

JALGAON CITY MUNICIPAL CORPORATION, JALGAON

SANITATION DEPARTMENT

EXPRESSION OF INTEREST (EOI)

Selection of an eligible Animal Welfare Organisation for implementation of the Animal Birth Control (ABC) Programme for stray and free-roaming dogs



Programme Period: 2026-27 to 2029-30

Issued by:
COMMISSIONER
JALGAON CITY MUNICIPAL CORPORATION, JALGAON

EXPRESSION OF INTEREST

A. Brief Introduction

Due to the increasing population of stray and free-roaming dogs within the limits of Jalgaon City Municipal Corporation, incidents of dog bites involving humans and animals have been increasing. In order to control the increasing population of free-roaming dogs, sterilisation surgery is necessary. Stray and free-roaming dogs may also contribute to the spread of rabies; therefore, anti-rabies vaccination is essential.

Accordingly, the Jalgaon City Municipal Corporation has established its own Dog Sterilisation Centre at T.B.S. Hospital for sterilisation of stray and free-roaming dogs and anti-rabies vaccination in accordance with the Animal Birth Control Rules, 2023. EOI proposals are invited from organisations recognised by the Animal Welfare Board of India (AWBI) for the period 2026-27 to 2029-30, subject to the terms and conditions contained in this document.

B. Objectives of the EOI

1. To control the increasing population of stray/free-roaming dogs within the limits of Jalgaon City Municipal Corporation.
2. To select competent organisations having experience in the field of Animal Birth Control.
3. To prevent the spread of rabies through anti-rabies vaccination of stray/free-roaming dogs.

This EOI document specifies the nature and scope of work, eligibility requirements, prescribed forms and the procedure for submission of proposals. Only applications fulfilling the prescribed criteria will be evaluated and selected organisations will be appointed. Jalgaon City Municipal Corporation reserves the right, at any stage, to accept or reject any or all proposals. The decision of the Commissioner shall be final and no claim or counter-claim shall be entertained.

1. Regulatory & Compliance Framework

- Prevention of Cruelty to Animals Act, 1960.
- Animal Birth Control Rules, 2023, as amended or replaced from time to time.
- Applicable AWBI guidelines, revised ABC module/SOPs and advisories.
- Applicable directions/orders of competent courts and statutory authorities.
- Applicable Maharashtra Government/JCMC instructions and procurement requirements.
- Applicable veterinary professional standards and statutory registration requirements.

2. Site Inspection

JCMC may conduct inspection of the ABC and verify, operation theatre, kennels, recovery arrangements, veterinary manpower, equipment, medicine/vaccine storage, CCTV and digital monitoring systems. False or materially misleading information may result in rejection and appropriate action under the EOI/contract.

C. Scope of Work

1. Catching stray/free-roaming dogs, carrying out sterilisation surgery, administering anti-rabies vaccination and medicines, providing feeding and health care during the relevant period, and releasing the dogs at the same location from which they were captured. The rate fixed for this work is Rs. 1,650/- per dog.
2. Necessary civil repairs at the Municipal Corporation-owned Dog Sterilisation/ABC Centre shall be carried out by Jalgaon City Municipal Corporation.
3. The contractor/agency shall carry out a minimum of 1,500 sterilisation surgeries per month at the Municipal Corporation-owned Centre and shall work in accordance with the Animal Birth Control Rules, 2023. After additional cages and operation facilities are provided, the minimum monthly target shall be 2,500 surgeries.
4. The agency shall mandatorily comply with AWBI requirements and the Animal Birth Control Rules, 2023, including directions issued from time to time. The contractor shall be solely responsible for legal consequences arising from non-compliance.
5. For verification of sterilisation surgeries, the number of surgeries shall be verified by the Animal Birth Control Monitoring and Control Committee constituted by the Municipal Corporation through the prescribed records/identification procedures.
6. The contractor shall, at its own cost, install GPS on dog-catching vehicles and provide live access to the Municipal Corporation; install CCTV in the surgical area and provide live access; preserve footage for at least two months; capture GPS-tagged photographs at capture and release; provide/develop a mobile application with live access; and develop a digital reporting portal/system as required under the Animal Birth Control Rules, 2023.
7. The agency shall bear all costs of sterilisation, treatment, anti-rabies vaccination, post-operative care, feeding, staff salaries/statutory dues, vehicles, fuel, electricity and all other incidental expenses. Jalgaon City Municipal Corporation shall not be responsible for such expenses.
8. All other directions and instructions issued from time to time shall be binding on the selected agency.
9. The Municipal Corporation may revise the monthly surgical target as necessary for controlling the dog population; responsibility for achieving the revised target shall rest with the agency.

