

Request for Proposals
for
Selection of an Agency for the Implementation of
Animal Birth Control (ABC) Program in Saran District.

Issued By: Urban Development and Housing Department,
Govt. of Bihar



Issued on Date: 04/06/2026

DISCLAIMER

(Handwritten signature)

Model Tender Document

**for the Selection of an Agency for the Implementation
of Animal Birth Control (ABC) Program in Saran
District.**



The information contained in this Request for Proposal ("RFP") document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Procurement Authority or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This "RFP" is not an agreement and is neither an offer nor invitation by the Procurement Authority to the prospective Bidders or any other person. The purpose of this "RFP" is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this "RFP". This "RFP" includes statements, which reflect various assumptions and assessments arrived at by the Procurement Authority. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This "RFP" may not be appropriate for all persons, and it is not possible for the Procurement Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this "RFP". The assumptions, assessments, statements and information contained in this "RFP", may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this "RFP" and obtains independent advice from appropriate sources.

Information provided in this "RFP" to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Procurement Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Procurement Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this "RFP" or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the "RFP" and any assessment, assumption, statement or information contained therein or deemed to form part of this "RFP" or arising in any way in this Selection Process.

The Procurement Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this "RFP".

The Procurement Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this "RFP".

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NOTICE INVITING TENDER (NIT) NO-04/2026-27

RFP for Selection of an Agency for the Implementation of Animal Birth Control (ABC) Program in Saran District of Bihar.



Name of the ULB- Chapra Nagar Nigam
Address: Municipal Chowk, Chapra,saran-841301
Phone No: 9031654152
Email: ulbchapranagarnigam@gmail.com

NIT No:- 04/2026-27

Date: - 19/05/2026

1. Chapra Nagar Nigam invites proposals from eligible firms for "Selection of an Agency for the Implementation of Animal Birth Control (ABC) Program in Saran District of Bihar".
2. Interested Consultancy Firms may download the complete Request for Proposals (RFP) Document, from website: <https://state.bihar.gov.in/urban>

-	PARTICULARS	
1	Website for submission of bid/proposal	Not applicable bids to be submitted to the Chapra Nagar Nigam office. (A bidder may choose to bid for multiple districts. For each district separate bids, Tender fee, Bid Security has to be submitted)
2	Mode of Submission	Proposals/bids to be submitted in hard copies only to the respective district ULBs HQ (as per Annexure 3). A bidder is allowed to submit bids in more than one district subject to submission of separate tender processing fee and EMD / Bid Security for each district applied. Submission of Tender fee, Bid Security, payment proof, original copy of affidavit, declaration regarding Blacklisting and Power of Attorney as per RFP document along with the bid hard copies
	Date of issue of RFP	04/06/2026 on website https://state.bihar.gov.in/urban
3	Last date and time for Submission of hard copies of Technical Bid/proposal along with financial bid/proposal in separate sealed envelopes inside one envelop.	12/06/2026 up to 05:00 PM
4	Date and time of Pre bid meeting	05/06/2026 by 12:00 PM At Chapra Nagar Nigam office, Chapra,Saran,Bihar

5	Deadline for Submission of Pre-Bid Queries	08/06/2026 by 17:00 Hrs. by email at Email Id: ulbchapranagarnigam@gmail.com
6	Submission of bids through eproc portal	Not applicable
7	Date and time of opening of Technical Bids	13/06/2026 at 03:30 PM at Chapra Nagar Nigam.
8	Date and time of opening of Financial Bids	Will be intimated later to successful bidders by the respective district ULB HQ
9	Method of Selection	Least cost (rate per unit) selection method

10. Agencies/ Firms may download the complete Request for Proposal (RFP) Document, from website: <https://state.bihar.gov.in/urban>
11. To participate in this tender process the bidders can download the tender document from the website- <https://state.bihar.gov.in/urban>.
12. The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
13. Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published on the departmental Website: <https://state.bihar.gov.in/urban>
14. All the pages of the bid document submitted shall have the signature of the authorized signatories.
15. The scanned copies should be of the original papers and certificates.
16. No claim shall be entertained on account of late submission of bids.
17. Bidders are advised to submit their bids to the respective authorities at the district ULB HQ well in advance to avoid last minute delay.
18. The undersigned reserve the right to change the terms and conditions, select/reject any application without assigning any reason thereof.
19. The bid/proposals must be accompanied with a non-refundable Tender processing fee of Rs. 5,000/- (Rupees Five thousand only) and Earnest money deposit (EMD)/ Bid Security in form of Bank Guarantee / DD of ₹3,00,000 (Rupees Three Lakhs only) by the agency to submit in form of BG in favour of Municipal Commissioner, Chapra Nagar Nigam. Performance Security Bank Guarantee (PSBG) shall be 5% of Contract Value.
20. The evaluation shall be done on hard copies submitted.

Municipal Commissioner
Chapra Nagar Nigam

Bid Data Sheet

Sl. No.	Particulars	Details
1	Name of the Procuring Entity	<u>Chapra Nagar Nigam</u>
2	Method of Selection	Least cost (rate per unit) selection method
3	Bid/proposal Validity	90 Days from the last date of bid submission
4	Date of Issue of RFP	04/06/2026
5	Bid Price	5,000/- (Rupees Five thousand only)
6	Deadline for Submission of Pre-Bid Queries	08/06/2026 by 17:00 Hrs. by email at Email Id: ulbchapranagarnigam@gmail.com
7	Pre-bid meeting	05/06/2026 at 12:00 Hrs. At Chapra Nagar Nigam office, Chapra, Saran, Bihar
8	Earnest Money Deposit (EMD)	Bid Security of INR Three (3) Lakhs (per district) submit in form of Bank Guarantee in favour of the Municipal Commissioner Chapra Nagar Nigam or the as per the bank account details as mentioned in Annexure 3, Payable at respective district for which the bid is being submitted
9	Opening of Bid/proposal:	Opening of the bids (hardcopies only) at the respective District ULBs HQ by the bid opening committee constituted by respective ULBs
10	Site Visit	Bidders are advised to submit their respective Bids/Proposals only after considering the and visiting sites and validating project information.
11	Date of opening of Technical Bid	13/06/2026 at to 03:30 PM
12	Date of Technical Presentation	To be informed at later stage
13	Date of opening of Financial Bid	To be informed to the technical qualified bidders
14	Performance security Bank Guarantee (PSBG)	5% of the Contract value
15	Contact Person	Municipal Commissioner Chapra Nagar Nigam (details given in Annexure 3)

SECTION - II: INSTRUCTION TO BIDDER

1. DEFINITIONS	<p>(a) "Assignment/ job" means the work to be performed by the Bidder pursuant to the Contract.</p> <p>(b) "Client" means Municipal Commissioner/Executive Officer of the respective District ULBs HQ</p> <p>(c) "Bidder" means any entity or person or associations of person that may provide or provides the Services to the Employer under the Contract.</p> <p>(d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its project specific "Conditions of Contract" (CC), and the Appendices/Annexures.</p> <p>(e) "ABC" means Animal Birth Control programme</p> <p>(f) 'AWBI' means Animal Welfare Board of India</p> <p>(g) 'PRC' Project Recognition Committee of AWBI</p> <p>(h) "Day" means calendar day.</p> <p>(i) "Employer or Client" means the District ULBs HQ of Bihar with which the selected Bidder signs the Contract for the Services and to which the selected Bidder shall provide services as per the terms and conditions and TOR of the contract.</p> <p>(j) "Government" means the Government of Bihar.</p> <p>(k) "Instructions to Bidders" (Section 2 of the RFP) means the document which provides Bidders with all information needed to prepare their bids/proposals.</p> <p>(l) "Joint Venture" means a Bidder which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Bidder's obligations under the Contract.</p> <p>(m) "NIT" (Section 1 of the RFP) means the "Notice Inviting Tender" being published by the Employer to the Bidders.</p> <p>(n) "Partner" means any of the entities that make up the Joint Venture; and Partners means all those entities.</p> <p>(o) "Personnel" means professionals and support staff provided by the Bidder and assigned to perform the Services or any part thereof and had their domicile in India.</p> <p>(p) "Conditions of Contract" means such part of the Instructions to Bidders used to reflect specific project and assignment conditions.</p> <p>(q) "Proposal" means the Technical bid/Proposal and the Financial Bid/Proposal.</p> <p>(r) "RFP" means the Request for Proposal prepared by the Employer for the selection of Bidders, based on the RFP</p>
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	<p>(s) "Services" means the work to be performed pursuant to the Contract.</p> <p>(t) "Standard Electronic Means" includes facsimile and email transmission</p> <p>(u) "Terms of Reference" (TOR) means the document included in the RFP as Section 6 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Bidder, and expected results and deliverables of the Assignment/job.</p> <p>(v) "UD&HD" means Urban Development & Housing Department, Govt. of Bihar.</p> <p>(w) "ULB" means Urban Local Body, local government of a town/city</p> <p>(x) "District ULBs HQ" means the district headquarters of ULBs in a district</p>
2.INTRODUCTION	For the Implementation of Animal Birth Control (ABC) Programme in Saran, Bihar. This RFP is issued by Chapra Nagar Nigam
3. JOINT VENTURE/ CONSORTIUM	Not allowed
4. BID DOCUMENT	<p>(i) The Bid-document shall be downloaded from website https://state.bihar.gov.in/urban free of cost. Corrigendum, if any, would appear only on the above website and may not be published in any News Paper".</p> <p>(ii) The bidder has to pay a sum of Rs 5,000/- (Rs. Five Thousand only) + applicable GST through RTGS as Tender document fee which is payable while submitting the bid. Please refer to Annexure 3 for district relevant wise information. Please see point 12 under 'Section I' NOTICE INVITING TENDER (NIT)</p> <p>(iii) The Bid Document (RFP) is not transferable to any other bidder.</p> <p>(iv) The intending bidder are advised to read the terms and conditions carefully. The bidder should only submit his tender if he considers himself eligible and he is in possession of all the original documents required.</p> <p>(v) Information and Instructions for bidder is given in detail in this section of the bid. For further query please write to urbansec-bih@nic.in or the concern District ULBs HQ</p> <p>(vi) The Tender Document as uploaded can be viewed and downloaded free of cost by anyone including intending bidder.</p> <p>(vii) The RFP includes the following documents: Section I - Notice Inviting Tender Section II - Information to Bidder Section III - Conditions of Contract Section IV - Bid Forms (Technical bid/Proposal - Standard Forms & Financial bid/Proposal - Standard Forms) Section V - Standard Forms of Contract Section VI - Terms of Reference</p>



<p>5. PRE-BID MEETING</p>	<p>The Pre-Bid meeting of the Applicants shall be convened at the designated date, time and place. A maximum of two representatives of each Applicant shall be allowed to participate in the pre-bid meeting. Attending the pre-bid meeting is optional.</p> <p>During the course of Pre-Bid Conference, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.</p> <p>The bidders shall submit the pre-bid queries to ulbchapranagarnigam@gmail.com on or before the date mentioned below.</p> <p>Date & Time of Pre-Bid Meeting: 00/00/2026 by 12:00 PM</p> <p>Bidders requiring specific points of clarification may communicate with Chapra Nagar Nigam before the date of pre-bid meeting using the</p> <p>TECH: FORM-5: Pre-bid queries format to the email id: ulbchapranagarnigam@gmail.com</p>
<p>6. BIDDER INQUIRIES</p>	<p>(i) All requests for clarifications should be sent to ulbchapranagarnigam@gmail.com preferably on word format on or before the deadline for sending queries as mentioned in the ITB Clause 3 above. Pre-bid queries received after due date & time shall not be accepted under any circumstances.</p> <p>(ii) Telephone calls will not be accepted for clarifying the queries.</p> <p>(iii) UDHD will endeavour to provide a full, complete, accurate, and timely response to all questions. The responses to the queries from all bidders will be distributed to all.</p> <p>(iv) The bidder or its official representative will be invited to attend the pre-bid meeting.</p> <p>The purpose of the meeting is to provide bidders with information regarding the RFP and the project requirements, and to provide each bidder with an opportunity to seek clarifications regarding all aspect of the RFP and the project.</p>
<p>7. AMENDMENT OF BID DOCUMENT</p>	<p>1) At any time before the deadline for submission of bids, Procuring Authority may, for any reason modify the RFP document by an amendment. All the amendments/corrigendum (if any) made in the Bid Document would be published on the same website as corrigendum. All such corrigendum/amendments shall be binding on bidder without any further act or deed on Procurement Authority part.</p> <p>2) In the event of any amendment Procurement Authority reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids</p>

