

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)  
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No :- 5344 /EE II/NKDA/2016-17

Date: 21.09.2016

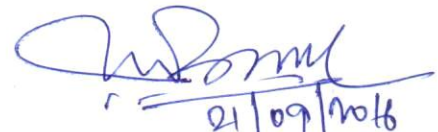
## **INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR CAPTURING OF STRAY DOG, STERILISATION AND ANTI RABIES VACCINATION AT NEW TOWN CITY UNDER NKDA.**

New Town Kolkata Development Authority, A statutory Organisation, under Govt. Of West Bengal, intended to invite “Expression of Interest” from qualified and experienced NGO’s having reputation and other professionals groups for capturing of stray dog, sterilisation and anti rabies vaccination within New Town City under New Town Kolkata Development Authority for an expected period of one year.

For overview of the scope, pre-qualification criteria, terms and conditions of EoI and suggested response formats, please visit our website [www.nkda.org](http://www.nkda.org).

Interested service providers who meet the pre-qualification criteria may furnish their Expression of Interest with all necessary documents in a sealed cover along with the covering letter duly signed by an authorised signatory on or before 03.10.2016 by 15.30 hours at the following address. NGO having well reputation and other professional groups for the said fields shall be given preference.

**Dated: 21/09/2016**

  
**Executive Engineer-II, NKDA**

Address :  
Executive Engineer-II  
New Town Kolkata Development Authority  
01, MAR, New Town  
Kolkata – 700 056

## Table of Contents

### Part I: General Terms

1. OBJECTIVE OF EXPRESSION OF INTEREST (EOI) .....	5
2. EOI ISSUING AUTHORITY .....	5
3. TENTATIVE CALENDAR OF EVENTS .....	5
4. AVAILABILITY OF THE EOI DOCUMENTS .....	5
5. BIDDERS' CONFERENCE .....	6
6. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS .....	6

### Part II: Scope of Services

1. PROJECT BACKGROUND .....	8
2. SCOPE OF WORK .....	8-9

### Part III: Bidding Terms and Pre-Qualification Criteria

1. CONDITIONS UNDER WHICH THIS EOI IS ISSUED .....	11
2. RIGHTS TO THE CONTENT OF THE PROPOSAL .....	11
3. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS .....	11
4. EVALUATION OF PROPOSAL .....	12
5. LANGUAGE OF PROPOSALS .....	12
6. PRE-QUALIFICATION CRITERIA .....	12
7. RESPONSE REQUIREMENTS .....	12-13

### Part IV: Annexure – Response Formats

1. FORM I: COVERING LETTER .....	15
2. FORM II: GENERAL DETAILS OF THE ORGANIZATION.....	16
3. FORM III: FINANCIAL DETAILS OF THE ORGANIZATION .....	17

**4. FORM IV: EXPERIENCE DETAILS ..... 18**

**5. Form no V: DETAILS OF INFRASTRUCTURES OF THE ORGANISATION.....19**

# **Part I: General Terms**

### **1. OBJECTIVE OF THIS EXPRESSION OF INTEREST (EOI)**

In order to eradicate and birth control, of stray dog including anti rabies vaccination in block area level and action area levels through stringent monitoring and supervisory practices and establishment of a strong reporting mechanism at all levels (viz. Block, Action Area level) with a view to strengthening eradication of stray dogs under the program by establishing a proper monitoring mechanism and/or proper Management for capturing stray dogs etc. from New Town.

### **2. EOI ISSUING AUTHORITY**

This Expression of Interest is issued by the Executive Engineer-II, New Town Kolkata Development Authority, a statutory organisation, under Govt of West Bengal, intended to invite “ The Expression of Interest” of capturing of stray dog, sterilisation and anti- rabies vaccination. The department reserves the right to reject any or all the offer without assigning any reason.

### **3. TENTATIVE CALENDAR OF EVENTS**

The following table enlists important timelines for completion of bidding activities :

<b>Sl. No.</b>	<b>Milestone</b>	<b>Date and time (DD-MM-YYYY;hh:mm)</b>
3.1	Advertisement of Expression of Interest	21.09.2016
3.2	Bidders Conference	27.09.2016 at 15:00 hrs
3.3	Last date for submission of EOI Response	03.10.2016 at 15:00 hrs
3.4	Opening of EOI Response	03.10.2016 at 15:30 hrs
3.5	Declaration of short listed firms	To be informed later

### **4. AVAILABILITY OF THE EOI DOCUMENTS**

Eoi can be downloaded from the program website given on page no-1. The participants are expected to examine all instructions, forms, terms, project requirements and other details in the Eoi documents. Failure to furnish complete information as mentioned in the Eoi documents or submission of a proposal not substantially responsive to the Eoi documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

## **5. BIDDERS' CONFERENCE**

EE-II, NKDA, will host a bidder conference in 01, MAR, New Town Kolkata- 700 156 at the address given on page no-1. The Conference is tentatively scheduled as per the schedule given in Section 3.2. The representatives of the interested NGOs/ organizations (restricted to two persons) may attend the bidders' conference at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding the EoI. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the EoI and the program. The venue for the bid conference will be at the address given on Page no-1.