D. Key Performance Indicators (KPIs)

1. Number of dog sterilisation surgeries: The agency shall carry out 1,500 surgeries per month. After additional cages and operation facilities are provided, a minimum of 2,500 surgeries per month shall be mandatory.

If the monthly number of surgeries falls by more than 10% below the prescribed target after the initial implementation period, 5% of the amount payable to the agency shall be deducted as a penalty. If, in any one year, the monthly number of surgeries falls below 90% of the prescribed target on more than three occasions, a written explanation shall be sought. If the explanation is not satisfactory, the agreement may be cancelled.

2. Grievance redressal: The agency shall resolve all complaints concerning dogs received by the agency and/or the Health Department within the prescribed time. A grievance redressal centre shall be established and kept operational 24x7. A daily complaint register and monthly report shall be maintained/submitted.

Sr. No.	Complaints	Deduction per complaint
1	0–20	Rs. 500/-
2	21–30	Rs. 700/-
3	More than 30	Rs. 1,000/-

3. Mortality rate: The mortality rate among stray dogs during sterilisation surgery should not exceed 1%. If it exceeds 1%, the agency shall submit an explanation; if unsatisfactory, penal action shall be taken.

1. Nature of Procurement / No Financial Bid

This EOI is not intended for price discovery. The EOI shall evaluate technical capability only. The agency selected through this EOI shall be paid at the applicable rate prescribed/approved by the competent authority and adopted by JCMC, subject to the terms of the subsequent agreement and verification of outputs.

The EOI does not, by itself, confer a right to award of work. JCMC reserves the right to accept/reject any or all applications, cancel or modify the process, seek clarifications, inspect facilities and take such decision as may be permissible under applicable rules.

E. Requirements as per AWBI Rules and Standards

1. Infrastructure-

1.1 Vehicles: The agency shall provide two vehicles for the Jalgaon city area for catching dogs requiring sterilisation and releasing sterilised dogs at the same locations. Vehicles shall be available for complaints on a 24x7 basis. GPS and live access shall be provided at the agency's cost. Dash cameras shall be installed and recordings preserved for at least two months. Additional vehicles required to achieve the monthly target shall be arranged by the agency.

1.2 Cages: Maintenance and repair of cages shall be the responsibility of the agency in accordance with AWBI guidelines and standards.

1.3 The operation theatre and pre-operative preparation area shall be separate and adjacent, with all required equipment and materials.

1.4 The operation theatre and pre-operative preparation area shall be kept clean and disinfected regularly.

1.5 The Dog Sterilisation and Vaccination Centre shall be maintained/upgraded as per AWBI standards and new directions.

1.6 A digital information display board shall be installed at a prominent location outside the Centre, showing information such as dogs housed and surgeries performed on that day.

1.7 Sterilised dogs shall be identified as per AWBI guidelines by a V-notch on the right ear and a special identification tag. The tag design shall be approved by the Municipal Corporation.

2. Required Manpower-

The successful agency shall appoint the required Veterinary Officers, Livestock Supervisors, dog-catching vehicle drivers/helpers, surgical assistants, centre-management staff and record keeper-cum-helpline attendant in accordance with applicable AWBI standards.

Sr. No.	Designation	Minimum qualification/experience	Key responsibility
1.	Veterinarian / Veterinary Surgeon	B.V.Sc. & A.H. qualified and registered with the competent Veterinary Council, with requisite training and experience in Animal Birth Control (ABC) surgery, as per applicable Rules and AWBI requirements	Pre-operative assessment, surgery, vaccination, post-operative care, certification and records
2.	Animal Husbandry / Veterinary support staff	Relevant qualification/training in Animal Husbandry/Veterinary services, as applicable, with adequate experience for the project.	Relevant qualification /training in Animal Husbandry /Veterinary services, as applicable, with adequate experience for the project.
3.	Capture & transport teams	Adequately trained and experienced in humane capture, handling and transportation of dogs.	Adequately trained and experienced in humane capture, handling and transportation of dogs.
4.	Data/Monitoring personnel	Adequate knowledge of computer operations, GPS/CCTV systems, data management and reporting.	Adequate knowledge of computer operations, GPS/CCTV systems, data management and reporting.
5.	Facility support staff	Adequate number of personnel with suitable experience for kennel and facility management.	Adequate number of personnel with suitable experience for kennel and facility management.

