaneswar/ Jatni if selected to coordinate with Executive Officer, Jatni Municipality	YES/NO

<b>11.</b>	Proof of agency having at least 5 years of experience in Operation & Maintenance of Cow shelter . Copy of Contract and completion certificate shall be attached.	
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**B. Financial Details:**

SN	Year	Turnover	Net worth
1.	2018-19		
2.	2019-20		
3.	2020-21		
4.	Avg for 3 years		

IN CASE AUDITED BALANCE SHEET of FY 21-22 available 3 year shall be 19-20, 20-21 & 21-22 will be taken for average.

(Certificate from Chartered Accountant for the turn over to be enclosed along with the copies of balance sheets)

**C. Agency having at least 5 years of experience in operation & maintenance of Cow Shelter till 31<sup>st</sup> August 2022.**

SN	Client and Address	Project details in last 5year	Duration of project in years	Value of fee in INR	Work order issued/ MoA signed on (date) (Attach documents)	Status of implementation



**D. WORK Experience (Similar Project of Min 1 year Operation& Maintenance of Cow shelter of minimum strength 200 Nos during last 5 year till 31<sup>st</sup> August 2022.**

SN	Name of Client and Address	Details of Projects of Operation and Maintenance of Cow Shelter	Duration of project in years	Value of fee in INR	Strength of Cattles Maintained	Work order issued/ MoA signed on (date) (Attach documents)	Status of implementation

(ADD ROWS IF REQUIRED)

**E. Similar Experience of Projects (Minimum of 100 Cattle & 1 year operation) in Odisha ( in last 5 years up to 31<sup>st</sup>August 2022)**

SN	Client and Address	Project details in last 5year	Duration of project in years	Value of fee in INR	Work order issued/MoA signed on (date) (Attach documents)	Status of implementation

(ADD ROWS IF REQUIRED)

**F. Methodology including Management Plan**

A detailed write-up under the following heads to be submitted along with this offer.

- i. Appreciation of the project and response to the Scope of Work.
- ii. Methodology including work plan and proposed management plan.
- iii. Provisions to secure and retain professionals.

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm:

Address:

APPENDIX -2

<Location, Date>

To

The Executive Officer

Jatni Municipality, Jatni, Odisha

Pin-752050

Know all Men by these presents that we <> having office at < address > herein after called" The Bidder) are hereby submitting the Bid security declaration letter to the < CLIENT>(herein after called Purchaser)which binds our organization, its successors and assigns by these presents under the following obligations.

The Conditions of this obligations are:

- I. Failed to Submit Performance Bank Guarantee (PBG).
- II. Withdraws his participation from the Bid during the period of validity of bid document; or
- III. Modify/ amended/ revised the bid during the period of bid validity.

We undertake to accept the suspension for a specified period as declared by the Purchaser due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

(Authorized Signatory of the Bidder)

Seal:

Date:

Note : In case of a Joint Venture, the Bid security Declaration must be in the name of all partners to the joint venture that submits the bid.

## FINANCIAL PROPOSAL SUBMISSION

[Location, Date]

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To:  
The Executive Officer  
Jatni Municipality, Jatni, Odisha  
Pin-752050

Dear Sir:

We, the undersigned, offer to **operation and maintenance of GOSHALA (cow shelter) in Sandhapur in Jatani Municipality** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures 1]. This amount is exclusive of the Domestic taxes (GST). We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.  
We remain, Yours sincerely,

Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of Firm:  
Address:

Enclose: Financial Proposal

## Format for Financial Proposal

S.No	Description	Price in Rs /Day/ per Cow	Nos of Cow stay considering full capacity of GOSHALA /day	Total Amount/ day	Total Amount per Year
1	2	3	4	(5= 3*4)	6=5*30*12
1	Operation & Maintenance of Cow shelter as described in ToR -Annexure- V		500		
2	GST (Applicable as per Law)				
3	Grand Total (1+2)				

Total Amount Per Year in Words (Rupees-----)