	<p>3) The bidders are advised to regularly check the website https://state.bihar.gov.in/urban for updates.</p>
<p>8. CONFLICT OF INTEREST</p>	<p>1) The Bidder and its affiliates shall not engage in consulting activities that conflict with the interest of the Procuring Authority / GoB under the contract and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment.</p> <p>2) Relationship with Employer's staff: Bidder (including their personnel and sub-Bidder) that have a business or family relationship with such member(s) of the Employer's staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of:-</p> <ol style="list-style-type: none"> i) the preparation of the TOR of the contract, ii) the selection process for such contract, or iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of Bidder's work. <p>The Bidder has an obligation to disclose to the client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.</p>
<p>9. FRAUD AND CORRUPT PRACTICES</p>	<p>1) The Procuring Entity will reject a bid/proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents or, vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;</p> <p>2) For the purposes of this provision, the terms are set forth as follows:</p> <p>3) "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>4) "Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>5) "Collusive Practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>6) "Coercive Practice" is impairing or harming, or threaten to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p> <p>7) "Obstructive Practices" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to The Purchaser in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive or coercive practice; and or threaten,</p>



		harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.	
10.ELIGIBILITY CRITERIA	Sl. No.	TECHNICAL ELIGIBILITY DOCUMENT	SUPPORTING DOCUMENTS
	1	<p>The applicant must be an NGO/ Society/ Trust registered under relevant Act / Rule in India, and must be registered with NGO/NPO DARPAN and should have a valid registration number provided by NGO/NPO DARPAN Portal (Copy of Incorporation/ Registration Certificate to be enclosed)</p> <p>The Bidder is required to furnish documentary evidence in support of its legal status and operational tenure, including but not limited to the Certificate of Incorporation or Registration, Certificate of Commencement of Business (where applicable), proof of registered office address, copy of NGO DARPAN registration. Copies of all such documents shall be submitted along with the bid/proposal</p>	Copy of Incorporation Certificate of
	2	The Bidder must be registered with AWBI (Animal Welfare Board of India) as a mandatory requirement, having a qualified and experienced team as per AWBI Guidelines.	A copy of certificate to be attached
	3.	The Bidder/s must include PAN card details. Must have valid registration for income tax and GST.	A copy of certificate to be attached
	4.	<p>Annual Turnover:</p> <p>i. The bidder should have a minimum average annual turnover of Rs. 10 Lakh during last three (3) financial years ending on March 31st, 2025 (Annual Turnover Certificate of similar nature of work and Net Worth Certificate from Chartered Accountant with UDIN no)</p>	Documents to be submitted: Audited Financial Statement and copy of ITR for the, FY 2022-23, FY 2023-24 and FY 2024-25
	5	<p>i. Bidder should have Experience of at least 1 assignment of conducting ABC program or program of similar nature completed in past 3 years (as on the date of submission of the bid), under Govt./PSU/ any Govt, bodies supported schemes/projects in India (Copy of Work Order, Completion Certificate / Payment Certificate from the Client shall be attached without which the experience of the referred project will not be considered for evaluation.)</p>	Documents to be submitted: Copy of Work Order, Completion Certificate/Payment Certificate from the Client, to be submitted in support of the claim and to be signed by the authorized signatory of the

	Procuring Authority may choose to verify the claims of organization.	organization, without which the experience of the referred project will not be considered for evaluation.
6.	<p>Key Personnel</p> <ul style="list-style-type: none"> • Project Manager • Veterinary Surgeon • 2 Para-vet / Veterinary Assistant / Nursing Staff <p>As listed under scope of work</p> <p>The Veterinary Doctors must have a degree of BVs & AH (Bachelor of Veterinary Science and Animal Husbandry) or an equivalent degree from recognized university in India/Abroad, as included in the First or Second Schedule of the Indian Veterinary Council Act, 1984, with experience of conducting 2000-3000 nos of animal birth control surgeries anywhere in India</p>	CVs of experts duly verified by Bidder
7.	Joint Venture and Consortium	Not Allowed.
8.	<p>Any Bidder who has been declared blacklisted or debarred by any State Government, Central Government, Public Sector Undertaking (PSU), Urban Local Body (ULB), Development Authority, Housing Board, or any other government agency, on account of corrupt, fraudulent, or unethical business practices, or for any other reason whatsoever, as on the date of submission of the bid, shall be deemed ineligible to participate in this tender process..</p> <p>(Format given in Section IV Bid forms)</p>	Self-Attested Undertaking by the Bidder Company in Format -1
11. PREPARATION OF BID	<p>Applicants are requested to submit their Bid strictly in the formats provided in this RFP under Section IV Bidding Form. The evaluation will be conducted only of those bids that are received in the specified forms and complete in all respects.</p> <p>In preparing their bids, Applicants are expected to thoroughly examine the RFP Document. Bid should be valid for the period mentioned in ITB clause 11.7</p> <p>The Technical Bid and Financial Bid should provide the documents as prescribed in Section IV Bid Forms. No information related to financial bid should be provided in the Prequalification / technical bid.</p> <p>Failure to comply with the requirements spelt out above shall lead to disqualification. Further, in such a case, procurement authority will be entitled to reject the Bid. However, if any information related to financial bid is included in the technical bid the applicant shall be disqualified and his bid will not be considered for further evaluation.</p>	



	<p>Every page of the hard copy of the Bid must be signed by the Authorized Representative of the bidding agency:</p> <ul style="list-style-type: none"> a. by the proprietor in case of a proprietary firm; or b. by a partner, in case of a partnership firm and/or a limited liability partnership; or c. by a duly authorized person under resolution of the Board, in case of a Trust/Society, Limited Company, a corporation etc.; <p>In preparing their Bid, Applicants are expected to thoroughly examine the RFP Document.</p>
11.1. LANGUAGE OF THE BID	<p>The bid submitted by Bidder and all subsequent correspondence and documents/clarifications exchanged relating to the bid between Bidder and the Procuring Entity shall be written in English. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.</p>
11.2. PREPARATION OF TECHNICAL BID	<p>Technical bids mean all the required technical information to be prepared in accordance with the Section VI: Terms of Reference and submitted only in the formats given under Section IV Bid forms. Any change in the prescribed format will be considered as major deviation and will be rejected for further evaluation.</p>
11.3. ACQUAINTANCE OF LOCAL CONDITIONS	<p>The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of letter of Award as described in the bidding document. This includes the estimated number of dogs in the area of ULBs in a district with reference to the point 4.5.3(vii) AWBI revised ABC module 2025</p> <p><i>'while planning the ABC program, the population of the area to be covered must be calculated. Going by the dog population to be 3:100, the estimated number of dogs should be calculated'</i></p> <p>It is the Bidder's responsibility that such factors have been properly investigated and considered before submitting the bid. No claim, what-so-ever, including that for financial adjustment to the contract awarded under the bidding document will be entertained by the procuring authority. Neither any change in the time schedule of the contract nor any financial adjustments arising there-of shall be permitted by the procuring authority on account of failure of the Bidder to know the local laws / conditions.</p> <p>For reference, please check Annexure 2 for the Bihar 20th Livestock Census 2019</p>
11.4. COST OF BID PREPARATION & SUBMISSION	<p>The bidder shall bear all costs associated with the preparation and submission of its bid and Procuring Authority shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. All costs incurred in connection with participation in the bidding process, including, but not limited to, costs incurred in participation in meetings/ discussions/</p>

	<p>presentations, preparation of bid, in providing any additional information required by Selection Committee to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process will be borne by the bidder. This BID does not commit procuring authority to award a contract. Further, no reimbursable cost may be incurred in anticipation of award.</p> <p>Bidders shall furnish the required information on their technical and financial bids in the prescribed formats only.</p>
<p>11.5. BID FORMAT</p>	<p>The bidder is expected to examine all the instructions, guidelines, terms and conditions and formats in the Bid document. Failure to furnish all the necessary information as required by the Bid Document on submission of a bid not substantially responsive to all the aspects of the Bid Offer shall be at bidders' own risk and may be liable for rejection. The Formats of various pre-requisites are given in Section IV Bid Forms.</p> <p>The Bid Offers should be submitted containing the following two parts:</p> <ul style="list-style-type: none"> a) Part-A (Eligibility) shall contain the Eligibility Details (as mentioned in bid-document) and (Technical Bid) shall contain the Technical Bid (as mentioned in bid-document). b) Part-B (Financial Bid) shall contain the Financial bid on the prescribed format given at <u>Financial Form -3</u> quoting the price both in words and figures. In case of conflict between the figures and words the later shall prevail.
<p>11.6. PREPARATION OF FINANCIAL BID</p>	<p>Applicants are expected to take into account the various requirements and conditions stipulated in this RFP document.</p> <ul style="list-style-type: none"> a. The Financial Bid should be one uniform rate per dog for the implementation of ABC programme. Rates should be inclusive of all related costs and applicable taxes associated with the Assignment (Ref: Revised Annual Birth Control Module). b. All the costs associated with the Assignment shall be included in the Financial Bid. These shall cover remuneration for all the Personnel, Transportation, Equipment, Dog Catching Vehicle, any other items as per ABC norms, printing of documents, data collection, Operation & Maintenance of District ABC Centres etc. c. The total amount indicated in the Financial Bid shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Bid, it shall be considered nonresponsive and liable to be rejected. d. The Financial Bid shall take into account all the expenses and tax liabilities and cost of insurance specified in the work order, levies and other impositions applicable under the prevailing law. For the avoidance of doubt, it is clarified that all taxes, shall be deemed to be included in the cost shown under different items of Financial Bid. e. The bid should be submitted as per the standard Financial Bid submission forms prescribed in this RFP. f. Applicants shall express the price of their services in Indian Rupees (INR) only.



<p>11.7. BID VALIDITY</p>	<p>The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of opening of Bids. A bid valid for shorter period shall be rejected as non-responsive.</p>
<p>11.8. EXTENSION OF BID VALIDITY</p>	<p>If need arise, the procuring entity before the expiration of the bid validity period, in writing may request all eligible Bidders to extend the Bid's validity.</p> <p>The bid validity extension should be unconditional, no change in prices or substance of the bid shall be sought, offered, or permitted, any conditional extension would result in rejection of the bid.</p> <p>The Bidder has the right to refuse to extend the validity of its Bid. In such case the Bid will not be evaluated further.</p>
<p>11.9. CONTACTING PROCURING AUTHORITY DURING THE EVALUATION</p>	<p>From the time of bid submission to awarding the contract, no Bidder shall contact the Procuring Entity on any matter relating to the submitted bid. Any effort by a Bidder to influence the Procuring Entity during the processing of bids, evaluation, bid comparison or award decisions shall be construed as a violation of the Code of Integrity, and bid shall be liable to be rejected as nonresponsive in addition to other punitive actions for violation of Code of Integrity as per the Tender Document.</p>
<p>11.10. BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)</p>	<ol style="list-style-type: none"> I. Bidders shall submit, EMD of Rs. 3 (Three) Lakhs in form of unconditional Bank guarantee of any nationalised bank in favour of Municipal commissioners of the respective District ULB HQ. Format given in the Section IV Bid Forms. II. No interest shall be payable to the bidder on the amount of the EMD. III. Unsuccessful bidder's EMD shall be discharged/ returned within 30 days after the award of the contract to the selected SSP. IV. The EMD may be forfeited: <ol style="list-style-type: none"> a) If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or b) In the case of a successful bidder if the bidder fails to sign the contract for any reason not attributable to the Procuring Authority or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the BID. c) During the bid process or even after execution of agreement or till the completion of this assignment, if any information is found wrong / manipulated / hidden in the bid, the decision of Procuring Authority regarding forfeiture of the EMD and rejection of bid or termination of contract, shall be final & shall not be called upon question under any circumstances. <p>Procuring Authority will be entitled to invoke the Earnest Money Deposit in regard to the RFP without prejudice to Procuring Authority's any other right or remedy under the following conditions:</p> <ol style="list-style-type: none"> (ii) If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the Standard Form of work order);