The agency shall submit a list of available manpower and the biodata/resumes of the proposed personnel with the EOI.

F. Selection Method

The proposals received through the EOI shall be scrutinised by the Tender Committee. The Committee shall evaluate the prescribed documents and declare the eligible/selected list. Participating organisations must fulfil the pre-qualification criteria. The decision of the Tender Committee shall be final.

G. Pre-Qualification Criteria

1. The organisation shall be recognised/approved by AWBI and shall submit the AWBI certificate.
2. Participating organisations shall submit all certificates, permissions and documents required under the Government of India notification dated 10 March 2023 and applicable guidelines.
3. The sterilisation/ABC Centre, including cages and spaces used for surgery, shall conform to AWBI standards.
4. The NGO/organisation shall be eligible and recognised by AWBI for dog sterilisation/Animal Birth Control work.
5. The NGO shall be registered under the Maharashtra Public Trusts Act, 1950 / Bombay Public Trusts Act, 1950, as applicable. AWBI-recognised organisations operating across India may also participate.
6. Average annual turnover for 2022-23, 2023-24 and 2024-25 shall be certified by a Chartered Accountant. Minimum average annual turnover: Rs. 50,00,000/- (Rupees Fifty Lakh only). Net worth shall not be negative.
7. The organisation shall not have been blacklisted in India or in its country of origin. An undertaking on Rs. 500/- stamp paper shall be submitted. Participation through another organisation by any previously blacklisted organisation/person shall result in disqualification.
8. Every claim shall be supported by duly certified/attested copies of official documents.

H. Evaluation Criteria

Applicants fulfilling the pre-qualification criteria shall undergo technical evaluation by the Tender Committee.

I. Scoring Sheet

Component	Marks
Relevant ABC experience and quality of past performance(2 marks for each year of experience)	20
Verified number and scale of ABC/ARV operations (1 mark for every 1,000 surgeries)	15

Veterinary manpower and qualifications (Required manpower as specified in the EOI; biodata to be submitted)	15
ABC infrastructure, OT, kennels, recovery and equipment (Required as specified in the EOI; biodata to be submitted)	15
Past mortality/complication record and quality controls (2 marks per one-year project under a Municipal Corporation; 1 mark per project under a Municipality)	10
Digital monitoring: GPS, CCTV, mobile application and database(Required as specified in the EOI; biodata to be submitted)	10
Capture, transport and field infrastructure(Required as specified in the EOI; biodata to be submitted)	5
Record management and statutory reporting system(Required as specified biodata to be submitted)	5
Implementation plan for Jalgaon City	5
TOTAL	100

A minimum of 50 marks is required for selection/shortlisting. The Tender Committee shall have the authority to relax this condition.

J. Instructions to Participating Organisations

1. Authorised Signatory: The EOI shall be signed by the authorised signatory of the organisation. All documents/certificates shall be certified by the authorised signatory and correspondence shall be through the authorised signatory.
2. Submission of EOI: The EOI shall be made available on the official website of Jalgaon City Municipal Corporation. Any correction/amendment shall be published through a corrigendum. Prescribed documents shall be submitted by post or in person at the Health Department Headquarters.
3. Documents required: Letter of Authorisation; AWBI registration/recognition; Forms 1 to 5; supporting documents; average annual turnover certificate; manpower list and biodata; Charity Commissioner registration; blacklisting undertaking on Rs. 500/- stamp paper; EMD/form-fee receipt or demand draft; EPF registration; ESIC registration; PAN; GST certificate.

Submission Address: Health Department, 8th Floor, Sardar Vallabhbhai Patel Tower, Main Administrative Building, M.G. Road, Nehru Chowk, Jalgaon – 425001.