### Note

1. The Bidders to quote per day operation and maintenance charges of a single Cow as considering the scope of work described in Annexure- V of the RFP. For evaluation purpose the quantity of cow considered is 500 Nos which is full present capacity of existing GOSHALA. However number of actual Animal at any time may vary to any extent, no minimum guarantee can be given. Bidder shall evaluate the scope of work and quote accordingly. The quoted rate per cow per day shall be firm till the end of contract period. L1 price shall be calculated excluding GST.
2. GST as applicable from time to time will be paid Extra.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

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## Annexure – V

### **Terms of Reference for Operation & Maintenance of GOSHALA (Cow Shelter) at Sandhapur in Jatni Municipality.**

#### 1. Background

“GOSHALA” means the home for cows and is meant to rescue, shelter, protect, feed, treat and rehabilitate weak, sick, injured, handicapped and abandoned homeless cattle. These are the institutions (GOSHALA) of India’s great cultural heritage giving concrete example of India’s reverence and affection for animals, particularly for cows. The aim of these institutions is To nurture and care for animals in distress and protect these strays from ending up at slaughter houses or being tranquilized.

To carry this legacy forward, a GOSHALA (Cow shelter) has been constructed under H& UD Dept, Government of Odisha Sandhapara at Jatni Municipality, which has **12500 sqft area of cow shed with provision of Doctors room, Dispensary, Store Room, Office, Night Watch room, Rest Room & toilet in a 5 acre of land with capacity of 500 Nos Cattles**. Now jatni municipality is intended to engage NGOs/ Registered societies /operators for operate & maintain the Cow Shelter (GOSHALA).

#### 2. Objective:

To operate and maintain the GOSHALA (Cow shelter) in a sustainable manner including but not limited to management of Cows through identification, tattooing, tagging, exercising, feeding, watering, milking, weighing, vaccination and health cover, grooming of cows , manure management and scientific disposal of dead animals etc.

#### 3. Scope of Work:

- a) Provide shelter and the will not accept any cattle from any source at its own level without prior permission of the Municipality.
- b) The Agency will make arrangement for periodical medical check-up of the animals by a qualified Veterinary Doctor and Live stock inspector with all medicines required for cattle & yearly vaccination.
- c) The Agency will maintain proper record in respect of the animals kept in the GOHSALA. A daily basis register to be mentioned for in and out of animals.
- d) Provide fodder and Medicines to the cows on regular basis.
- e) The Agency shall ensure minimum feed requirement as mentioned below:
  - i. 100 kg body weight feed required is 1 kg/ day.
  - ii. 200 kg body weight deed requires is 2kg/ day
  - iii. 300 kg body weight 2kg/ day + Grass 10-15 kg
  - iv. For every 5 kg of green grass 1/2 kg feed can be deducted.

- v. For every 2.5 ltr of milk addition of 1 kg feed is required.
  - vi. For pregnant (Above 5 month additional feed requirement is ½ kg per day.
- f) Day to day maintenance of the premises of the GOSHALA shall be the sole responsibility of the including sanitation, hygiene and cleanliness.
  - g) The cow dung and urine shall be the property of the Agency & can be utilized for income generation activities and for Bio gas plant.
  - h) The Agency will maintain proper bedding of animals for comfortable resting on day and night.
  - i) Grooming of the Cows to be performed on a routine basis bathing, brushing and maintaining cleanliness.
  - j) All GOSALA operation must be planned with regard to the comfort of animals which should include care of calves, sick and old animals, pregnant cows and should receive personal attention.
  - k) Proper identification should be done by the Agency through tattooing or ear tagging to maintain an accurate record keeping on daily basis & staff attendance etc.
  - l) Regular weighing of the Cattles to be done to get stock of their general condition, growth, well-being and health.
  - m) Accessories like feeding tube, casting rope, tying rope, disinfectant deodorant, cleaning materials for shelter of cattle's. Should ensure sufficient stock at the GOSHALA.
  - n) Agency may raise Fodder cultivation inside the GOSHALA.
  - o) For cleaning and fresh drinking should be made available to all Cows in the GOSHALA.
  - p) That the Agency will ensure that the cow dung is removed from the GOSALA premises daily for which he will deploy his own machinery/ Manpower.
  - q) Burial of the dead animals will be done as per the approved norms of Municipality following the environmental laws.
  - r) The Agency shall use the premises for cowshed purposes only and will use the residential room for the purpose of security to be deployed therein.
  - s) The Agency shall deploy one Resident Manager and other supporting staff for coordinate with Municipal authority for day-to-day operation, clearances and communication and welfare activities of animal like cleaning, feeding, immunization and other activities as required
  - t) The Agency shall issue Identity Card to the attendants/ workers deployed in the GOSHALA and all such attendants/ workers shall be their employees essentially.
  - u) Latest technology to be adopted by the Agency for proper identification & record keeping of cattle.
  - v) Proper lighting shall be managed in the GOSHALA.
  - w) The existing GOSHALA shall be registered with Animal Husbandry Board , within 6 month from the date of contract signing.