	<p>(iii) If any Applicant withdraws its Bid during the period of its validity as specified in this RFP and as extended by the Applicant from time to time,</p> <p>(iv) In the case of the Selected Applicant, if the Selected Applicant fails to accept the work order or provide the Performance Security of specified amount within the specified time limit, or</p> <p>(v) If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to Procuring Authority.</p> <p>(vi) If the Applicant commits any act which can or which causes any loss to Procuring Authority.</p>
12. BID SUBMISSION	<p>The Bid shall only be submitted in hard copies to Chapra Nagar Nigam office as per the list in Annexure 3. A bidder may choose to bid for more than one district, however for each district the bidder has to prepare separate set of physical bids including separate tender processing fees and EMD / Bid Security for each of the District applied for.</p> <p>Bids should be properly marked to the name of the authority in the District ULBs HQ with address.</p> <p>No bid shall be accepted after the closing time for submission of Bids.</p>
12.1. POWER OF ATTORNEY	<p>The letter of authorization must be confirmed by a written power of attorney accompanying the bids (as per the format given in GEN: FORM- 2: Format for Power of Attorney)</p> <p>A certified copy of the Power of Attorney on a stamp paper of Rs. 1000 and duly notarized shall accompany the bid original should be produced subsequently for verification and return.</p>
12.2. SIGNING OF BID	<p>The Bid Document shall be signed by a person or persons duly authorized (through power of attorney for Signing of Application) to bind the Bidder to the Contract. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including places where entries or amendments have been made.</p>
12.3. MODE OF SUBMISSION	<p>The Technical & Financial both the Bids in separate sealed envelopes inside one envelope shall only be submitted in hard copies to the respective authorities in the district ULBs HQ.</p> <p>The outer envelope should be properly sealed written 'Confidential' on top, with clearly mentioning the RFP name and RFP number and should be addressed to the Procuring Authority.</p>
12.4. UPLOADING OF BID	Not applicable
12.5. ALTERNATIVE BIDS	<p>Only one official bid per district will be accepted from one organization.</p> <p>Alternative Bids will not be considered.</p>
12.6. WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF BIDS	<p>Once the bid has been submitted, no modifications are allowed whatsoever. In case of withdrawal, the Tender Fee and EMD as bid security will be forfeited.</p>
12.7. PAYMENT OF BID PRICE AND BID SECURITY	<p>The bid/proposals must be accompanied with a non-refundable Tender processing fee of Rs. 5,000/- (Rupees Five thousand only) and Ernest money deposit (EMD)/ Bid Security in form of Bank Guarantee / DD of ₹3,00,000 (Rupees Three Lakhs only) by</p>



	<p>the agency to submit in form of BG in favour of Respective district ULBs HQ authorities as per Annexure 3 payable at the respective districts</p> <p>Please Note, a bidder may choose to submit their bid for more than one district. In case bidding for multiple district the tender processing fee and the EMD/Bid Security has to be paid separately for each district as per the list under Annexure 3.</p>
12.8. LATE BIDS	<p>Late bids will not be accepted.</p> <p>Bid offers received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.</p>
13. BID OPENING AND EVALUATION	<p>The Tender Evaluation Committee of the respective District ULBs HQ will evaluate the responses of the bidders.</p>
13.1. PRIMARY EVALUATION	<p>The preliminary scrutiny of the bid documents will be made by the Tender Evaluation Committee on the basis of the parameters mentioned in the ITB Clause 10 above. Incomplete details as mentioned below will be treated as non-responsive. If Bids:</p> <ol style="list-style-type: none"> i) Are not submitted in as specified in the Tender document. ii) Received without the Letter of Authorization (Power of Attorney). iii) Are found with suppression of details iv) With incomplete information, subjective, conditional offers and partial offers submitted v) Submitted without the documents requested in the checklist vi) Have non-compliance of any of the clauses stipulated in the Tender vii) If the required documents are incomplete, not signed properly and numbered viii) If the required bid document Fee and EMD has not been furnished. ix) Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Bid Due Date, would not be eligible to submit a Bid. x) Bidder is required to qualify in all parameters mentioned in the bid document. Bids not conforming to such preliminary requirements will be prima facie rejected and termed as "Not Eligible" xi) The shortlisted qualified bidder at this stage shall be termed as "Eligible bidder".
13.2. TECHNO-COMMERCIAL EVALUATION CRITERIA	<p>A detailed evaluation of the bids shall be carried out in order to determine whether the bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set forth in the Tender Document. Bids received would be evaluated based on the parameters defined in the table below.</p> <p>All supporting document submitted in support of Eligibility and Technical Evaluation matrix should comply the following: -</p> <ol style="list-style-type: none"> a) Hard copies of supporting documents to be submitted however the selection committee may request for historical documents in relation with the documents already submitted in the original bid as and when required. b) Supporting document should clearly indicate value of the completed project and scope of work / services should be clearly highlighted.



- c) Completion certificate should clearly indicate the value and duration of the project.
- d) In case of Bidder is having Non-Disclosure Agreement (NDA) with their client no such experience will be counted (if agreement copy not submitted).
- e) Incomplete order copy submitted by the bidder will not be considered for evaluation.
- f) In case of projects where order for recurring /Extension and subsequent order has been placed on the Bidder only the mentioned order value will be considered for evaluation.
- g) The bidders are required to propose approach & methodology along with the Project information submitted under qualification and experience, the key expert details etc. as specified in the ITB 13.3 "Evaluation Criteria" of this document.
- h) Methodology of technical bid evaluation:
 - Each Technical Bid will be evaluated based on technical criteria mentioned in **table # 2, under ITB 13.3 under**
 - Only the bidders, whose bid successfully complies with all evaluation criteria will qualify for the evaluation of their financial bid. Such bidders shall be termed as "Technically Qualified bidder".
 - The Technically Qualified bidders will be informed accordingly prior to the opening of the financial bids.
 - Bidders failing to comply any of the above, the Bid will be summarily rejected.

The Bidders are required to submit all documents in support of the evaluation criteria in the table 2 below.

The evaluation will be based on Least cost (rate per unit) selection method.

**13.3.
EVALUATION
CRITERIA**

table 2

Sl. No.	Technical Evaluation Criteria
1	Firms General Experience & Experience in Similar Assignments: <ul style="list-style-type: none"> • ABC Implementation Experience with Urban Local Body: At least 01 project anywhere in India
2	Approach & Methodology for proposed assignment <ul style="list-style-type: none"> • Understanding of the Subject • Approach and Methodology for implementation of ABC Program
3	PERSONNEL (Qualification and Experience of Key Professionals) <ul style="list-style-type: none"> • Project Manager with at least two years of experience of handling similar ABC centers • Veterinary Doctors: experience of conducting 2000-3000 nos of animal birth control surgeries anywhere in India • <u>List of Personnel</u> Project Manager Veterinary Surgeon 2 Para-vet / Veterinary Assistant / Nursing Staff Support Staff • 4 Dog Catchers



	<p>1 Driver 2 Animal Handlers / Attendants 1 OT Technician (recommended) 1 Data Entry Operator</p> <p>As listed under scope of work The Veterinary Doctors must have a degree of BVs & AH (Bachelor of Veterinary Science and Animal Husbandry) or an equivalent degree from recognized university in India/Abroad, as included in the First or Second Schedule of the Indian Veterinary Council Act, 1984, with experience of conducting 2000-3000 nos of animal birth control surgeries anywhere in India</p> <p>4 Average Annual Turnover of the Bidder/Bidder for last three years in FY 2022-23, FY 2023-24 and FY 2024-25</p> <ul style="list-style-type: none"> Annual Average Turnover of 10 Lakhs
<p>13.4. DEVIATIONS INFIRMITY/ IRREGULARITY / NON- CONFORMITY/ DEVIATIONS - SUBSTANTIVE OR MINOR</p>	<p>A deviation/ reservation/ omission from the requirements of the Tender document shall be considered as a substantive deviation as per the following norms,</p> <p>a) which affects in any substantive way the scope, quality, or performance standards of the Services.</p> <p>b) which limits in any substantive way, inconsistent with the Tender Document, the Procuring Entity's rights or the Bidder's obligations under the contract; or</p> <p>c) Whose rectification would unfairly affect the competitive position of other Bidders presenting substantively responsive Bids.</p> <p>The rest shall be considered as Minor deviation (if any). The decision of the Procuring Entity shall be final in this regard. Bids with substantive deviations shall be rejected as nonresponsive. Variations and deviations and other offered benefits (Techno-commercial or Financial) above the scope/ quantum of Services stipulated in the Tender Document shall not influence evaluation Bids. If the bid is otherwise successful, such benefits shall be availed by the Procuring Entity, and these would become part of the contract.</p> <p>The Procuring Entity reserves the right to accept or reject bids with any minor deviations. Wherever necessary; the Procuring Entity shall convey its observation on such 'minor' issues to Bidder by registered/ speed post/ electronically etc. asking Bidder to respond by a specified date. If Bidder does not reply by the specified date or gives an evasive reply without clarifying the point at issue in clear terms, that bid shall be liable to be rejected as nonresponsive.</p>
<p>13.5. CLARIFICATIONS</p>	<p>During the evaluation of Techno commercial or Financial Bids, the Tender Evaluation Committee may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted as requested by the procuring entity. No change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder. Any clarification submitted by a Bidder regarding its Bid that is not in response to a request by the Purchasing Entity shall not be considered.</p>

	<p>2) If discrepancies exist between the uploaded scanned copies and the Originals submitted by the bidder in physical form, the original copy's text, etc., shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be liable to be rejected as nonresponsive in addition to other punitive actions under the Tender Document for violation of the Code of Conduct.</p> <p>3) The Procuring Entity reserves its right to, but without any obligation to do so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any bidder.</p> <p>The Tender Evaluation Committee may seek clarifications from the bidders on their bids. Such communication will be sent to the email provided by the bidder in the bidder information table only. Information provided through any other email, which is not mentioned in the Bidders information table, and/or any other information voluntarily provided by the bidder without tender evaluation committee asking for it will not be considered for evaluation</p>
13.6. VERIFICATION OF DOCUMENTATION	The Procuring entity/authority may verify the documents submitted by the bidder under eligibility and technical qualification criteria including any certification, project experience etc.
13.7. RESPONSIVENESS OF THE BIDS	<p>Bids that comply with all the Technical Criteria of Evaluation of the bid, will be declared as responsive bids and will be considered for the Financial Bid opening.</p> <p>Bids that do not comply with all the Technical Criteria of Evaluation of the bid will be declared non-responsive and will be rejected for further consideration.</p>
13.8. OPENING OF FINANCIAL BIDS	<p>The Financial bids of only technically successful (responsive bids) Bidder(s) will be opened by the Tender Evaluation Committee.</p> <p>Prices to be quoted by bidders in one rate. The unit rate (per dog) must be based on the implementation of ABC Program as per AWBI module 2025, along with the Operation & Maintenance cost as per ABC implementation programme guidelines</p>
13.9. EVALUATION OF FINANCIAL BIDS	The rates quoted by the technically qualified bidders will be ranked according to the quoted unit rate i.e. the bidder with the lowest quoted rate will be ranked L1, the 2nd lowest quoted rate will be ranked L2 and so on.
13.10. CORRECTION OF ERRORS	<p>The evaluation will be carried out whether financial bids are complete and computationally correct.</p> <p>Activities and items described in the Bid but not priced in the Financial Bid, shall be assumed to be included in the prices of other activities or items, and no correction/s will be allowed in the Financial Bid.</p> <p>The Procuring authority's evaluation committee will correct computational or arithmetical errors only. In case of discrepancy between</p> <p>(i) a partial amount (sub-total) and the total amount, or</p>



	<p>(ii) between the amount derived by multiplication of unit price with quantity and the total price, or</p> <p>(iii) between words and figures, the former will prevail.</p>
13.11. PRICE REASONABILITY	<p>The Bidder shall ensure that the price quoted is reasonable and competitive. The prices shall be determined based on the costs of materials, labour, services, and other relevant factors.</p> <p>The Bid Evaluation Committee will evaluate the price reasonability based on the various parameters, such as:</p> <ul style="list-style-type: none"> - Comparison with market rates and industry benchmarks - Comparison with recent historical prices for similar services - Overall competitiveness of the bid <p>The Bid evaluation committee may request the Bidder to provide additional information or justification for the prices quoted.</p>
13.12. ABNORMALLY LOW OR HIGH BID PRICE	<p>A bid may be considered abnormally low or high if:</p> <ul style="list-style-type: none"> - The bid price is significantly lower or higher than the estimated price or the AWBI rates. - The bid price is not supported by a detailed breakdown of costs or other relevant information <p>The Bid Evaluation Committee in detail shall determine whether the price is reasonable and sustainable.</p>
13.13. AWARD CRITERIA	<p>The bidder with the lowest rate quoted will be selected as the successful bidder and will be called for agreement.</p> <p>In case of tie in L1 prices the following tie breaker methodologies will be applied.</p> <ul style="list-style-type: none"> - In case of tie, the firm with experience of more numbers of projects of ABC Implementation with Urban Local Bodies would be called for the agreement. - If the above option also results in tie, the firm with the greater turnover would be called for agreement
13.14. NEGOTIATIONS	<p>The Selection committee reserves the right to negotiate.</p> <p>Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude the Contract.</p>
11.14. NOTIFICATION OF AWARD	<p>Upon closure of the negotiation procedure and mutual agreement on all technical and financial aspects of the assignment, a notification of award will be issued to the successful bidder in form of an LoA by the Procuring authority.</p>
13.15. SIGNING OF AGREEMENT	<p>On award of the contract, the agency should be required to enter into an agreement with Client as per the Terms and Reference.</p>



	Upon submission of the Performance Security Bank Guarantee by the successful bidder within stipulated time period as notified in the LoA, and after verification of the PSBG by the client the Agreement will be signed by the official signing authorities of both the parties.
14. PROCURING ENTITY'S RIGHTS	The issue of the RFP Document does not imply that the Procuring Entity is bound to select Bid(s). The procuring Entity reserves the right without assigning any reason to reject any or all of the Bids or cancel the RFP process; or retender the RFP process.
14.1. DUE DILIGENCE/ VERIFICATION OF ORIGINAL DOCUMENT (IF APPLICABLE)	The procurement Authority/Entity reserves the right to conduct due diligence and verify the authenticity and accuracy of the documents submitted by the Bidder, including but not limited to: <ul style="list-style-type: none"> - Certificates and diplomas - Experience certificates and references - Financial statements and tax returns - Any other documents relevant to the bid
14.2. PERFORMANCE SECURITY BANK GUARANTEE (PSBG)	Within 7 working days from the issuance of LoA the successful bidder will submit the Performance Security Bank Guarantee (PSBG) @ 5% of the contract value in the format given in FINANCIAL FORM - 6, to the procurement authority. The Procurement authority shall verify the document before signing of the contract
14.3. SIGNING OF CONTRACT	Upon submission and verification of the PSBG, the contract will be signed by both the parties. The format of the contract is given in Section V of the RFP document.
14.4. RETURN OF BID SECURITY	After signing of the contract, the bid securities/EMDs will be returned to all bidders within 60 days of the signing of the contract.