K. Amendments, Scrutiny and Evaluation

4. Amendments to the EOI: Jalgaon City Municipal Corporation reserves the right to amend or modify this EOI and to extend/modify the last date for submission. Amendments shall be published through a corrigendum.
5. Preliminary Scrutiny: The Municipal Corporation shall scrutinise all applications. Minor deficiencies that are not material to programme implementation may be overlooked at the discretion of the Tender Committee. Clarifications may be called for where necessary.
6. Evaluation: Applicants shall submit documents in the same order as the pre-qualification criteria. Only applicants fulfilling the pre-qualification criteria shall be evaluated. Applicants obtaining at least 50 marks shall be considered for shortlisting, subject to the Tender Committee's authority to relax the condition.
7. Rejection: An application may be rejected if it is not in the prescribed format, is received after the prescribed date/time, or is not accompanied by proper supporting documents.
8. Disclaimer: Jalgaon City Municipal Corporation shall not be responsible for late receipt of any application. Late applications shall not be considered.

L Proposed Terms and Conditions

1. The contractor/agency shall submit the tender through the prescribed e-tendering process. Joint Venture bidders shall not be eligible.
2. Municipal Corporation-owned rooms and water facilities at the premises of Ward Committee No. 03 shall be made available to the agency free of cost for the sterilisation process.
3. Subcontracting shall not be permitted. If subcontracting is found, the contract shall be cancelled.
4. The rate for catching, sterilising, vaccinating, treating, feeding and releasing each dog is Rs. 1,650/- per dog.
5. Minimum monthly surgeries shall be 1,500, increasing to 2,500 after additional cages and operation facilities are provided.
6. Civil repairs at the Municipal Corporation-owned Centre shall be undertaken by the Municipal Corporation. The agency shall provide all manpower, equipment and vehicles and shall maintain the Centre during the contract period.
7. If AWBI-prescribed rates are revised in future, the eligible agency and the Municipal Corporation shall be bound by the revised rate.
8. The agency shall comply with AWBI and Animal Birth Control Rules, 2023 requirements and shall be solely responsible for legal consequences of non-compliance.
9. All surgery, treatment, vaccination, food, staff, vehicle, fuel, electricity and incidental costs shall be borne by the agency.

10. Monitoring, GPS, CCTV and Digital Reporting

-The contractor shall install GPS on dog-catching vehicles, provide live access to the Municipal Corporation, install CCTV in the surgical area, preserve footage for at least two months, capture GPS-tagged photographs at capture and release, provide/develop a mobile application with live access, and develop a digital reporting portal/system at its own cost.

11. Animal-wise Digital Traceability

The selected agency shall maintain a unique record for every dog handled under the programme. The minimum data flow shall be:

Capture → GPS/location → Photograph/identification → Veterinary examination → Sterilisation → Vaccination → Post-operative care → Observation → Release at capture locality → Release GPS/photo → Record closure

Stage	Minimum data
Capture	Unique ID, photograph, sex, colour/marks, approximate age, location, date/time, team and vehicle
Surgery	Veterinarian name/registration number, procedure date/time, surgery record
Vaccination	Vaccine details, batch/lot where required, date and animal ID
Post-operative	Observation, treatment/medicine, complications
Release	Date/time, GPS, locality, animal ID and release record
Audit	CCTV/GPS/app record and supporting documents

M. Records to be Maintained under Animal Birth Control Rules, 2023

(1) Animal records: area/locality of capture; date/time of capture; names of capturing-squad personnel; tag number; sex; colour; identification marks; approximate age; date/time of release; and release locality.

(2) Feeding record for each kennel and food inventory.

(3) Treatment record for each dog.

(4) Medicine and vaccine inventory.

(5) Mortality record.

(6) Equipment inventory, including surgical equipment.

(7) Dog van logbooks.

(8) Staff attendance record.

(9) Organ inspection record.

(10) Closed-circuit television footage for the previous thirty days.

N.Reporting Requirements

The Project In-charge of the local authority or the Veterinarian in-charge of the Animal Welfare Organisation conducting the ABC programme and having obtained Project Recognition shall submit monthly and annual reports in the prescribed formats.

Monthly report: total dogs caught; total dogs sterilised; dogs housed for observation; deaths before/during/after surgery; name and qualification of each veterinarian and number of dogs sterilised by each; veterinarian registration number and surgeries; post-operative complications and mortality.

Annual report: to the Board through the State Animal Birth Control Monitoring Committee, not later than 31 May each year, covering animals captured, sterilised and immunised during the previous year ending 31 March.

