

SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR  
Odisha - 768001  
Phone No. 0663-2411316 / E Mail : [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)



Notice No: 7285 /SMC

Dated. 31/7/2022

**TENDER CALL NOTICE FOR HIRING OF MANPOWER FOR ABC PROGRAMME ON  
OUTSOURCE BASIS**

Sambalpur Municipal Corporation, Sambalpur invites Tenders from registered Service providers for providing services of one Veterinary Doctor & one ABC Assistant as per the qualifying criteria on Outsource basis.

The details of qualifying criteria of the manpower and other conditions of the tender can be downloaded from SMC website: [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) . The interested bidder should submit the complete tender in the sealed cover addressed to Commissioner, Sambalpur Municipal Corporation, Sambalpur super Scribing as "Engagement of Service Provider for Providing Services of personnel under ABC programme, Sambalpur on Outsource basis" through Speed Post/ Registered Post/Courier should reach on or before 10/08/2022 up to 4.00 PM. The Tenders will be opened on the same day at 4 .30 PM in presence of the participants who wish to attend. Authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

  
Commissioner  
Sambalpur Municipal Corporation

Memo No. 7286 / SMC dt. 31/07/2022

Copy to the Office Notice Board/ MIS, SMC for general public information and uploading of the tender document in SMC website.

  
Commissioner  
Sambalpur Municipal Corporation

# **TENDER CONDITIONS AND QUALIFYING CRITERIA**

## **A. Category of Manpower**

1. Veterinary Doctor - 01 (One)
2. ABC Assistant - 01 (One)
3. Driver for dog catcher vehicle - 01 (one)
4. Trained dog catchers cum assistant cum helper cum attendant- 03 (Four)

## **Minimum qualifying criteria:-**

### **a. Veterinary Doctor**

1. Graduate in Veterinary Science and Animal Husbandry from a recognized College/University.
2. Registered and valid practitioners of Orissa Veterinary Council
3. Age not above 65 years.
4. Candidate will submit the original documents along with self assested photocopies for verification of ID cards.

### **b. ABC Assistant**

1. Candidate having Plus two with 2 year Diploma in Animal Science from a recognized educational institution.

2. Age not above 55 years

OR

1. The candidate must have passed plus two Vocational courses in field of Animal Husbandry /Diary/Poultry/Animal Production from a recognized educational institution.
2. Age not above 55 years
3. Candidate will submit the original documents along with self attested photocopies for verification of ID cards.

### **c. Driver for dogcatcher vehicle**

1. Driver must have valid driving licence along with sound mental condition.
2. Driver will perform any duty as per the instruction of the veterinary doctor and nodal officer ABC.
3. Driver will cooperate the dog catchers and the team as a whole.

### **d. Trained dog catchers cum assistant cum helper cum attendant**

1. They must have taken the training of dog catching.
2. They will perform duty of the dog catching, maintain kennel and assist doctor in sterilization and treatment. They will also perform the duty as per the instructions of the doctor and nodal officer ABC.
3. During lean period, their service will be used for other veterinary and non veterinary work.

SAMBALPUR MUNICIPAL CORPORATION  
748001

## **B. Job description of Veterinary Doctor**

- I. Perform minimum 200(two hundred) surgeries per month under ABC Programme.
- II. Take up post operative care of operated dogs.
- II. Ensure maintenance of updated records under ABC Programme.
- IV. Ensure proper health check up, and monitor timely feeding of animals with right quality and quality of food for animals housed in Kennels.
- V. Ensure sterilization of instruments to be used in ABC Programme.
- VI. Ensure cleanliness of Kennels and Operation Theatre.
- VII. Ensure timely submission of monthly performance report
- VIII. Visit and check up health of animals at animal welfare centre managed By Municipal Corporations/Municipalities on regular intervals.
- IX. Any other job assigned as and when required by Deputy Commissioner (ABC)/ CDVO / Nodal Officer (ABC)

## **C. Job description of ABC Assistant.**

- I. He/She will work in close coordination with veterinary Doctor in ABC Unit.
- II. He/She will vaccinate stray dogs against Rabies and other Communicable Diseases.
- III. Prepare progress reports of activities undertaken in the ABC unit.
- IV. He/ She will assist them in treatment of sick animals kept in Kennels as per Advise of Veterinary Doctor.
- V. He/ She will assist the Veterinary Doctor during Canine sterilization.
- VI. He/She will follow up treatment of the animals kept in ABC Kennels.
- VII. He/She will monitor cleaning and hygiene in Dog pound/Kennel.
- VIII. He/She will take up sterilization of all surgical equipment at Operation theatre in ABC unit.
- IX. He/She will maintain stock and store at ABC Unit.
- X. He/She will assist in anaesthesia management of dogs before and during operation at ABC.
- XI. He will report to Nodal Officer, ABC Programme for day to day routine jobs.
- XII. Any other job assigned as and when required by Veterinary Doctor of the ABC unit/Deputy Commissioner(ABC)/CDVO/ NODAL Officer(ABC)