SECTION – III CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS		
1.1.	Definitions	<p>Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <p>(a) "Applicable Law" means the laws and any other instruments having the force of law in India.</p> <p>(b) "Client" / "Employer" means Chapra Nagar Nigam</p> <p>(c) "Contract" means the Contract signed by the Parties, to which these Conditions of Contract are attached, together with all the documents listed in Clause 1 of such signed Contract.</p> <p>(d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;</p> <p>(f) "Party" means the Client or the Contractor/Service Providers/bidders/contractors, as the case may be, and Parties means both of them.</p> <p>(g) "Personnel" means persons hired by the Bidders or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof.</p> <p>(i) "Services" means the work to be performed by the Bidders pursuant to this Contract as described; and</p> <p>(j) "Sub-consultant" means any entity to which the Bidders subcontract any part of the Services in accordance with the provisions of Clauses 3.5 and 4.</p>
1.2	Law Governing the Contract	This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Law of contract (The Indian Contract Act 1872), supplemented by the Condition states under this section to this contract.
1.3	Language	This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
1.4	Notices	Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the address specified in the Contract.
1.5	Location	The Services shall be performed at such locations as are specified in RFP.
1.6	Authorized Representatives	<p>Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Bidders may be taken or executed by the officials specified in this RFP.</p> <p>Authorized Representative of: On Behalf of the Chapra Nagar Nigam <i>{name of the authority and district where the services will be rendered}</i></p>



		Name: _____ Designation _____ Address: as applicable Phone No _____ Email ID _____ On Behalf of the Bidder: Name _____ Designation _____ Address _____ _____ Phone No _____ Email ID _____
1.7.	Taxes and Duties	Unless otherwise specified, the Bidders, Sub-consultants and their Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.
2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT		
2.1.	Effectiveness of Contract	This Contract shall come into effect on the date the Contract is signed by both Parties. However, before kickstarting the ABC program in the district, it is procurement authorities' responsibility to get the district ABC centre constructed/identified/renovated and equipped with all medical equipment as per AWBI norms and duly approved by the AWBI Board.
2.2.1	Commencement of Services	The commencement of the services as per the contract starts within 7 working days from the date the hired agency informed by the procurement authority of readiness of the use of the ABC centre with all necessary approvals from AWBI. The procurement authority also to make sure that the hired agency receives the mandatory certification from the Project Recognition Committee (PRC) of AWBI to conduct the ABC program through the ABC centre within 30 days from the commencement of the services.
2.2.2	Duration of services	The duration of the services is 2 years from the date of signing of the contract.
2.3	Expiration of Contract	Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate with completion of the consultancy in terms of conditions of this agreement to the full satisfaction of the Client
2.4	AMENDMENT TO THE CONTRACT	
2.4.1	Modification	Any modification in the terms and conditions of this Contract, including any modification, addition of the scope of the Services, Timeline and/or of the Contract Price, may only be made with prior approvals from the competent authority and through the Amendment to the Contract duly signed by both the Parties.
2.4.2	Extension of timeline	The Contract may be extended for maximum period of 2 years subject to proper justification and prior approval from the competent authority, AWBI guidelines and directions time to time.

		The maximum period of extension the contract shall not be more than 12 months at a time. The Timeline extension is subject to prior approvals from the competent authority and through signing of Amendment to the Contract by both the Parties before expiration of the contract.
2.4.3	Change in AWBI norms	During the contract period, any small or significant change or addition in the AWBI norms has to be incorporated in the contract by both the parties. There will be no addition to the contract value unless the additional work has financial implications on the project.
2.5	FORCE MAJEURE	
2.5.1	Definition	For the purpose of this contract "Force Majeure" means any event or circumstance or combination of events or circumstances beyond the reasonable control of either Party including: <ul style="list-style-type: none"> i) Acts of God and nature including <ul style="list-style-type: none"> • typhoon, flood, earthquake, fire, drought, landslide, unusually severe weather condition or other natural disaster; and • plague or epidemic or quarantine conditions arising there from; ii) Air crash, shipwreck, train wrecks or failures or delays of transportation. iii) Strikes, lock-outs, work-to-rule actions, go-slows or similar labour difficulties other than Governmental Force Majeure that in any way have an effect on the project;
2.5.2	No Breach of Contract	The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
2.5.3	Extension of Time	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
2.5.4	Payments	During the period of their inability to perform the Services as a result of an event of Force Majeure, no additional payment will be given however a time extension in the project may be given.
2.6	TERMINATION	
2.6.1	By the Client	The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Bidders, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause 2.6.1 and sixty (60) days' in the case of the event referred to in (e): <ul style="list-style-type: none"> (a) if the Bidders do not perform their obligations under this Contract, within thirty (30) days of receipt after being notified (b) if the Bidders become insolvent or bankrupt; (c) if, as the result of Force Majeure, the Bidders are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

		<p>(d) if the Bidder, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract</p> <p>For the purpose of this clause:</p> <p>“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.</p> <p>“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract.</p> <p>(e) if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.</p>
2.6.2	By the Bidders	<p>The Bidders may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.6.2:</p> <p>(a) if the Client fails to pay any money due to the CONTRACTOR/SERVICE PROVIDER pursuant to this Contract and not subject to dispute pursuant to Clause 7 hereof within forty-five (45) days after receiving written notice from the Contractor/Service Providers that such payment is overdue; or</p> <p>(b) if, as the result of Force Majeure, the Contractor/Service Providers are unable to perform a material portion of the Services for a period of not less than sixty (60) days.</p>
2.6.3	Payment upon Termination	<p>Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Contractor/Service Providers:</p> <p>(a) Remuneration pursuant to Services satisfactorily performed prior to the effective date of termination.</p> <p>(b) Except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.</p>
2.6.4	Failure and Termination	<p>In case of delay in the conduct of Consultancy services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover damage for Breach of contract.</p>
3. OBLIGATIONS OF THE CONTRACTOR/SERVICE PROVIDER		
3.1	General	<p>The Contractor/Service Providers shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Contractor/Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful service provider to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties.</p>
3.2	CONFLICT OF INTEREST	
3.2.1	Contractor/Service	<p>The remuneration of the Contractor/Service Providers pursuant to Clause 6 shall constitute the Contractor/Service Providers' sole remuneration in</p>



	Provider not to Benefit from Commissions, Discounts, etc.	connection with this Contract or the Services, and the Contractor/Service Providers shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor/Service Providers shall use their best efforts to ensure that the Personnel, any Sub-consultants, and agents of either of them, similarly shall not receive any such additional remuneration.
3.2.2	Service Providers and Affiliates not to be Otherwise Interested in Project	The Contractor/Service Providers agree that, during the term of this Contract and after its termination, the Contractor/Service Providers and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
3.2.3	Prohibition of Conflicting Activities	Neither the Contractor/Service Providers nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities: (a) during the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; or (b) after the termination of this Contract, such other activities as may be specified in the Conditions of Contract.
3.3	Confidentiality	The Contractor/Service Providers, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.
3.4	Insurance to be taken out by the Contractor/Service Providers	The Contractor/Service Providers (a) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at their (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as shall be applicable; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.
3.5	Service Providers' Actions Requiring Client's Prior Approval	The Contractor/Service Providers shall obtain the Client's prior approval in writing before taking any action, say entering into a subcontract for the performance of any part of the Services, ("Key Personnel and Sub-consultants"), and any other action that may be specified in the Conditions of the Contract.
3.6	Documents Prepared by the Service Providers to be	All plans, drawings, specifications, designs, reports and other documents and software submitted by the Contractor/Service Providers shall become and remain the property of the Client, and the Contractor/Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory



	the Property of the Client	thereof. The Contractor/Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be subject to written permission from the Client.
4. CONTRACTOR/SERVICE PROVIDERS' PERSONNEL		
4.1	Description of Personnel	The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Contractor/Service Providers' Key Personnel are described in RFP.
4.2	Removal and/or Replacement of Personnel	<p>a. No changes shall be made in the Key Personnel. In case it becomes incumbent to change any one of key personnel, the Contractor/Service Providers shall forthwith provide as a replacement a person of equivalent or better qualifications with approval of the Client.</p> <p>b. If the Client finds that any of the Personnel have</p> <ol style="list-style-type: none"> i. committed serious misconduct or has been charged with having committed a criminal action, or ii. have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor/Service Providers shall, at the Client's written request specifying the grounds thereof, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client. <p>c. The Contractor/Service Providers shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>
5. OBLIGATIONS OF THE PROCURING AUTHORITY		
5.1	Assistance and Exemptions	The Client shall use its best efforts to ensure that the Government shall provide the Contractor/Service Providers such assistance and data as specified in the Conditions of Contract.
5.2	Changes in the Applicable Law	If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Contractor/Service Providers, the remuneration and reimbursable expenses otherwise payable to the Contractor/Service Providers under this Contract shall be increased or decreased accordingly and corresponding adjustments shall be made to the ceiling amounts referred to in Clause 6.2.
6. PAYMENTS TO THE CONTRACTOR/SERVICE PROVIDERS		
6.2.	Contract Price	<i>{To be entered at the time of signing of the Contract}</i> The Contract price is payable in INR.
6.3	Deliverables	As described in the Section VI - Terms of Reference.
6.4	Payment Schedule	The payment for the ABC implementation programme (per Dog Rate) will be out-put based i.e. on monthly achievement of the number of dogs sterilized, vaccinated and the same is verified by the ABC Committee at the district at the agreed rate as per respective contract. Monthly invoices will be submitted by the contractor on the target achieved and verified on monthly bases.

6.5.	Terms and Conditions of Payment	Payments will be made to the account of the Contractor/Service Providers and according to the payment schedule stated in the Clause 6.3 Deliverables and linked Payments under Section V Conditions of Contract. Payments shall be made in accordance with the conditions listed in the Payment Schedule on approval of invoice based on the satisfactorily achieved deliverables by the Contractor/Service Providers.
7. SETTLEMENT OF DISPUTES		
7.1.	Amicable Settlement	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
7.2.	Dispute Settlement	Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the Conditions of Contract.
7.3.	Arbitration	<p>In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996 and subsequent Amendments thereafter.</p> <p>The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by PROCURING AUTHORITY and other appointed by Agency and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996 and subsequent Amendments thereafter. Arbitration proceedings shall be conducted in, and the award shall be made in English language. Arbitration proceedings shall be conducted at Patna and following are agreed.</p> <p>The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly.</p> <p>The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel).</p> <p>When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under this Agreement.</p>



SECTION – IV BID FORMS

General Forms

GEN FORM - 1	Format for Letter of Application (Bidder)
GEN FORM - 2	Format for Power of Attorney for Signing of Application
GEN FORM - 3	Format for Details of Applicant
GEN FORM - 4	General Profile
GEN FORM - 5	Format for Affidavit Certifying that Entity is not Blacklisted/ Debarred
GEN FORM - 6	Declaration regarding any Conflict of Interest and Anti-Collusion Certificate
GEN FORM - 7	Pre-bid queries' format

Technical Forms

TECH FORM – 1 (A)	Supporting format for Project Experience of the Applicant
TECH FORM – 1 (B)	Format for Project Experience of the Applicant
TECH FORM – 2	Comments And Suggestions on Terms of Reference
TECH FORM – 3(A)	Format for Financial Capability of the Applicant
TECH FORM – 3(B)	Positive Net worth of the Applicant
TECH FORM - 4	Understanding of Scope with Approach and Methodology (A & M)
TECH FORM - 5	Format for HR Certification of the Technical Manpower Organisational Strength (staff strength in numbers)
TECH FORM - 6	Format for sharing details of the Resources/Personnel to be deployed
TECH FORM - 7	Format of Curriculum Vitae (CV) for Manpower (Key Personnel only)

Financial Forms

FIN FORM - 1	Letter of Financial Bid
FIN FORM - 2	Financial Bid FINANCIAL BID COVER
FIN FORM - 3	Financial Bid Format – Cost of Implementation of Animal Birth Control (ABC) Programme in District of Bihar
FIN FORM - 4	Performance Security Bank Guarantee
FIN FORM - 5	Bid Security Form (Bank Guarantee)



The Technical bid should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical bid.