Other information shall be submitted whenever required by the Board/State Board in the prescribed format.

11. The work of the organisation shall remain under the supervision/control of the Health Department.

12. All selected organisations shall provide free anti-rabies vaccination to stray/free-roaming dogs on World Zoonoses Day (6 July) and World Rabies Day (28 September). No separate payment shall be made by the Municipal Corporation.

13. Biometric attendance of the organisation's manpower shall be mandatory. A copy shall be submitted with the monthly bill. EPF and ESIC payment challans shall also be submitted.

14. The organisation shall obtain an AWBI Project Recognition Certificate within six months from the date of the work order. The proposal shall be submitted to AWBI immediately after receipt of the work order, and the agency shall regularly follow up. The Health Department may inspect the Centre and require documents evidencing bona fide follow-up. If the agency fails to submit the proposal in time or fails to rectify AWBI deficiencies, the Municipal Commissioner shall decide penal action.

15. In case of breach of any term or condition, the Commissioner may cancel the work or terminate the agreement.

16. The contract covers the entire area within the limits of Jalgaon City Municipal Corporation and the agency shall comply with the fixed rates and instructions issued from time to time.

17. Weekly, monthly and 30-day progress reports shall be submitted to the Health Department. The 30-day report shall be placed before the Animal Birth Control Monitoring and Control Committee before submission.

18. Failure to perform according to prescribed targets may result in cancellation of the agreement. The Municipal Corporation's decision shall be final.

19. The Commissioner reserves the right to accept or reject any or all proposals.

20. An organisation/person previously blacklisted by Jalgaon City Municipal Corporation or another local authority in Maharashtra shall not participate through another organisation; such participation shall result in disqualification.
21. Use of expired medicines, anti-rabies vaccines, disinfectants or food shall attract penal/regulatory action.
22. The appointed organisation shall pay employees on time. Negligence, disruption or stoppage caused by non-payment shall be the responsibility of the organisation.
23. Force Majeure: major unforeseen and uncontrollable natural or man-made events, such as earthquake, flood, war or epidemic, may excuse non-performance subject to the contract and applicable law.
24. The agency shall perform sterilisation/reproductive surgery, administer anti-rabies vaccination, provide medicines and treatment for five days after surgery, apply a tattoo/identification mark, and provide feeding three times daily during the required period.
25. The committee established by the Municipal Corporation in accordance with AWBI guidelines shall supervise/control the agency.
26. The agency shall bear full responsibility for dog bites, accidents, injuries, loss of life or property damage occurring during transportation, surgery, vaccination or release.
27. The agency shall provide, at its own cost, all operation-theatre equipment required under AWBI standards, including operation table, preparation table, Mayo trolley, autoclave/related equipment, shadow lamp, ultraviolet lamp, resection unit and other required equipment.
28. If any objection is raised during government audit resulting in a recoverable amount, the agency shall deposit the amount in the Municipal Corporation treasury within seven days from notice.
29. Anti-rabies vaccine providing one-year immunity shall be certified/approved by the competent Veterinary Officer/veterinary authority as applicable.
30. Suspected rabies dogs shall be kept in a separate cage for ten days under a Veterinary Doctor's supervision in accordance with Rule 16 of the Animal Birth Control Rules, 2023. If rabies is ruled out, the dog shall be vaccinated as per rules and transferred for release in its area of origin.
31. Under Rule 15 of the Animal Birth Control Rules, 2023, immediate action shall be taken regarding rabid, incurable or otherwise unfit dogs under the guidance of the Municipal Corporation's monitoring committee and Veterinary Officer.
32. An accident-affected dog shall be given immediate first aid and admitted to the nearest veterinary hospital/clinic.
33. Sterilisation surgery, medicines, vaccines and feeding arrangements shall be certified from time to time by the competent veterinary authority, and reports shall be made available to the Health/Sanitation Department.
34. A tender/application containing conditional deviations from any term or condition shall be treated as invalid; the final decision shall rest with the Municipal Commissioner.