## **Technical part**

Eligibility Criteria; Supporting documents to be furnished along with the Technical Bid

(i) The bidder should be registered under appropriate authority, any of the followings:-

- Registered under the Companies Act 2013
- Registered under the Indian Partnership Act 1932
- Registered under the Indian Trusts Act 1882
- Registered under the Societies Registration Act 1860.
- Registered under the Co-operative Societies Act.
- Registered under the Limited Liability Partnership Act 2008. All concerned Certificate of Incorporation/ Registration under the appropriate Authority.

(ii) The bidder must have provided at least 3 nos. of (three) manpower services to Central/State Government/Autonomous bodies/ Agencies/societies/corporate bodies / ULBs etc. Copies of the work order from the previous authorities with satisfactory completion certificate from the concerned authority if any.

(iii) The Registered Office/ Branch Office of the Service Provider must be located in the state of Odisha Valid address proof of the office (Copy of the Telephone / Electricity Bill, rent agreement)

(iv) Must have average annual financial turnover of Rs 50.00lakh during the last three (3) financial years as on Dt. 28.02.2022 (2018-19, 2019-2020 & 2020-2021) Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.

(v) Must have its own bank account in any scheduled bank situated in Odisha.

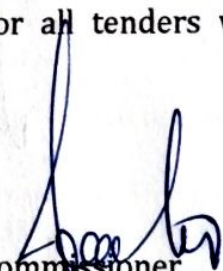
(vi) The agency should not have been blacklisted by any Central State government, or any other public sector undertaking or a corporation as on the date of this Bid. An undertaking to this effect to be furnished by the bidder.

(vii) Must not have any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by the Service Provider. An undertaking to this effect to be furnished by the bidder.

(viii) Other Statutory Documents: Copies of: PAN,GSTIN, Copies of EPF & ESI Registration Certificate Labour License IT return for the last 3 assessment years B. Submission of Bid: a) The complete proposal in all respect as specified must be accompanied.

**Note;** Technical Cover and Financial cover separately sealed and put in a single cover super scribed with Tender for personnel engagement under ABC programme on outsourcing basis addressed to Commissioner, Sambalpur Municipal Corporation, Durgapali, Sambalpur-768006 should be sent through Speed post should reach within stipulated date and time. Bid shall be reached to the office of Sambalpur Municipal Corporation within date &time notified. Late receipt of bids will not be entertained.

Authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

  
Commissioner  
Sambalpur Municipal Corporation



**Financial part (Manpower for ABC Programme, Sambalpur)**

(To be submitted on letter head of the bidder duly signed by authorized signatory)

To

The Commissioner  
Sambalpur Municipal Corporation  
Durgapali, Sambalpur-768006.

Sub:- Financial proposal for personnel under ABC programme.

Sir,

I/we. The undersigned offer to provide services of personnel under ABC programme, Sambalpur in conformity with your tender notice no. 7285 / dt. 31/7/2022 Our total financial proposal is at mentioned below:-

Name of the personnel	Nos.	Maximum financial quote per month inclusive of EPF & ESI etc in Rs.	Quoted price in Rs.
Veterinary doctor	01	50,000/-	
ABC assistant (with 02 year diploma in animal science) Or ABC assistant (with plus to vocational course)	01	22,000/-  20,000/-	
Driver for dogcatcher vehicle	01		
Dog catcher cum assistant cum Helper cum Attendent	03		
Subtotal			
Supporting cost includes operation and administrative cost ____% of total remuneration			
GST and other applicable taxes if any (as applicable)			
Grand total			

The financial proposal covers remuneration for all proposal cost, all incident manpower expenses. The financial proposal is without any condition.

- ❖ Wages of driver and dogcatcher cum assistant cum Helper cum Attendent will be revised as per the govt. Notification from time to time for skilled and unskilled category workers respectively.
- ❖ Quoted price should not be less than minimum wages including EPF, EPS, ESI
- ❖ Supporting cost including operation and administrative cost and service charges shall be quoted in % and it should be noted both in number and words.

Yours faithfully

Signature of the authorized person with seal  
Name and designation

The bidders must quote their rate for individual manpower in the financial bid. The manpower cost is inclusive of monthly remuneration, EPF, ESI and other statutory dues. The successful bidder has to submit the details of remuneration including statutory dues along with the monthly invoice.