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ता.वसई, जि.पालघर - ४०१ ३०३.



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वसई विरार शहर महानगरपालिका
घनकचरा व्यवस्थापन विभाग, मुख्यालय, विरार (प.)
स्वारस्य अभिव्यक्ती (EOI-EXPRESSION OF INTEREST)

मा. सर्वोच्च न्यायालय, दिल्ली येथे दाखल सुमोटो याचिका क्र.०५/२०२५ च्या संदर्भात मा. सर्वोच्च न्यायालयाने दि. ०७/११/२०२५ रोजी दिलेल्या निर्देशांची अंमलबजावणी करणेच्या अनुषंगाने वसई विरार शहर महानगरपालिका हद्दीमध्ये भटक्या व मोकाट श्वानांचे निर्जंतुकीकरण, लसीकरण, निवारा व्यवस्थापन, आहार, आरोग्य देखरेख, कागदपत्रे आणि वृद्ध, आजारी सोडून दिलेल्या आणि सोडण्यास अयोग्य असलेल्या भटक्या श्वानांसह श्वानांची आयुष्यभर काळजी घेणेकामी अभिव्यक्ती स्वारस्य (E.O.I.) मागविण्यात येत आहेत.

वरील कामाचे स्वारस्य अभिव्यक्ती (EOI-EXPRESSION OF INTEREST) <https://vvcmc.in> या अधिकृत संकेतस्थळावर दि. १०/०३/२०२६ रोजी पासून उपलब्ध होणार आहे. स्वारस्य अभिव्यक्ती (EOI-EXPRESSION OF INTEREST) याबाबत अधिक माहितीसाठी घनकचरा व्यवस्थापन विभाग, वसई विरार शहर महानगरपालिका, मुख्यालय, विरार (प.) येथे संपर्क साधावा.

(सही/-)
वसई विरार शहर महानगरपालिका



Invitation for Expression of Interest (EOI)

FOR

**Empanelment of Agencies / NGOs for Shelter Management and Lifetime Care of Stray Dogs
in Vasai Virar City Municipal Corporation Jurisdiction.**

DISCLAIMER

This Expression of Interest (EOI) document is issued by the Vasai Virar City Municipal Corporation (VVCMC) for inviting proposals from eligible and AWBI-registered NGOs/Agencies for providing Shelter Management, and Lifetime Care of stray dogs within the jurisdiction of VVCMC.

VVCMC reserves the right to amend, modify, cancel, or withdraw any part of this EOI without assigning any reason whatsoever. Submission of this EOI does not guarantee selection or award of any work. No contractual obligation shall arise from this EOI unless a formal agreement is executed between VVCMC and the selected agency.

This EOI may include statements, assumptions, and assessments formulated by VVCMC in relation to the proposed Project. Such assumptions and assessments are based on the present understanding of VVCMC and are not intended to contain all information required by Applicants. This EOI may not be appropriate for all persons, and it is not possible for VVCMC, its employees,

or advisors to consider the investment objectives, financial situation, or specific needs of every Applicant who reads or uses this EOI.

The information, assumptions, assessments, and statements contained in this EOI may not be complete, accurate, adequate, or correct. Each Applicant is therefore required to conduct its own investigations, analysis, and due diligence and to verify the accuracy, adequacy, reliability, and completeness of the information contained in this EOI. Applicants are also advised to seek independent professional advice from appropriate sources.

Information provided in this EOI may include references to statutory provisions and interpretations of law. Such information is provided only for general guidance and should not be treated as a complete or authoritative statement of law. VVCMC accepts no responsibility for the accuracy of any interpretation or legal opinion expressed herein.

VVCMC, its employees, and its advisors make no representation or warranty and shall have no liability to any person, including any Applicant, under any statute, law, rules, regulations, or under any principle of tort, restitution, or unjust enrichment, or otherwise, for any loss, damage, cost, or expense that may arise from or be incurred in relation to anything contained in this EOI. This includes any inaccuracy, inadequacy, incorrectness, incompleteness, or unreliability of any information, assumption, assessment, or statement contained in this EOI, or arising in any manner from the pre-qualification, evaluation, or application process.

VVCMC, at its absolute discretion and without any obligation, may update, amend, or supplement the information, assumptions, and assessments contained in this EOI at any stage.