35. EMD/security deposit shall be refunded after completion of work in accordance with the agreement and applicable Accounts Code, 1971.
36. A generator/inverter shall be available as an alternative power supply at the sterilisation Centre.
37. Payment shall be made after completion of one month's work. No interest shall be payable for delay due to technical or unavoidable reasons. Taxes on payment shall be borne by the agency.
38. Daily cleaning, sweeping, spraying and other sanitation activities at the Centre shall be carried out by the agency without separate payment.
39. Subsequent correspondence, orders and instructions issued by the Municipal Corporation shall form part of the contract.
40. If the approved agency breaches any contractual condition, the Commissioner may issue legal notice, obtain an explanation and take action as per rules.

41. Supervision-

1. The approved agency shall catch stray/free-roaming dogs, perform sterilisation surgery and required procedures, and release the dogs at the same locations from which they were captured, only under the supervision of the Assistant Commissioner (Health), ward-wise Chief Sanitation Inspectors, Sanitation Inspectors/Unit Heads and other authorised officers.
2. The committee established by the Municipal Corporation in accordance with AWBI guidelines shall supervise/control the organisation, and the organisation shall comply with its instructions.

42. Compliance with Labour Laws-

1. Employees appointed by the agency shall not claim to be employees of the Municipal Corporation and shall not be absorbed into Municipal service. The agency shall be solely responsible for minimum wages.
2. The agency shall be solely responsible for wages, leave and other benefits under the Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour Rules, 1971, as applicable, and for obtaining required licences/permissions.
3. The agency shall issue identity cards bearing its name to all workers.
4. The agency shall comply with amendments to labour laws and applicable Government of Maharashtra rules.
5. After approval, the agency shall pay Professional Tax, EPF, ESIC and other statutory dues and obtain all required registrations/licences at its own cost.
6. Child labour shall not be employed. Proof of date of birth shall be obtained. If child labour is found, legal action may be taken under the Child Labour (Prohibition and Regulation) Act, 1986, and the Municipal Corporation shall not be responsible.
7. Workers having a criminal background shall not be employed.

8. The agency shall pay at least the minimum wages prescribed by law and deposit EPF, ESI, insurance and other statutory dues within the prescribed time.

O. Insurance and Compensation

1. Wages shall be paid through NEFT/RTGS/IMPS in accordance with applicable minimum-wage laws. If any worker suffers injury, accident or death in connection with the work, the agency shall bear medical expenses and compensation as required by law or court order. The agency is responsible for worker safety and statutory weekly holidays.

2. If any member of the public suffers injury, bodily harm or death in connection with the work, responsibility shall rest with the appointed agency. The agency/institution/firm shall obtain appropriate medical/liability and life insurance coverage as required.

P. Dispute Resolution

1. If the sterilisation work is found unsatisfactory and a dispute arises, the Commissioner shall have the right, without further notice, to forfeit the entire security deposit and cancel the contract. The Commissioner's decision shall be final.

Q. Contract and Cancellation

1. Breach of any tender term or condition may result in cancellation of the contract.

2. Any action contrary to prevailing rules/Acts may result in cancellation.

3. Any dispute between the organisation and the Municipal Corporation regarding the contract or sterilisation work shall be decided finally by the Commissioner.

R. Jurisdiction

Any legal dispute between the agency and the Municipal Corporation relating to the contract shall be subject to the jurisdiction of the District and Sessions Court, Jalgaon. For proceedings before the Hon'ble High Court, the jurisdiction shall be the Aurangabad Bench, as stated in the source document.

S. Fees and Security Deposit

- **EOI form Fee:** A non-refundable EOI form Fee of **Rs. 30,000/- (Rupees Thirty Thousand only)** shall be deposited in the Municipal Corporation Fund / paid by **Demand Draft**.
- **Earnest Money Deposit (EMD):** An Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) shall be deposited with the Municipal Corporation along with the EOI document in the prescribed form. The EMD shall be refundable to the unsuccessful bidder as per the terms and conditions of the EOI. In case of the successful bidder, the EMD shall be dealt with/adjusted as per the terms of the Agreement. The EMD shall be liable to be forfeited if the bidder withdraws its offer or fails to comply with the terms and conditions of the EOI or fails to execute the Agreement within the prescribed period.
- **Security Deposit:** A **Security Deposit equivalent to 5%** shall be deducted from the **monthly payments payable to the organisation**. The said amount shall be refunded to the organisation **six months after completion of the contract period**. During the contract period, if the organisation violates any of the terms and conditions of the agreement or if any deficiencies are

found in the work performed by the organisation, the applicable recovery/penalty shall be adjusted/recovered from the Security Deposit

1. Payment and Verification

Payment shall be released only for the work actually performed and duly verified by the authorised officers of JCMC, at the applicable approved/prescribed rate. The detailed payment procedure and schedule shall be specified in the Agreement.