## **6. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS**

EoI Letters, in its complete form in all respects as specified in the EoI, must be submitted to EE-II, NKDA, at the address specified as given above.

EE-II, NKDA,, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the Program's website, in which case all rights and obligations of EE-II, NKDA.

## **Part II: Scope of Services**

## **1. Program Background**

EE-II, NKDA, which is a part of Chief Engineer of Engineering Cell, NKDA, is responsible for capturing of stray dog, sterilisation and anti rabies vaccination to control the birth rate of stray dogs in block area level as well as Action Area level in a board spectrum in next five years.

## **2. Tasks to be carried out by the NGOs/Organisations/Agencies.**

**(Scope of Work):-**

- a) Stray dog to be captured from New Town Area( Viz Action Area I/II/III) at least 50 dogs per week.
- b) Stray dog are to be caught by the trained catching staff of NGO/Organisation/Agencies
- c) Dog should be captured by sack & loop method.
- d) Dogs who are in good condition are then surgically neutered by qualified and experienced vaterinary surgeon.
- e) Overio hysterectomy should be performed in case of female dogs.
- f) Castration should be performed in case of male dogs
- g) Sedative and Tranquilizers, sedative analgesics, general anaesthetics may be used in animals during operation.
- h) The operated dogs are kept for a period of 7 to 10 days until they are completely healed.
- i) post operative care to be taken by veterinary physician.
- j) The diet for a sterilised dog should be as per prescription of veterinary physician, vegetarian/non vegetarian with special dietary needs.
- k) Permanent identification marks is tattooed in the inner thigh of each dog sterilised.
- l) Tattooing must be done while they are under general anaesthesia.
- m) The tattoo mark will be NKD with month & year of surgery.
- n) Dogs ear also can notched while it is under anestheitia.
- o) Dogs after sterilisation must be vaccinated against rubbish and released either by trained staff or volunteers in presence of NKDA's officials.
- p) Dogs who are not fit for surgery should be treated by NGO's Organisation/Agencies and operated only when they are in good health.
- q) After sterilisation and vaccination the dogs should be released in same places from where they captured.
- r) Photographic documentation of capturing and release of dog is an essential criteria for monitoring management.
- s) A log book is to be maintained for capture & release of dog as per format of NKDA.



**t) Arrangements is to be made for an inspection of NKDA at the Establishment, infrastructure and all other arrangements of the Organisation**

**Part III:**  
**Bidding Terms and**  
**Pre-Qualification Criteria** <sup>10</sup>

## **1. CONDITIONS UNDER WHICH THIS EOI IS ISSUED**

i) This Eoi is not an offer and is issued with no commitment. EE-II, NKDA, reserves the right to withdraw the Eoi and change or vary any part thereof at any stage. Executive Engineer-II, NKDA, also reserves the right to disqualify any bidder, should it be so necessary at any stage.

ii) EE-II, NKDA, reserves the right to withdraw this Eoi if CE, NKDA determines that such action is in the best interest of the Program.

iii) Short-listed agencies would be issued formal Request for Proposal and inviting their technical and commercial bids at a later date.

iv) Timing and sequence of events resulting from this Eoi shall ultimately be determined by EE-II, NKDA.

v) No oral conversations or agreements with any official, agent, or employee of NKDA shall affect or modify any terms of this Eoi and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of NKDA shall be superseded by the definitive agreement that results from this Eoi process. Oral communications by NKDA to bidders shall not be considered binding on NKDA, nor shall any written materials provided by any person other than NKDA.

vi) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against NKDA or any of their respective officials, agents, or employees arising out of, or relating to this Eoi or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).

vii) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

viii) Each applicant shall submit only one Pre-qualification requirements proposal.

## **2. RIGHTS TO THE CONTENT OF THE PROPOSAL**

For all the response received before the last date and time of submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of EE-II, NKDA and will not be returned after opening of the proposals. EE-II, NKDA is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the participants. EE-II, NKDA shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

## **3. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS**

By submitting a proposal, each agency shall be deemed to acknowledge that it has carefully read all sections of this Eoi, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations. 11

#### **4. EVALUATION OF PROPOSAL**

The Proposal will be evaluated as per the requirements specified in the EoI and adopting the pre-qualification criteria spelt out in this EoI. The Bidders are required to submit all required documentation in support of the pre-qualification criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for evaluation.

#### **5. LANGUAGE OF PROPOSALS**

The proposal and all correspondence and documents shall be written in English.