#	Specific Requirements	Documents Required	Compliance	Ref. & Page No.
1.	Bid Covering Letter	GEN: FORM – 1	Yes/No	
2.	Bid Document Fee	Proof of payment	Yes/No	
3.	Power of Attorney	GEN: FORM – 2 Copy of Power of Attorney in the name of the Authorized signatory	Yes/No	
4.	General Profile	GEN: FORM – 4	Yes/No	
5.	Bid Security / Earnest Money Deposit	FINANCIAL FORM 5 Original copy to be submitted physically	Yes/No	
6.	Legal Entity	GEN: FORM - 3 (including supporting documents indicated)	Yes/No	
7.	Declaration for Blacklisting / Debarred	GEN FORM – 5	Yes/No	
8	Declaration regarding any Conflict of Interest and Anti-Collusion Certificate	GEN: FORM – 6	Yes/No	
9	Project Experience	TECH: FORM – 1 (A) & 1 (B) and Completion Certificates from the Client/ Work Order + Self Certificate of Completion (Certified by the Statutory Auditor/Company Secretary)	Yes/No	
10	Comments And Suggestions on Terms of Reference	TECH FORM – 2	Yes/No	
11	Financial Capability & Positive net worth	TECH FORM – 3(A) & 3(B) + Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes/No	
12	Approach and Methodology to perform the work in this assignment	TECH: FORM – 4, should highlight the Approach and Methodology for the proposed assignment. A copy of the technical presentation to be attached	Yes/No	
13	HR Certification of the Technical Manpower Organisational Strength (staff strength in numbers)	TECH FORM – 5	Yes/No	
14	Resume of all key technical resources proposed for the assignment (Project Management Team Resumes)	TECH FORM – 6 & TECH FORM – 7	Yes/No	

GENERAL FORMS



GEN: FORM - 1: Format for Letter of Application (Bidder)

[On the Letter head of the Applicant]

Date:

To,

{Enter Municipal Commissioner/ Executive Officer Respective (District name) ULBs HQ & Address}

Ref: Selection of Agencies for the Implementation of Animal Birth Control (ABC) Programme in Districts of Bihar

Dear Sir,

Being duly authorised to represent and act on behalf of (Hereinafter referred to as "the Applicant") and having gone through and fully understood all of the eligibility and qualification requirements and information provided, the undersigned hereby apply for Shortlisting for the captioned assignment.

We, the undersigned, having examined the RFP (including any Corrigendum, Addendum issued), the receipt of which is hereby duly acknowledged, offer to comply with the requirements as stated in the RFP and abide by its Terms and Conditions.

Further, we confirm that the information contained in this response/ bid or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to Procuring Authority, Bihar is true, accurate, verifiable and complete.

We are enclosing our Application for Qualification in one (1) original, with the details as per the requirements of the RFP Document, for your evaluation. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be disqualified from the selection process or termination of the contract during the project, if selected.

We confirm that our application is valid for a period of 90 (Ninety) days from (Application Due Date)

It is submitted:

1. We have examined and have no reservations to the Bidding Documents,



including Addenda (if applicable) issued in accordance with Instructions to Bidders (ITB Clause 7);

2. We meet the eligibility requirements and have no conflict of interest in accordance with ITB Clause 10;
3. We have not been suspended nor declared ineligible by the <Employer> based on execution of a Bid Securing Declaration in the <Employer>'s country in accordance with ITB
4. We offer to execute in conformity with the Bidding Documents the following Works as per Section VI (term of reference);
5. Our bid shall be valid for a period of 90 calendar days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
7. We are not participating, as a Bidder or as a sub-Agency, in more than one bid in this bidding process in accordance with ITB clause 12.5
8. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
9. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

Yours sincerely,

Name of the Agency: _____

Name and Signature of the Agency Representative:

Address:



GEN: FORM- 2: Format for Power of Attorney for Signing of Application

(On Non – judicial stamp paper of Rs 1000/- or such equivalent document duly attested by notary public)

Power of Attorney

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorise Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for "Selection of an Agency for the Implementation of Animal Birth Control (ABC) Program in Saran District of Bihar" including signing and submission of all documents and providing information / responses to Procuring Authority Bihar, representing us in all matters before Bihar, and generally dealing with Bihar in all matters in connection with our bid for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

(Signature)

(Name, Title and Address)

Accepted... (Signature)

(Name, Title and Address of the Attorney)

Note:

- To be executed by the Applicant.
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney. governments in India.



GEN: FORM 3: Format for Details of Applicant (Consultant's Organization)

1. Details of Bidder Firm

The details of Applicant: every Applicant will submit individual details) are as follows:

Sl. No.	Parameters	Details
a.	Name of applicant with full address	
b.	NGO/NPO DARPAN registration No & Date	
c.	Tel. No.	
d.	Fax No.	
e.	Email	
f.	Year of Incorporation.	
g.	Name and address of the person holding the Power of Attorney.	
h.	Place of Business. Date of Registration.	
i.	Name of Bankers with full address	
j.	Regional presence (Direct office)	:
k.	GST Registration Number (copy).	:
l.	Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:
m.	Name and details (Tel / Mobile / Email) of contact persons	:



GEN: FORM - 4: General Profile

Provide here a brief description of the background and organisation (include Organisational Chart).

Agency Profile Proposed Team Profile

6

GEN FORM- 5: Format for Affidavit Certifying that Entity is not Blacklisted/ Debarred

(On a Stamp-paper of relevant value)- by the Bidder Affidavit

I/We M/s. (Applicant), [the name and address of the registered office] hereby certify and confirm that we or any of our promoter/s / director/s are not blacklisted by any State Government or Central Government / State Government/PSU in India from participating in Consultancy Project/s, either individually entity on _____.

We further confirm that we are aware that as per the RFP No. _____, our Application for the captioned Assignment would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of the RFP, any stage of the Shortlisting Process or thereafter during the shortlisting period.

Dated this Day of....., 2026

Name of the Applicant:

..... Signature of the Authorised Person

..... Name of the Authorised Person



**GEN: FORM- 6: Declaration regarding any Conflict of Interest and Anti-Collusion
Certificate**

[Certificate should be provided by bidder on its letterhead]

We hereby certify and confirm that in the preparation and submission of our Bid for Request for Bid (RFP) for "Selection of an Agency for the Implementation of Animal Birth Control (ABC) Program in District of Bihar". against the RFP No:<No> Dated <DD/MM/YYYY> is issued by Authority, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti- competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organisation in connection with the bid.

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under Clause 8 of the Section II - ITB. We also acknowledge that in case of misrepresentation of the information under Clause 9 of the Section II - ITB, our bids / contract shall be rejected / terminated by the Employer which shall be binding on us

(Signature of the Lead Member)

Printed Name and Designation

Seal

Date:

Place:

Business Address:



GEN FORM- 7: Pre-bid queries' format

The prospective participant, in case of any query before the bidding stage can raise the query seeking clarification in the prescribed following format (as excel document only) before the pre-bid due date as per the fact sheet:

Name of the Firm				
Sl. No.	Clause No.	Page No.	Original Clause	Clarification/ Suggestion



TECHNICAL FORMS



TECH: FORM- 1 (A): Supporting format for Project Experience of the Applicant

Sl. No.	Name of firm	Name & location of project	Name of Client	Start Date – End Date	Project Fees INR In Lakh)	Details of the project (Completed/ Ongoing)	Details of Document ary Proof attached
1.							
2.							
3.							
4.							
5.							



TECHNICAL FORM 1 (B): Format for Project Experience of the Applicant

Assignment name:	Value of the contract (in INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	
Start date (month/year):	
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Note: use separate sheet for each eligible project

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Selection, it is proved that the information furnished by us is wrong, PROCURING AUTHORITY, Bihar reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm Date

Place

Name _____

Designation Tel No.

Mobile No. E Mail ID

Seal/Stamp of the Firm



TECH FORM - 2: COMMENTS AND SUGGESTIONS ON TERMS OF REFERENCE

A - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job. Such suggestions should be concise and to the point.]

B - On Inputs and Facilities to be provided by the employer

6

TECH FORM 3A: Format for Financial Capability of the Applicant

(Equivalent in Rs. crores)

Applicant*	Average Annual Turnover from similar services			
	FY 2022-23	FY 2023-24	FY 2024-25	Average
<i>Applicant</i>				

Certificate from the Statutory Auditor/ Chartered Accountant

This is to certify that(name of the Applicant) has received the payments shown above against the respective years.

Name of the Audit firm:

Seal of the Audit firm

UDIN:-

Date:

(Signature, name and designation of the authorised signatory)

The Applicant should provide the Financial Capability based on its own financial statements. Financial Capability of the Applicant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Applicant.

** Any Applicant should fill in details as per the row titled Applicant and ignore the row below.*

*** The certificate must have UDIN issued by The Institute of Chartered Accountants of India (ICAI).*

TECH FORM 3B: Positive Net worth of the Applicant

(Equivalent in Rs. crores)

Applicant*	Net worth of the Applicant				
	FY 2022-23	FY 2023-24	FY 2024-25	Total	Average

Certificate from the Statutory Auditor/ Chartered Accountant

This is to certify that (name of the Applicant) has a net worth shown above against the respective years on account of the firm. Name of the audit firm:

Seal of the audit firm

UDIN:-

Date:

(Signature, name and designation of the authorised signatory)

**** The certificate must have UDIN issued by The Institute of Chartered Accountants of India (ICAI).**

TECH FORM- 4: Understanding of Scope with Approach and Methodology (A & M)

[Maximum of 10 pages including charts and diagrams]

{Suggested structure of your Technical Bid:

- a) Understanding of the subject
- b) Technical Approach and Methodology
- c) Organization and Staffing}

Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here. Organization and Staffing. {Please describe the structure and composition of your team}



**TECH FORM- 5 Format for HR Certification of the Technical Manpower Organisational Strength
(staff strength in numbers)**

Criteria	Staff Strength in numbers	Certification
Total Staff Strength of Organisation		Certified by HR head of the Applicant
Total Technical Staff related to Assignment working in the organization as on bid submission date in the organisation (...)		Certified by HR head of the Applicant

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Selection, it is proved that the information furnished by us is wrong, Procuring Authority, Bihar reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of HR Head of the Firm

Date

Place

Name _____ Designation:

Tel No.

Mobile No.

E Mail ID.

Counter Signature of Authorised Representative of the Firm



TECH FORM- 6: Format for sharing details of the Resources/Personnel to be deployed

Sl. No	Name of the resource	Proposed Role	Highest Degree	Assignment Related Certifications	Relevant Experience related to Project (In Yrs)	Please mention [nos.] relevant projects handled	Total Experience (In Years)
1.		Project Manager					
2.		Veterinary Surgeon					
3.		Para-vet / Veterinary Assistant / Nursing Staff					
4		Para-vet / Veterinary Assistant / Nursing Staff					



TECH FORM- 7: Format of Curriculum Vitae (CV) for Manpower (Key Personnel)

Sl. No.										
1.	Name									
2.	Current Designation in the organization									
3.	Proposed Role in the Project									
4.	Proposed Responsibilities in the Project									
5.	Date of Birth									
6.	Education									
7.	Summary of Key Training and relevant Certifications									
8.	Language Proficiency									
9.	Employment Record	<table border="1"> <tr><td>From/To:</td></tr> <tr><td>Employer:</td></tr> <tr><td>Position Held:</td></tr> <tr><td>From/To:</td></tr> <tr><td>Employer:</td></tr> <tr><td>Position Held:</td></tr> <tr><td>From/To:</td></tr> <tr><td>Employer:</td></tr> </table>	From/To:	Employer:	Position Held:	From/To:	Employer:	Position Held:	From/To:	Employer:
From/To:										
Employer:										
Position Held:										
From/To:										
Employer:										
Position Held:										
From/To:										
Employer:										
10.	Total No. of Years of Work Experience	<table border="1"> <thead> <tr> <th>Skill set</th> <th>Years of Experience</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Skill set	Years of Experience						
Skill set	Years of Experience									
11.	Experience in relevant domain and skill set as per requirement mentioned in TOR									
12.	Total No. of Years of relevant experience for the proposed Role (as per the requirement mentioned in TOR & ITB)									



13.	<p>Highlights of relevant projects/assignments handled and significant accomplishments that Best Illustrates Capability to Handle the Proposed Role (Use following format for each project)</p> <p>Name of assignment or project: Client Name:</p> <p>Year & Location:</p> <p>Position Held:</p> <p>Main project features (1-2 lines Max.): Activities performed:</p>
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①

FINANCIAL FORMS

9

FIN FORM - 1: Letter of Financial bid

(The bidder must accomplish the Letter of Financial Bid on its letterhead clearly showing the bidder's complete name and address.)