- Payment shall be admissible only against **properly documented and uniquely identifiable animal records**. No payment shall be made for any unverified, duplicate or non-traceable record.
- Payment shall be subject to verification of capture, sterilisation surgery, anti-rabies vaccination, post-operative care and release of the animal, wherever applicable.
- JCMC shall have the right to withhold payment against any disputed or unverified quantity until the required verification is completed.
- Any excess payment, incorrect claim, fraudulent claim or payment made on the basis of false/misrepresented records shall be recoverable from the agency in accordance with the Agreement and applicable law.

2. Performance Security and Agreement

The selected agency shall execute the Agreement with JCMC within the prescribed time and shall furnish the **Performance Security(5%), if applicable, within the stipulated period** and in the prescribed form.

The Agreement shall clearly specify the scope of work, targets, applicable rates, payment procedure, verification mechanism, deductions, penalties, monitoring requirements, audit provisions, termination conditions and dispute-resolution mechanism.

The Performance Security shall be governed by the terms and conditions specified in the EOI, Work Order and Agreement.

T. Performance Review and Continuation

The programme may be awarded for a period of up to three years, subject to the terms and conditions of the Agreement. Continuation of the work beyond the initial period shall be **subject to satisfactory performance and approval of JCMC**.

JCMC may conduct an annual performance review based on achievement of targets/KPIs, compliance with applicable Rules and AWBI requirements, mortality and complication rates, audit findings, quality of services, maintenance of records and availability of budget.

Based on the performance review, JCMC may continue, modify, suspend or discontinue the services in accordance with the terms of the Agreement and applicable provisions.

U. Penalties and Corrective Measures

The following shall constitute grounds for appropriate corrective action, deduction, penalty or other action as provided under the Agreement:

- Failure to maintain mandatory records and documentation.
- Failure to provide required GPS, CCTV, digital or other monitoring access.
- Submission or maintenance of false, manipulated or misleading records.
- Submission of fictitious, duplicate or unsupported claims/bills.
- Unauthorised subcontracting of the core ABC activities.
- Serious veterinary negligence, improper treatment or cruelty to animals.
- Unauthorised release, relocation or handling of animals in violation of applicable Rules.
- Failure to maintain valid recognition, registration or authorisation required for implementation of the ABC Programme.
- Repeated failure to achieve the prescribed/agreed performance indicators or KPIs.

The nature and extent of penalty, deduction, recovery or other corrective action shall be determined in accordance with the terms of the Agreement and applicable law.

V. Restriction on Subcontracting

The selected agency shall **not subcontract the core Animal Birth Control (ABC) activities**, including veterinary examination, sterilisation surgery, vaccination and certification.

All veterinary procedures shall be carried out by suitably qualified and registered veterinary professionals engaged by the selected agency, in accordance with the applicable Rules and AWBI requirements.

Any outsourcing of ancillary or non-core services, if permitted, shall be undertaken only with the **prior written approval of JCMC** and shall not relieve the selected agency of its contractual responsibilities and liabilities.

Programme Schedule

Activity	Date/Time
Publication of EOI	24/09/2026 from 10:00 AM
Pre-bid meeting	30/09/2026 at 03:00 PM
Last date/time for submission of EOI documents	09/10/2026 up to 05:00 PM
Presentation by eligible organisations	To be communicated separately
Selection and declaration of eligible organisation	To be communicated separately

FORM 1 – EOI PROPOSAL FORMAT / AFFIDAVIT

To,
The Commissioner,
Jalgaon City Municipal Corporation,
Jalgaon.

Subject: Submission of Expression of Interest for sterilisation and anti-rabies vaccination of stray and free-roaming dogs within the limits of Jalgaon City Municipal Corporation.

Sir/Madam,

With reference to the above subject, the undersigned has/have carefully read and examined all documents relating to this EOI and hereby express our interest in undertaking the specified work.