#### **6. PRE-QUALIFICATION CRITERIA**

a. The agency should submit the copy of EPF Registration, Service Tax Registration & PAN Card, Adhar Card failing to produce, which will be rejected.

b. The agency should have minimum 3 years experience in the field of sterilisation and vaccination management of stray dogs with health care facilities. The Agency should have successfully executed one similar assignment during last three years & documentary evidence thereof should be furnished. It should also have turnover of minimum Rs. 10.00 lakhs per annum during the last three financial years. The agency is also requested to furnish audited statement of accounts for the last three years

c. The participant should accompany documents proof / copies with respect to work experience, man power and statutory registration(s) of the agency, infrastructure, equipments expertisation.

d. A declaration from the participant that the offer being submitted is as per the requirement given in this EOI is to be attached along with the response.

#### **7. RESPONSE REQUIREMENTS**

i) The Response to the Pre-Qualification Requirements shall be prepared in accordance with the requirements specified in this EoI and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.

ii) Proposals must be direct, concise, and complete.

The Pre-Qualification Proposal should be submitted in the sealed envelope with the following details. Participants are requested to submit their responses for the Pre-Qualification Requirements in four (4) parts, clearly labelled according to the following categories:

##### **1. Part I – Covering Letter**

a. Covering Letter from the participant as per the format provided in Annexure –

Form I

##### **2. Part II – Details of the Organization**

a. This part must include a general background of the respondent organization (limited to 400 words) along with other details of the organization as per the format provided in the EoI (Annexure – Form II). Enclose the mandatory supporting documents listed in format.

12

b. The respondent must also provide the financial details of the organization as per format provided in the EoI (Annexure – Form III). Enclose the mandatory supporting documents listed in format.

**3. Part III – Relevant Experience**

a. Respondents must provide details (client organization, nature / scope of the project, project value experience as per the format provided in the EoI (Annexure – Form IV). The work/service mentioned here should match with the quoted work/service by the respondent in order to satisfy the qualification requirements. Enclose the mandatory supporting documents listed in format.

**4. Part IV – Proof of Fulltime Professionals in the Bidder’s Organization**

a. The respondent must enclose certified copy by Statutory Auditor or Company Secretary of the respondent’s organization .

**Part IV:  
Annexure  
Response Formats**

**1. FORM I: COVERING LETTER**

(Company letterhead)

[Date]

To

The Executive Engineer-II,

NKDA

01, MAR, New Town.

Kolkata – 700 156

Dear Sir,

**Ref: Expression of Interest Notice for Selection of qualified and experienced NGO's /Organisation/Agencies for capturing sterilising and vaccinating of stray dogs from New Town Area.**

Having examined the Expression of Interest (EoI), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit a Pre-qualification requirements proposal in response to the EoI for Selection of capturing sterilising and vaccinating of stray dogs from New Town Area.

We attach hereto the response as required by the EoI, which constitutes our proposal.

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to the EE-II, NKDA, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the contract period, if selected to do so, for providing Service of capturing sterilising and vaccinating of stray dogs from New Town Area.

We agree for unconditional acceptance of all the terms and conditions set out in the EoI document.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated -

(Signature with Seal/Stamp)

Witness Signature:

(Name of authorized person)

Witness Name:

(Name and Address of Company)

Witness Address: 15

**FORM II: GENERAL DETAILS OF  
THE ORGANIZATION**

Name of Organization/Company /NGO

Nature of business

Date of Incorporation

Date of Commencement of Business

Address of the Headquarters

Address of the Registered Office in  
India

Address for Communication

Other Relevant Information

Phone No.

Mobile

FAX

E-Mail

Adhar Card No.



Form III : Financial Details of the Organisation

	FY 2014-15	FY 2015-16	FY 2016-17
Revenue(In INR)			
Profit Before Tax			
Other Relevant Information			
<p>Mandatory Supporting Documents</p> <p>a. Auditor Certified financial statements for the last three financial years 2014-15, 2015-16, 2016-17 (please include only the sections on P &amp; L, revenue and the assets, not the entire balance sheet)</p> <p>b. Unaudited financial statements certified by the Company auditor for the latest year (2016-17) (in case the auditor certified statement for 2016-17 is not available)</p>			

**FROM IV: Stray Dog capturing sterilisation & vaccination service experience.**

	<b>Client-1</b>	<b>Client-2</b>	<b>Client-3</b>
<b>Client for which the service was executed</b>			
<b>Name and contact details of the client</b>			
<b>Current Status</b>			
<p>Other Relevant Information</p> <p>Mandatory Supporting documents:-</p> <p>Letter from the client duly indicating the salient points like No. Of dogs captured sterilised and vaccinated , cost involvement, period (from to) scope of service and successful completion of the work.</p>			

DETAILS OF INFRASTRUCTURE OF THE ORGANISATION

1. Name of the Organisation :
  
2. No. of veterinary Surgeon attached :
  
3. No. of veterinary Doctor attached :
  
4. No. of other staff attached(category wise) :
  
5. No. of Bed in the Hospital :
  
6. Total covered area of the Hospital. :
  
7. Whether separate kitchen is available or not :
  
8. Whether separate Operation Theatre is available or not :

Signature

(N.B. Documents of above information shall be produced at the time of BID Conference)