To,

{Enter Municipal Commissioner/Executive Officer (District name) ULBs HQ & Address}

Dear Sir,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
- (b) We offer to execute in conformity with the Bidding Documents and the Technical Bid submitted for the Work **Selection of an Agency for the Implementation of Animal Birth Control (ABC) Program in Saran District of Bihar.**
- (c) We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
- (d) We enclose herewith the complete Price Bid as required by you in FINANCIAL FORM-3
- (e) Our Bid shall be valid for a period of 90 days from the date fixed for the bid subform-6 mission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (f) If our Bid is accepted, we commit to obtain performance security in accordance with the Bidding Documents.
- (g) We understand that this bid, together with your written acceptance thereof included in your



notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name

In the capacity of

Signed

Date



FIN FORM - 2: FINANCIAL BID COVER

(AMOUNT IN INR)

Location,

Date

To

<insert client address>

Dear Sirs:

We, the undersigned, offer to provide services for the Implementation of Animal Birth Control (ABC) Program in Saran District of Bihar in accordance with your Request for Bid dated _____ and our Technical Bid.

Our attached Financial Bid for the amount of INR (Rupees.....) for the rate per unit (per dog) which includes

Implementation of ABC programme (includes catching dog, sterilisation, vaccination post-op care etc. as per AWBI guidelines, revised ABC module issued by AWBI in 2025), in the district is inclusive of all taxes, duties, levies as may be applicable.

Our Financial Bid shall be binding upon us until the expiration of the validity period of the Bid.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:



FIN FORM – 3: Financial Bid Format – Cost of Implementation of Animal Birth Control (ABC) Programme in Districts of Bihar

Name of Bidder:

NAME OF Assignment: - Selection of an Agency for the Implementation of Animal Birth Control (ABC) Program in _____ District of Bihar.

Name of the ULB (for which this bid is being submitted):

Sl. no	Item	Rate per dog	Target No. (70% of the estimated dog population in the district ULB Area)	Amount
1	Implementation of ABC Program: Catching stray dogs, conducting animal birth control (ABC), anti-rabies vaccination*, post-operative care and release as per AWBI protocol			
	Total cost			

* The kits/drugs for the deworming and Rabies vaccination will be provided by the Animal Husbandry department

Rupees (in words)..... only

Rate per dog quoted: Rs. _____

(Rupees..... only)

Signature of the Bidder Date:

Place:

Company Seal

Important Note:

1. Formats of the deliverable based reports/plans to be followed as per AWBI norms.
2. Payments to be made after submission of invoice and approval of the deliverables by the Competent Authority.



FIN FORM - 4: Performance Bank Guarantee

[On Appropriate Stamp Paper]

Ref: _____

Bank Guarantee No. _____ Date _____

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas, [*<<name of the supplier and address>>*] (hereinafter called "the Agency has undertaken, in pursuance of contract no. [*<<Insert Contract No.>>*] dated. [*<<Date>>*] to provide services for the Implementation of Animal Birth Control (ABC) Programme in Districts of Bihar."

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognised bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, [*<<Name of Bank>>*] a banking company incorporated and having its head/registered office at [*<<Address of Registered Office>>*] and having one of its offices at [*<<Address of Local Office>>*] have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Indian Rupees [*<<Insert Value>>*] (Rupees [*<<Insert Value in Words>>*] only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Indian Rupees [*<<Insert Value>>*] (Rupees [*<<Insert Value in Words>>*] only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Master system Integrator shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until [<<Insert Date>>] notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Indian Rupees [<<Insert Value>>] (Rupees [<<Insert Value in Words>>] only).
- II. This bank guarantee shall be valid up to [<<Insert Expiry Date>>]
- III. It is a condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before [<<Insert Expiry Date>>] failing which our liability under the guarantee shall automatically cease.

Date _____

Place _____

Signature

Witness _____

Printed
name

(Bank's common seal)



FIN FORM - 5: Bid Security Form (Bank Guarantee)

(Bank's Name, and Address of Issuing Branch or Office)

Beneficiary: _____ *(name and address of Employer)*

Date: _____

Bid Security No.: _____

Whereas M/s _____ *(insert the name of the Consultant)*
(hereinafter called the "Bidder") has submitted its technical & financial bids for the RFP, 'Selection of an Agency for the Implementation of Animal Birth Control (ABC) Program in _____ District of Bihar.'
(hereinafter called the "Bid") on dated _____

__ __ against the Employer's Notice Inviting Tenders (NIT) Notice Inviting Request for Bids *(Insert NIT/NIP/IFB number as per publication in newspaper)*.

Furthermore, we understand that, according to your conditions, bids must be supported by a Bid Security. At the request of the Bidder, we *(insert name of the bank)*

hereby irrevocably undertake to pay you any sum or sums not exceeding in total amount of _____
_____ *(insert bid security amount in figures)* _____

_____ *(amount in words)* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the RFP conditions, because the Bidder has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Technical Bid Form; or

- (a) does not accept the correction of errors in accordance with the Instructions to Bidders/Bidders (hereinafter "the ITC" / "the ITB") of the RFP Document; or
- (b) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITC/ITB.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract Agreement signed by the Bidder and the performance security issued to you upon the Instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of

(i) our receipt of a copy your notification to the Bidder of the name of the successful Bidder; or (ii) forty-five days after the expiration of the Bidder's bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

_____ *Bank's seal and authorized signature(s)* _____

SECTION V CONTRACT FORMAT

Standard Contract

THIS CONTRACT for the 'Selection of an Agency for the Implementation of Animal Birth Control (ABC) Program in _____ District of Bihar.' (hereinafter called the "Contract") is entered into [number] day of the month of [month], [year], between The (Enter respective Municipal Commissioner/ Executive Officer Respective (District name) district ULBs HQ & Address) (hereinafter called the "Employer") and M/s [name of Bidder] (hereinafter called the "Bidder"), a company, and having its registered office at [insert Bidder's address]; Telephone: _____, Email: _____

WHEREAS

the 'Employer' has requested the Bidder to provide certain consulting services as defined in this Contract (hereinafter called the "Services") described in Terms of Reference and Scope of Services of the RFP as part of the implementation of the Project;

(b) the Bidder, having represented to the 'Employer' that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

(c) THE PARTIES hereby agree as follows:

3. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- i. The Contract Agreement
- ii. The Letter of Bid with supporting documents
- iii. The addenda Nos if any)
- iv. The Conditions of Contract;
- v. Terms of Reference
- vi. RFP document
- vii. Price Bid

4. The mutual rights and obligations of the <Employer> and the Bidder shall be as set forth in the Contract, in particular:

- a. the Bidder shall carry out the [XXXX] in accordance with the provisions of the Contract; and
- b. the <Employer> shall make payments to the Bidder in accordance with the provisions of the Contract.



5. The Bidder /Bidder shall perform the Services during the period commencing [insert start date] and ending on [insert completion date] or any other period as may be subsequently agreed by the parties in writing.
6. The <Employer> designates Mr./Ms..... as <Employer>'s Project Head; the Project Head shall be responsible for the coordination of the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the <Employer>.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of
THE
Municipal Commissioner
{District ULBs HQ name}
[Authorized Representative of the
district ULBs HQ, name, title and
signature]

For and on behalf of
[Name of Bidder]

[Authorized Representative of the
Bidder – name and signature]

Signed by

Signed by

Title

Title:



SECTION VI: TERMS OF REFERENCE

Terms of Reference for the Selection of Agencies for the Implementation of Animal Birth Control (ABC) Programme in Districts of Bihar.

1. BACKGROUND

Urban Local Bodies (ULBs) across Bihar are mandated to manage street dog populations and ensure public health and safety through humane and scientifically sound methods. The Animal Birth Control Programme (ABC) is the Government of India's legally prescribed mechanism for humane dog population management. The Prevention of Cruelty to Animals (Animal Birth Control) Rules, 2023 mandate sterilisation, anti-rabies vaccination, community participation, scientific record-keeping, and humane handling of all community dogs.

The National Action Plan for Dog-Mediated Rabies Elimination under NDLM further establishes the One-Health framework for rabies elimination by 2030 through mass dog vaccination, dog population management, public awareness, bite surveillance, and inter-sectoral collaboration.

In this context, the Urban Development and Housing Department – Govt. of Bihar seeks to engage technically qualified and experienced Agencies to operate comprehensive 37 nos of ABC Centers at District ULB HQs to conduct humane dog capture, complete sterilisation and vaccination as per AWBI standards, undertake post-operative care, support NDLM objectives, and maintain full compliance with statutory rules and technical standards.

This Terms of Reference outlines the Context, Scope, Obligations, Performance Indicators, Staffing requirement, Monitoring, Reporting, and Payment terms for the selected Agencies for this assignment.

2. CONTEXT

I. Animal Birth Control (ABC)

A statutory programme mandated under the ABC Rules 2023, comprising capture, sterilisation, anti-rabies vaccination (ARV), deworming, post-operative care, and release of street dogs back to their original locations, except for the stray dogs found within the compounds of public-institution premises (such as educational institutions, hospitals, bus stands, railway stations, sports complexes, etc.), must be relocated to a designated shelter provided by the ULB after sterilization and vaccination.

II. One Health Approach

A cross-sectoral model integrating animal health, human health, environmental sanitation, and community behaviour to achieve rabies elimination.



3. OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to Establishment of and implement the Animal Birth Control Programme in 37 Districts in Bihar (as per the List in Annexure C), through district wise ABC Centres under respective District ULB HQs in full compliance with:

- Animal Birth Control Rules (2023)
- AWBI's Revised Animal Birth Control Module (2025)
- SOP for prevention of Dog Bites and management of Stray Dogs in Institutional Premises (2025)
- Any other guidelines, orders, notifications issued by the Government of India, the Government of Bihar, AWBI, or any court of law.

The broader objective of the assignment is,

- I. To reduce unplanned breeding, manage street dog population humanely, and prevent rabies transmission through systematic sterilisation, vaccination, and community engagement.
- II. To ensure citizen safety and improve public health outcomes through scientifically sound practices and One-Health collaboration.
- III. To establish robust ABC facilities meeting AWBI standards, including OT, POC kennels, quarantine, dog kitchen, recovery rooms, and record management systems.
- IV. To develop a reliable and tamper-proof data and reporting system, including geo-tagging, dog census, dog release documentation, organ-counting protocols, and NDLM reporting.
- V. To ensure humane handling of community dogs, promote coexistence, and strengthen the community, ULB trust regarding dog population management.