Sr. No.	Description	Remarks
1	Name of participating organisation	
2	Address	
3	Name, designation and address of authorised signatory	
4	Telephone number	
5	Mobile number of contact person	
6	Email ID	
7	Email ID of authorised representative/contact head	

Documents enclosed: Letter of Authorisation; Form 1; Form 2 – Pre-Qualification Criteria; Form 3 – Dog Sterilisation Experience; Form 4 – Details of Participating Organisation; Form 5 – Affidavit/Self-Declaration; supporting documents; average annual turnover certificate certified by a Chartered Accountant.

I/We hereby declare that this EOI has been submitted in good faith and that the information furnished is true and correct to the best of my/our knowledge.

Yours faithfully,

Signature: _____

Designation: _____

Seal: _____

Date: _____

FORM 2 – PRE-QUALIFICATION CRITERIA

Sr. No.	Particulars	Details/Remarks
1	AWBI registration/recognition status – Yes/No	
2	Names and registration numbers of registered veterinarians (MSVC/VCI)	
3	Registration with Charity Commissioner	
4	Experience in dog sterilisation – number of years	
5	Monthly dog sterilisation capacity	
6	Undertaking that the organisation is not blacklisted	
7	Details if the organisation is/has been operating within Jalgaon City Municipal Corporation limits	

Signature of Applicant: _____

FORM 3 – DOG STERILISATION EXPERIENCE

I/We, residing at _____, solemnly affirm that the following information regarding experience in dog sterilisation/Animal Birth Control projects is submitted with the EOI.

Sr. No.	Organisation implementing project	Address/contact details	Nature of work	Dogs sterilised	Start date	Completion date
1						
2						
3						
4						
5						

Signature and Seal: _____

FORM 4 – DETAILS OF PARTICIPATING NGO / VOLUNTARY ORGANISATION

Particulars	Details
Name of Voluntary Organisation	
Nature of work	
Office address	
Other relevant information	
Other required documents	
1) Registration with Charity Commissioner	
2) AWBI recognition	
3) MSVC/VCI registration certificate	

Signature of Applicant: _____

FORM 5 – AFFIDAVIT / SELF-DECLARATION

I/We, _____, residing at _____, solemnly affirm and declare that:

1. I/We/the organisation have/has not been declared insolvent or adjudged bankrupt.
2. I/We/the organisation have/has not adopted any unfair labour practice.
3. I/We/the organisation have/has not committed any misconduct or act involving moral turpitude.
4. No criminal act has been committed by me/us/the organisation and no case relating to such acts is pending before any court.
5. No case/claim has been filed for violation of Income Tax, Sales Tax/GST or other applicable laws.
6. I/We/the organisation have/has not been blacklisted by any Government, local authority, Municipality or Municipal Corporation.
7. If the contract is cancelled due to poor quality or other contractual reasons, I/we shall not claim reimbursement of expenditure incurred at the site for rectification or other work.
8. No Municipal Councillor, officer or employee of the Municipal Corporation is a partner/member/office-bearer of our organisation/firm.
9. All documents submitted in support of eligibility are genuine and true.
10. If any false, fabricated or tampered document is found, I/we shall be liable for legal action.

Signature of Agency/Authorised Representative: _____

Full Name: _____

Full Address: _____

Phone No.: _____

Mobile No.: _____

Email ID: _____

Signature & Seal: _____

AFFIDAVIT ON Rs. 500/- STAMP PAPER
JALGAON CITY MUNICIPAL CORPORATION, JALGAON
SANITATION DEPARTMENT

I/We, _____, residing at _____, solemnly affirm that I/we accept all terms and conditions contained in the Expression of Interest (EOI).

Sr. No.	Particulars	Details
1	Name of Company/Agency	
2	Designation	
3	Address and Email ID	
4	Telephone Number	
5	GST Number	
6	PAN Number	
7	Aadhaar Number	

Signature and Seal: _____

VEHICLE DETAILS – PRESCRIBED FORMAT

I/We, _____, residing at _____, solemnly affirm that the following vehicle details are submitted for the above work.

Sr. No.	Type of Vehicle	Vehicle Registration No.	Transport Office Registration Certificate No.	Transport Office Fitness Certificate No.
1				
2				
3				
4				
5				

Signature of Agency/Authorised Representative: _____

Full Name: _____

Full Address: _____

Phone No.: _____

Mobile No.: _____

Email ID: _____

Signature & Seal: _____