Issuance of this EOI does not imply that VVCMC is bound to shortlist, select, or appoint any Applicant for the subsequent stages of the process. VVCMC reserves the right to reject any or all applications received in response to this EOI without assigning any reason whatsoever.

Applicants shall bear all costs associated with the preparation and submission of their Applications, including but not limited to documentation, copying, postage, delivery expenses, and any costs related to demonstrations or presentations that may be required by VVCMC. All such costs shall be borne entirely by the Applicant, and VVCMC shall not be liable in any manner for these or any other expenses incurred in connection with the preparation or submission of the Application, regardless of the results or outcome of the process.

The information contained in this EOI is subject to revision, updating, modification, expansion, or amendment at any time without prior notice.

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1. Invitation for Expression of Interest (EOI)

1.1 Brief Introduction

Vasai-Virar is a city in Palghar district. It is located to the north of Mumbai. The total area of Vasai-Virar city is 311 sq. km. Vasai-Virar city is separated from Mumbai and Mira-Bhayander by the Vasai Creek. It is connected to Mumbai by rail services and the Mumbai-Ahmedabad National Highway. It is also connected to Navi Mumbai, Thane, Bhiwandi, Kalyan and Panvel by the Vasai Diva railway line.

Vasai Virar city is a rapidly growing city. The Vaitarna River is in the north of the Vasai Virar sub-region. The Vasai Bay is in the south, the Arabian Sea is in the west, and the Tungar mountain range, which is completely covered with forests, is on the eastern border of the region from Sasunavghar to Chandip village. The eastern part of the region is dotted with hills and isolated peaks. The Chinchoti Falls, Tungareshwar Temple, and dense forests have created great opportunities for tourism development in the eastern part.

Vasai Virar City was established on July 3, 2009. Vasai Virar City Municipal Corporation is striving for transparency, e-governance and complete cleanliness in administration.

The Vasai Virar City Municipal Corporation (VVCMC) is mandated to implement the Animal Birth Control (Dogs) Rules, 2023, the directions of the Hon'ble Supreme Court of India issued in *Suo Motu Writ Petition No. 05/2025*, and the Circular of Ministry of Fisheries, Animal Husbandry and Dairying, Government of India File No. AC-02017/22/2025-AWBI and File No. 3-4 / 2021-22/PCA Date 09.06.2022. The circular of ANIMAL WELFARE BOARD OF INDIA No. 9-1 / 2018-19 / PCA Date 03.05.2018 relating to dog population management, sterilization, vaccination, sheltering, and humane treatment of stray dogs.

These obligations are clearly recorded in the State Government circulars issued by the Deputy Secretary, Urban Development Department, dated 24.11.2025 and earlier circulars issued by Animal Husbandry & Dairy Development Department, as well as detailed implementation guidelines issued by the Assistant Secretary, Animal Welfare (ABC Rules implementation)

As per these directives, all Urban Local Bodies-including VVCMC-must:

- Capture stray dogs safely and humanely
- Sterilize and vaccinate them (ABC + Anti-Rabies)
- Provide shelter, feeding, medical care, and lifetime protection Maintain records, monitoring, reporting, and compliance
- Prevent relocation or release in sensitive areas such as schools, hospitals, bus depots, railway stations, public places as directed by the Government

To fulfill these statutory obligations, VVCMC intends to empanel AWBI-registered NGOs / Animal Welfare Organizations capable of carrying out:

1. Sterilization & Vaccination (ABC + ARV)
2. Shelter Management & Lifetime Care
3. Feeding, Watering & Medical Care
4. Maintenance of Records, Reporting & Compliance

5. Carcass collection and scientific disposal

This initiative is also aligned with the directions issued under ABC Rules, 2023 & State **Animal Birth Control Monitoring Committee**, which mandates that ULBs shall identify implementing agencies through a transparent process, ensure adequate infrastructure, shelters, kennels, pre-operative/post-operative facilities, veterinary manpower, animal handlers, and reporting systems as described in the Government circulars.

Accordingly, VVCMC invites **Expression of Interest (EOI)** from eligible, experienced, and **AWBI-registered NGOs/Agencies** for empanelment to undertake **Comprehensive Stray Dog Shelter Management**.