#### 4. Obligations of the Employer:

- a) The Municipality shall collect stray animals from the roadside and handed over to Agency for stay in GOSHALA.
- b) Municipality make available land and existing infrastructure like Shed, electricity connection, water supply connection up to certain point to run the GOSHALA. However, any further electrification/ water supply shall be arranged by the Agency.
- c) The Municipality shall be empowered to issue directions to the Agency if some defects

are noticed in the management of the "GOSHALA" and the same shall be binding upon them.

- d) The Municipality has right to amend, alter and introduce fresh guidelines as and when required.
- e) In case of violation of any term and conditions of the agreement, the Executive Officer, Jatni Municipality reserves the right to cancel the agreement. However, the Municipality will give a prior notice of one month at-least to the and an opportunity of explanation including personal hearing before issue of formal orders for cancellation of the agreement.
- f) Major maintenance of Infrastructure of GOSHALA Shall be taken if required from time to time.
- g) The Municipality shall be empowered to issue directions to the Agency if some defects are noticed in the management of the "GOSHALA" and the same shall be binding upon them.
- h) The ownership of the premises of the GOSHALA for all intents and purposes shall remain with the Jatni Municipality.
- i) The Jatni Municipality shall conduct inspection of the GOSHLA from time to time to ensure proper upkeep and care of the stray animals by the Agency

## 5. Obligations of Agency:

- a) Available sufficient manpower to operate & maintain and watch & ward of the GOSHALA.
- b) That on expiry of the stipulated period/ termination of Agreement for management of GOSALA, whichever is earlier, the Agency shall hand over vacant physical possession of the said premises within 48 hours to the said Municipal Corporation in as good condition as the has received.
- c) The Agency shall strictly abide by the rules and regulations imposed by the Jatni Municipality and in case above said local authority levy tax or charges the same will be paid by him.
- d) Shall do minor repair maintenance of the GOSHALA as and when required from his own cost.
- e) Maintaining proper record of daily cattle movement register, Month Cattle movement register etc.
- f) Pay electricity bill and water bill in time.
- g) Shall not sublet the premises to anybody as a whole or in parts directly or indirectly.
- h) May create green & eco friendly agriculture program at the premises for sustainable management of GOSHALA.
- i) No temporary or permanent or any alteration of primary structure shall be raised in the premises without prior approval of Executive officer, Jatni Municipality.
- j) Conduct awareness campaign time to time by miking and display boards at various places under Jatni Municipality.
- k) Agency may organize the innovative different program to be taken for the better benefit of the animals and also help for income generation for proper management of GOSHALA.

6. .PAYMENT AND REPORTING SCHEDULE:

Payment Shall be made to the Agency Monthly basis.

The agency shall submit Monthly Invoice with a Monthly report consisting copy of daily cattle movement register.

Executive Officer  
Jatni Municipality