4. SCOPE OF WORK

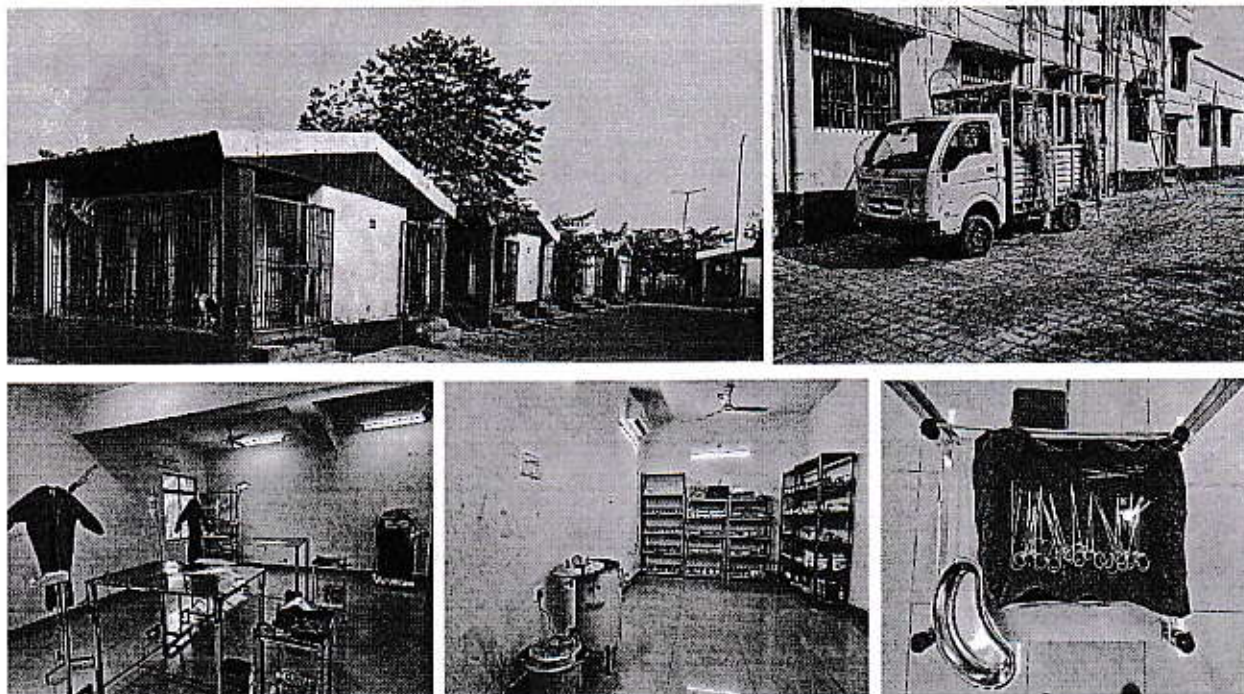
The Selected Agency shall perform a comprehensive set of tasks as outlined in this Terms of Reference. The Agency must ensure that the stray dog capture, handling, transportation of dogs, sterilization, OT, post-op care, feeding, hygiene and veterinary care are provided for the street dogs. The preparation room and operation theatre must be well equipped with necessary instruments, equipment's and medicines to adequately handle the volume of work as well as to ensure that surgery carried out on the dogs is free of any untoward complications and to ensure AWBI guidelines are followed. Care must also be taken to ensure that adequate number of personnel are available on duty to conduct the ABC Program efficiently.

The agency will be responsible for the Rabis Vaccination, Deworming, and Sterilization of the stray dogs in each of the ULB under the respective Districts.

Reporting: Monthly reporting to NDLM portal, AWBI reporting, District ULB HQ Municipal Commissioner, Executive Magistrate, District Animal Husbandry Officer.

A. Infrastructure:

The Infrastructure of the district ABC Centre as per AWBI norms, with the provision for doctor's room, pre-operative preparation room, post-operative recovery room, kitchen, medicine stockroom, attendants' quarters, suitable kennels, quarantine facility with a separate entrance etc. will be provided by the Procuring authority. However, the proper upkeep of the ABC centre will be responsibility of the agency.



(For reference, pictures of ABC Centre – Patna (Dog kennels, Dog catching van, OT, Autoclave room, surgery tools etc.)

B. Use of Premises. Operation & Maintenance of ABC Centre

1. The agency will use premises exclusively for ABC functions only.
2. The agency will maintain the facility in clean, hygienic, and AWBI-compliant condition.
3. The agency will not sublet or use it for commercial activity.
4. Cooperate fully with inspections.

C. Dog Capture, Transport, sterilization & Vaccination, post-op care and Release as per AWBI norms

1. The agency will arrange for facilities like, Dog catching cans, dog catchers etc.,
2. The agency shall arrange required number of dogs catching vehicles along with drivers and dog catchers.
3. The agency will arrange for any other requirement that is necessary to achieve the target.



D. List of Activities to be performed by the Agency

1. Dog capture as per the AWBI protocol

The agency will perform the following tasks on behalf of the authority of the Municipality (within the respective district) in the interest of protecting the health, safety and convenience of the citizens and in compliance with the Animal Birth Control Rules issued by Government of India:

- (i) Catching stray and nuisance creating dogs in all Municipal areas within the district
- (ii) Transporting them to and/or Isolation wards at the District ABC Center.
- (iii) Making them sterile by spaying or castration operation and taking post-operative care including food, medicine, ear notching and anti-rabies immunization.
- (iv) Euthanize the stray dogs, which are sick, rabid and rogue, by putting them to sleep in a humane manner.
- (v) Releasing sterilized dogs to its original location of their catch or keep them in Isolation ward.
- (vi) Implement the above work as per guidelines, SoP and rules of the Animal Welfare Board of India.

2. Humane Capture

The Agency shall:

- (i) Use only humane methods: hand nets, butterfly nets, or AWBI-approved mechanisms.
- (ii) Prohibit use of tongs, nooses, wires, or harsh restraining tools.
- (iii) Capture dogs in the early morning or as directed by ULB to reduce stress.
- (iv) Ensure equal gender capturing for population balance.

3. Exclusions from Capture

- (i) Puppies under 6 months
- (ii) Lactating mothers with pups younger than 8 weeks
- (iii) Sick/injured dogs (they should be taken for treatment, not sterilisation)

4. Transport

- (i) Dogs shall be transported only in ULB-approved modified dog-catching vans, compliant with Transport of Animals Rules.
- (ii) Vans must have:
 - a. partitions,
 - b. ventilation,
 - c. non-slip flooring,
 - d. shade/weather protection,
 - e. safety locks.

5. Pre-operative Care

The Agency must ensure:



- (i) 12 hours pre-operative fasting (no food/water)
- (ii) Health assessment
- (iii) Temperature check
- (iv) Recording of age, sex, coat colour, and identifying marks
- (v) Deworming
- (vi) All protocols as per AWBI SOP 2023

6. Surgical Protocol

Sterilisation must be carried out:

- (i) Only by qualified veterinary surgeons
- (ii) Using approved anaesthesia and analgesia
- (iii) In sterile OT conditions
- (iv) With complete surgical instrument sets
- (v) Strict aseptic procedures
- (vi) Mandatory anti-rabies vaccination (ARV) for every operated dog
- (vii) Recording dosage, time, surgeon name, and procedure notes

7. Ear Notching

- (i) Each sterilised dog must receive a V-shaped notch on the right ear as identification.

8. Organ Counting Protocol

The Agency must:

- (i) Collect & preserve reproductive organs in 10% formalin
- (ii) Maintain organ-count register
- (iii) Facilitate inspection by the Organ Counting Committee
- (iv) Follow ABC Rules 2023 compliance

9. Post-operative Care

- (i) Dogs must remain for a minimum of 4 days under observation.
- (ii) Provide nutritious food twice daily.
- (iii) Provide clean drinking water at all times.
- (iv) Provide wound management and daily health monitoring.
- (v) Segregate aggressive, sick, or high-risk dogs.
- (vi) Maintain daily records for each dog.

10. Compliance with NDLM (Rabies Elimination Goals)

The Agency shall integrate rabies elimination standards into all ABC operations:

- (i) 100% ARV coverage for all sterilised dogs.
- (ii) Support mass dog vaccination activities when requested by Health/ULB authorities.
- (iii) Report suspected rabies cases immediately to the designated Health/Veterinary officials.
- (iv) Assist in dog bite surveillance and community reporting.



- (v) Conduct public awareness on rabies prevention, safe dog interaction, and first-aid for dog bites.
- (vi) Maintain full data of ARV batches, expiry, and usage.
- (vii) Submit monthly NDLM compliance reports.

11. Release

- (i) Release dogs only in the same location from where they were captured, except for the stray dogs found within the compounds of public institution premises (such as educational institutions, hospitals, bus stands, railway stations, sports complexes, etc.), must be relocated to a designated shelter provided by the ULB after sterilisation and vaccination.
- (ii) Release must be humane; sudden dumping is prohibited.
- (iii) A ULB representative must accompany the release team.
- (iv) Geo-tagging of capture & release point is mandatory.

12. Casualties / Mortality Protocols

In case of any death before/after surgery:

- (i) Conduct mandatory post-mortem
- (ii) Submit report within 24 hours

If negligence is proven, respective ULBs may impose penalties, initiate action, or terminate the contract

13. Dog Census, GIS Mapping, and Data Management

The Agency must ensure the following:

- (i) Conduct dog census using AWBI-recommended methods.
- (ii) Map dog populations ward-wise using GIS tools.
- (iii) Maintain a digital database with GPS location of dog-catching vehicle at capture and at release point
- (iv) Dog image (optional but preferred)
- (v) Sterilisation & vaccination details
- (vi) OT records
- (vii) POC records
- (viii) Organ count ledger
- (ix) Radium collar for identification and safety on roads at night.
- (x) Submit monthly records to ULB.
- (xi) Identification by using neck collar or tag bearing a 12digit ID as assigned by the respective Local Body Verifier, used for all recording all transactions such as Vaccination, Treatment, surgical procedure



3. Roles & Responsibilities of District ULBs HQ (Procurement Authority)

Procurement Authority shall:

- (i) Provide the district ABC centre ready to use
- (ii) Facilitate ID cards
- (iii) Monitor the progress of the ABC program of District ABC Centre (as per AWBI norms)
- (iv) Ensure the quality of Equipment & Vehicle (as per AWBI norms)
- (v) Monitor programme through committees
- (vi) Process payments as per the rule
- (vii) Verification of claims by Municipal Commissioner/EO
- (viii) Payment is released after approval of the competent authority
- (ix) Support coordination with Health, Police, and Veterinary departments for NDLM activities
- (x) Facilitate all the approvals and clearances to take up any activity related to ABC in all ULB area under the respective district.

4. Monitoring, Audits & Inspections

ABC Monitoring Committee shall:

- (i) Conduct fortnightly/monthly inspections
- (ii) Verify records & organ counts
- (iii) Review compliance
- (iv) Recommend payments/penalties
- (v) Certify monthly performance

Procuring Authority may conduct third-party audits.

5. Penalties

- (i) Violation of ABC Rules / AWBI SOP: ₹1,000 per incident
- (ii) Failure to replace unfit staff: ₹1000 per week delay
- (iii) Serious cruelty or illegal euthanasia: contract termination

6. General Conditions

- (i) Agency employees are not employees of the Government.
- (ii) Agency must comply with all labour, PF, ESI, and insurance laws.
- (iii) Agency must indemnify the government against claims.
- (iv) Staff cannot claim regularisation.
- (v) Agency cannot sublet the assignment.
- (vi) Agency must ensure property protection.
- (vii) All damages recoverable from the Agency.
- (viii) Health & safety standards must be followed without exception.
- (ix) Confidentiality must be maintained.
- (x) Data cannot be sold or misused

14. Community Awareness & Social Behaviour Change

The Agency shall:

- (i) Adhere to the AWBI SOP
- (ii) Conduct announcements in areas before dog catching.
- (iii) Explain the ABC program to citizens.
- (iv) Promote humane coexistence.
- (v) Address complaints and concerns.
- (vi) Display boards and posters at ABC Centres.
- (vii) Involve RWAs, SHGs, and local influencers etc.

15. Monthly Sterilisation Target

Monthly targets will be set by the ABC Monitoring Committee in the respective districts based of ABC norms. The agency shall submit the work plan to the ABC Monitoring Committee before commencement of the program. The work plan should be reviewed on monthly basis.

E. Staff Requirement

1. Minimum Staff at Each ABC Centre at District Level:

Position	No. of persons	Qualifications and Skills
Project Manager	1	Degree in Veterinary Science with minimum 2 Years' experience in a similar field.
Veterinary Surgeon	2	Degree in Veterinary Science or degree in relevant field with minimum 2 years' experience. The preference will be given to Vets having a master's degree in veterinary surgery / radiology
2 Para-vet / Veterinary Assistant / Nursing Staff	2	At least 1 year experience in assigned job.
Support Staff <ul style="list-style-type: none">• 4 Dog Catchers• 1 Driver• 2 Animal Handlers / Attendants• 1 OT Technician (recommended)• 1 Data Entry Operator	2	At least 1 year experience each, in assigned job.

2. Staff Conditions

- (i) Must be trained as per AWBI SOP
- (ii) Must have police verification
- (iii) Must be medically fit
- (iv) Must follow hygiene/safety norms
- (v) Must follow code of conduct such as no alcohol, smoking, or gambling etc.