The empanelled agencies will be responsible for end-to-end work including, Catching Dog, sterilization, vaccination, shelter Management, feeding, health monitoring, documentation, and lifetime care of dogs, including elderly, sick, abandoned, and unfit-to-release stray dogs.

The services shall be reimbursed at approved rates, including, as per the norms approved by AWBI and accepted by Local Animal Birth Control Management Committee.

This EOI is the first stage in the empanelment process. Interested agencies meeting the eligibility criteria and possessing the required technical capacity, veterinary staff, infrastructure, and experience are invited to submit their applications in prescribed formats.

This **Invitation of Expression of Interest (EOI)** aims to identify, evaluate, and empanel **AWBI-registered NGOs / Animal Welfare Organizations** possessing adequate infrastructure, manpower, technical capability, and veterinary resources for undertaking comprehensive stray Management (stray dogs) within the jurisdiction of the Vasai Virar City Municipal Corporation (VVCMC).

1.2 Unclaimed / Ownerless / Stray Dogs Management.

The Vasai Virar City Municipal Corporation (VVCMC) shall identify and jurisdiction and handover **such dogs to the empanelled NGOs / Animal Welfare Agencies / Shelters**. This shall specifically include dogs found within or around the following sensitive and institutional premises:

- Hospitals
- Schools
- Bus depots/Bus Stands.
- Railway stations
- Stadiums & Sport Complex

Upon catching, such dogs shall be **safely transported** to the authorized shelter or facility **as directed by the designated Officer**. The empanelled NGO shall thereafter assume full responsibility for:

- Catching Djogs
- Admission
- Verification and documentation
- Feeding, watering, and daily care
- Veterinary examination and required treatment
- Shelter management and lifetime care

All procedures shall strictly comply with the **Supreme Court SOP (Suo Motu WP 5 of 2025), AWBI guidelines, and ABC Rules, 2023.**

1.3. Reimbursement of Maintenance Charges

VVCMC shall reimburse the empanelled NGO/Agency on a per-dog basis at the approved rates notified by the Animal Welfare Board of India.

Reimbursement is subject to:

- Submission of a Veterinary Health Certificate issued by the designated VO
- Certification of admission, health status, and daily care provided
- Proper records, photographs, tagging, and shelter logs under local registration of stray dogs.

The reimbursement pertains only to the 30-day maintenance period intervals or as per Government-approved timelines.

1.4. Feeding and Watering Requirements

The contractor/NGO shall ensure that every dog housed in the shelter receives:

- Adequate and nutritionally balanced food as per species and age-related needs
- Continuous access to clean, potable drinking water
- Proper upkeep of feeding stations, shed structures, resting areas, kennels, and sanitation facilities.
- Daily cleaning, hygiene maintenance, and waste disposal in compliance with environmental and veterinary standards

These responsibilities shall be carried out strictly in accordance with:

- Animal Welfare Board of India (AWBI) Guidelines
- Department of Animal Husbandry & Dairying (DAHD), GoI Rules
- Government of Maharashtra Circulars, including those linked to ABC Rules 2023
- Supreme Court Suo Motu Writ Petition directions
- Monitoring and implementation requirements issued by Government Authorities

1.5 Purpose of This EOI Document

This EOI document outlines:

- The Scope of Work,
- Eligibility and Pre-Qualification Criteria,
- Evaluation methodology,
- Formats and documentation required for submission, and
- The procedure for submission, scrutiny, and empanelment of eligible organizations.

Applications that meet the Pre-Qualification (PQ) criteria and submit complete documentation in the prescribed formats shall be considered for further evaluation.

VVCMC reserves the absolute and unconditional right to accept, reject, modify, or cancel any or all proposals at any stage without assigning any reason. No claim, correspondence, representation, or dispute in this regard shall be entertained.

Contact for Clarifications (During Office Hours: 10:00 AM to 06:00 PM IST)

1. Assistant Municipal Commissioner (VVCMC)
Solid Waste Management Department
Mr. Jitendra Naik
Phone: 8888864317
Email: aarogyheadoffice@gmail.com

Address for Correspondence:

Vasai Virar City Municipal Corporation, Head Office, 5th Floor
Near Mhada Colony, Virar (W) - 401303

1.6 Scope of Work

The work under this EOI shall comprise the Management of stray dogs, Catching Dog, including sheltering, feeding, health care, reporting, and compliance with AWBI / ABC Rules 2023 / Supreme Court Orders/Government Resolutions.