Implementation of ABC programme

Broad List of Activity & items as per AWBI Norms

S.No	Particulars
1	Before Surgery (Dog catching van, Picking up and Feeding for a dog, etc.)
2	On the Day of Surgery - Preparation for Surgery (Pre-Anaesthetic, Shaving blade, Scrub solution, Cotton, Povidine iodine, Sterilised gauge, etc.)
3	At the Time of Surgery (Surgical blade, Anaesthetic, Syringe and needle, Surgical gloves, Vicryl, Sterilised gauze, Suturing needle, Nylon thread, Antibiotic, Analgesic & Anti-inflammatory, Bandage, Tape, IV fluid, IV set, SV set, Emergency drug, Disinfectant & antiseptic soap, etc.)
4	Post-Operative Surgery (Antibiotics, Analgesics & anti-inflammatories, Povidine solution, Cotton, Syringe and needle, Anti-rabies vaccine, Dewormer, Feeding, Releasing of dog, etc.) All necessary and emergency drugs to handle emergency cases if occur.
5	Vaccination Against Rabies, Deworming (The kits/drugs for the deworming and Rabies vaccination will be provided by the Animal Husbandry department and will be administer under the supervision of District Animal Husbandry officer)
6	Identification by using neck collar or tag bearing a 12 digit ID as assigned by the respective Local Body Verifier This 12-digit ID shall be used for all recording all transactions such as Vaccination, Treatment, surgical procedure,

(includes but not limited to, dog catching, sterilisation, vaccination post-op care etc. as per AWBI guidelines, revised ABC module issued by AWBI in 2025)



Bihar 20th Livestock Census 2019

Serial No	District Name	Stray Dogs Count
1	Araria	11184
2	Arwal	5506
3	Aurangabad	29399
4	Banka	16279
5	Begusarai	19702
6	Bhagalpur	10275
7	Bhojpur	23419
8	Buxar	22338
9	Darbhanga	14278
10	Gaya	57920
11	Gopalganj	26044
12	Jamui	11357
13	Jehanabad	13835
14	Kaimur (Bhabua)	16239
15	Katihar	19789
16	Khagaria	8024
17	Kishanganj	13434
18	Lakhisarai	5260
19	Madhepura	14216
20	Madhubani	29754
21	Munger	6248
22	Muzaffarpur	28146
23	Nalanda	31976
24	Nawada	20082
25	Pashchim Champaran	19221
26	Patna	23714
27	Purbi Champaran	30006
28	Purnia	24636
29	Rohtas	31668
30	Saharsa	5535
31	Samastipur	20621
32	Saran	19141
33	Sheikhpura	5526
34	Sheohar	3270
35	Sitamarhi	10293
36	Siwan	22715
37	Supaul	5971
38	Vaishali	19121



ULB HQ Address, Phone no, Email Id and Banking details for the bidding purposes

Sl No	Name of ULB HQ	Postal Address	Email Id	Phone/ Mobile	Bank Account Name	Bank Account No	Bank Name and Branch	IFSC Code
1	Ara Nagar Nigam	New old Police line Ara	mucommissionerara@gmail.com	9031654147	Municipal commissioner Ara Nagar Nigam, Ara	062205500636	ICICI BANK Apporva Tower, Ara	ICIC0000622
2	Begusarai Nagar Nigam	Chitragupta Nagar, Near Kaili Sthan Chowk Begusarai 851101	bmcbeg@gmail.com	6243450151	Municipal Commissioner Nagar Nigam Begusarai	100116535455	IndusInd Bank Begusarai	INDB000186
3	Bettiah Nagar Nigam	Near SDO Office, Dist- West Champaran Pin Code No- 845438 (Bihar)	nagarnigambth21@gmail.com	9031654149	Municipal Commissioner Municipal Corporation, Bettiah	12310100024243	Bank of Baroda, Bettiah Branch	BARB0BETTIA
4	Bhagalpur Nagar Nigam	Swami Vivekanand Path Kachari Campus Manali Chowk Bhagalpur- 812002	nagarnigambhagalpur@gmail.com	7970717032	Bhagalpur Nagar Nigam Holding Tax	50200011442779	Hdfc Bank ltd D.N Singh Road Khalifrahag Chowk	HDFC0000765
5	Biharsharif Nagar Nigam	Mohalla-Sundargarh, Biharsharif Nagar Nigam, Near Bihar Thana, Biharsharif, Nalanda – 803101	biharsharifnagarnigam@gmail.com	06112-232271 / 9031654151	Nagar Ayukt Nagar Nigam Biharsharif	8069435399	Indian Bank, Amber, Biharsharif	IDBI0008093
6	Chapra Nagar Nigam	Municipal Chowk Chapra	ulochapranagarnigam@gmail.com	9031654152	Municipal Commissioner Chapra	38608896685	State Bank of India Municipal Chowk Chapra	SBIN0016621
7	Darbhanga Nagar Nigam	Town Hall Lalbagh Darbhanga	dbg_municipal_co_mm@yahoo.in	7004085779	Municipal Commissioner Darbhanga	994301201	Indian Bank Darbhanga	IDIB000025
8	Gaya Nagar Nigam	Kedarnath market 823001	mc.gayamc@gmail.com	9507402042	Municipal Commissioner Gaya	447510100011579	Bank of India, Gaya	BKID0004475
9	Katihar Nagar Nigam	Shaheed Chowk, Katihar	kmckatihar@bihar.gov.in	7992485725	Municipal Commissioner, Katihar Nagar Nigam	2563111100001547	Union Bank of India	UBIN0825638
10	Madhubani Nagar Nigam	Near Red Cross Society Madhubani	madhubaninagarnigam@gmail.com	9939240870	Executive Officer, Nagar Parishad Madhubani	50509609966	Indain Bank, Madhubani	IDBI000M523
11	Motihari Nagar Nigam	Main Road Meena Bazar, Gandhi Chowk, Motihari, East Champaran, Bihar, Pin Code-845401	mcmotihari@gmail.com	8709638214	Municipal Commissioner Nagar Nigam, Motihari	8007089348	Indian Bank, Raja Bazar, Motihari	IDIB000M233

ULB HQ Address, Phone no, Email Id and Banking details for the bidding purposes

Sl No	Name of ULB HQ	Postal Address	Email Id	Phone/ Mobile	Bank Account Name	Bank Account No	Bank Name and Branch	IFSC Code
12	Munger Nagar Nigam	Nagar Nigam Munger opposite-Model School, Post Office-Munger, Pin Code- 811201	munger.ulb@gmail.com	9031654158	Nagar Nigam Munger, Revenue Receipt	32701279830	SBI, Munger	SBIN0000136
13	Muzaffarpur Nagar Nigam		muzaffarpur.ulb@gmail.com	9031654159				
14	Purnia Nagar Nigam	Kala Bhawan Road Near SDO Office, Purnia, Nagar Nigam Purnia	nagarnigampurnia@gmail.com	8521450586	Municipal Commissioner Purnia	10954138032	SBI Main Branch Purnia	SBIN0000159
15	Saharsa Nagar Nigam	Gangjala Chowk, Saharsa, 852201	nagarnigamsaharsa@gmail.com	7070102234	Internal Recourses	3133101011612	Canara Bank, Saharsa Branch	CNRB00003133
16	Samastipur Nagar Nigam	Office Nagar Nigam Samastipur, near Thaneswar Mandir, Bus Stand, 848101	nagarnigamsamastipur@gmail.com	9631009345	Miscellaneous Expenses Municipal Corporation Samastipur	1263100100015482	Punjab National Bank & Mohanpur, Samastipur Branch	PUNB0126310
17	Sasaram Nagar Nigam	Sasaram Nagar Nigam, Post-Sasaram, Dist- Rohtas, Bihar 821115	sasaramnagarnigam@gmail.com	9031654163	Executive Officer Nagar parishad Sasaram (Govt. Fund)	11133930182	Sasaram	SBIN0000177
18	Sitamardi Nagar Nigam	Hospital Road, Ward No.-14, Sitamardi.	sitamardi.ulb@gmail.com	9155493365	Nagar Ayukt, Nagar Nigam Sitamardi	32697618197	State Bank of India, Sitamardi Bazar	SBIN00003435
19	Lakhisarai Nagar Parishad	Ward 14 Near Chhoti Durga Mandir Nagar Parishad Lakhisarai Dist. Lakhisarai (Bihar) Pin-811311	lakhisarainagarparishad@gmail.com	9852430089	Rajajswa Praptiyan	3936000100231554	Punjab National Bank, Naya Bazar Lakhisarai	PUNB0393600
20	Sheikhpura Nagar Parishad	Near Dailu Chouck	npsheikhpura@gmail.com	7738096856	Executive Officer, Nagar Parishad Sheikhpura	113733336637	State Bank Of India Sheikhpura	SBIN00006617
21	Jamui Nagar Parishad	Sirchand Nawada, Ward No-08, Post Jamui, District Jamui, Pin Code 811307	ceonagarpkishasiamui@gmail.com	9031654207	Executive Officer nagar Parishad Jamui	2157104000026372	IDBI Bank, Jamui	IBKL0002157

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22	Khagaria Nagar Parishad	N.A.C Road Ward No 18 P.O+DIST- Khagaria Pin 851204	cm.npkhagaria@gmail.com	6244291508	Municipal Fund	3291101006070	Canara Bank Branch - Khagaria	CNRB0003291
23	Aurangabad Nagar Parishad	Block More, Aurangabad Bihar Pin-824101	municipalcouncil.aurangabad1@gmail.com	9431471353	Internal fund Nagar Parishad Aurangabad	79750001000324 50	PNB Ratanuan	PUNB0797500
24	Jehanabad Nagar Parishad	BIHIND OF D.M OFFICE JEHANABAD	nagarparishad.jehanabad@gmail.com	9430938161	Revenue Reclots A/C Ex- Office Jehanabad	0228000100451 625	Punjab National Bank, Jehanabad	PUNB0022800
25	Arwal Nagar Parishad	Near Bus Stand Nahar Road Ward N 06, Arwal	eonparwal@gmail.com	7903780643	Karyapalak Padadhkari Nagar Parishad Arwal (HT)	2181102000001 861	IDBI BANK Ahiyapur Arwal	IBKL0002181
26	Araria Nagar Parishad	Thana Chowk, Araria, 854311	nagararia@gmail.com	7838838226	Araria Nagar Parishad	11432642298	State Bank of India, Main Branch, Araria	SBIN0000009
27	Kishanganj Nagar Parishad	Ward No- 30,Near Civil Court Kishanganj, Bihar, 855107	kishanganj.ulb@gmail.com	9031668669	Executive Officer, Kishanganj Nagar Parishad	31092674212	State Bank of India, Kishanganj	SBIN0000117
28	Siwan Nagar Parishad	Nagar Parishad Siwan, Near J.P. Chowk, Kachari Road Siwan-841226	siwan.nagarparishad1@gmail.com	9031668702	Executive Officer, Nagar Parishad, Siwan	1366010000000 816	Utkarsh Small Finance Bank, Dwivedi Colony Near Head Post Office Siwan 841226	UTKS0001366
29	Gopalganj Nagar Parishad	At- Sareya, Ward No. 13 near Minz Stadium, Gopalganj, Pin- 841428	npgopalganj@gmail.com	9031654199	Executive Officer, Nagar Parishad, Gopalganj	33740100014192	Bank Of Baroda Thana road, Gopalganj	BARB0G0PALG
30	Buxar Nagar Parishad	Satyadeo Ganj, Maruti Housing Colony, Khalasi Mohalla, Civil Lines, Buxar, Bihar 802101	Ulb-buxar- bin@bihar.gov.in	9031654187	Executive Officer, Nagar Parishad, Gopalganj	238101000007184	Indian Overseas Bank, Buxar	IOBA0002381
31	Bhabhua Nagar Parishad	In front of Post Office, ward- 12, Dist-Kaimur (Bhabhua) 821101	nagarparishadbhabua@gmail.com	9031654181	Executive Officer, Nagar Parishad, Bhabhua	73380104164182	Central Bank of India, Sheohar	CBIN0280019

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32	Sheochar Nagar Parishad	Near Petrol Pump, Main Road NH-227 Nagar Parishad Sheochar 843329	ulb.bih.sheochar@gmail.com	7296978252	Executive Officer, Nagar Parishad, Sheochar	1812426440	Central Bank of India, Sheochar	CBIN0280019
33	Hajipur Nagar Parishad	Ward no. 28, Rambalak Chowk, Hajipur, Vaishali, 844101 (Bihar)	hajipurnagarparishad@gmail.com	8986008645	Karyapalak Padadhikar, Nagar Parishad Hajipur	0285101029021	CANARA BANK, HAJIPUR	CNRB0000285
34	Banka Nagar Parishad	alikh Road, Chandra shekhar singh Nagar Bhawan Banka, Pin Code-813102	nagarpanchayatbanka@gmail.com	9031654174	Executive Officer, Nagar Parishad, Banka	370601001568	ICICI Bank, Bank	ICIC0003706
35	Supaul Nagar Parishad	Ward No- 4, Pipra Road, Nagar Parishad Supaul	nagarparishadsupaul@gmail.com	9958048341	Arvind Kumar Singh	36297118814	State Bank Of India Supaul	SBIN0000190
36	Madhepura Nagar Parishad	Ward No 14, Near Civil Court, East By Pass Road, Madhepura, PIN-852113	nagarparishadmadhepura@gmail.com	7004734989	Executive Officer, Nagar Parishad, Madhepura	4932002100000889	Punjab National Bank, Madhepura	PUNB0493200