In compliance with the directions issued by the Hon'ble Supreme Court of India on 07.11.2025 in Suo Motu Writ Petition (Civil) No. 5 of 2025, titled "In Re: City Hounded by Strays, Kids Pay Price", and as implemented through the Standard Operating Procedure (SOP) issued by the Animal Welfare Board of India (AWBI), all NGOs / SPCAs / Animal Welfare Organizations empanelled under this EOI shall strictly follow the SOP guidelines issued by AWBI.

Accordingly, the following mandatory requirements shall apply:

A) Removal of Stray Dogs from Institutional Premises

(Ref.: Enclosed SOP at Annexure)

The Vasai Virar City Municipal Corporation (VVCMC) shall remove stray dogs found within or in the vicinity of the following institutional and sensitive locations, in accordance with the directions of the Hon'ble Supreme Court and the Standard Operating Procedure (SOP) issued by the Animal Welfare Board of India (AWBI):

- Schools and educational institutions
- Hospitals, primary health centres, and medical colleges
- Bus depots & inter-state bus terminals
- Railway stations
- Airports & helipads
- Public parks, tourist places, religious premises
- Government offices and public complexes

Once such stray dogs are **identified to the empanelled NGO / Animal Welfare Agency**, the dogs shall be:

- Formally admitted into the shelter facility
- Provided with required medical care, feeding, watering, and documentation
- Kept under shelter care as per AWBI norms and Supreme Court SOP

Under no circumstances shall these dogs be released back into the above institutional or sensitive areas. Release into such locations is strictly prohibited and shall be treated as a violation of the Supreme Court SOP and Government Resolutions.

B) Shelter Infrastructure & Capacity Norms

(Ref.: Enclosed SOP at Annexure)

All shelters operated by the NGO shall conform to AWBI / Supreme Court minimum standards:

Shelter Area	No. of Dogs (as per SOP)
70ft×40 ft(2,800sqft)	100dogs
157ft×90ft(14,130sqft)	500dogs
221ft×127ft(28,067sqft)	1000dogs

Additional mandatory conditions:

- Minimum fencing height : **6feet**
- Functional kennels with proper ventilation
- Isolation ward for diseased dogs
- Staffroom, storage room, washing area
- Proper drainage and sanitation facilities

Schematic layouts (Annexure I–III) shall be treated as mandatory planning references.

C) Feeding & Watering Standards

(Ref.: Enclosed SOP at Annexure and AWBI Guidelines Enclosed) The NGO shall follow AWBI's prescribed feeding schedule:

Feeding Frequency

Dog Category	Frequency
Puppies (0–2months)	4–6 meals/day

Dog Category	Frequency
Puppies (2–6months)	4 meals/day
Puppies (6–12months)	3 meals/day
Adult Dogs	2 meals/day
Small Breeds	3 meals/day
Senior Dogs	Soft/ easily digestible diet

Additional rules:

- Dogs must be fed 2-3% of their body weight daily.
- Leftover food must be removed in 30 minutes.
- Water bowls must be cleaned daily and potable water available 24×7.

D) Manpower Requirements

(Ref.: Enclosed SOP at Annexure and AWBI Guidelines Enclosed)

- Catching Dog
- Each shelter must have:
- Caretaker (round-the-clock)
- Cleaner
- Record-keeper for feeding & medicine
- Veterinary care unit (in-house or mobile veterinary services)

E) Sterilization and Vaccination

(Ref.: Enclosed SOP at Annexure and AWBI Guidelines Enclosed)

NGO shall ensure:

- All dogs entering the shelter are vaccinated (ARV, DHPPi as per protocol).
- All unsterilized dogs shall be sterilized as per ABC Rules 2023.
- Maintain sterilization & vaccination registers for each dog.
- Sterilized dogs shall not be released in institutional/sensitive premises.

F) Reporting, Monitoring & Digital Compliance

(Ref.: Enclosed SOP at Annexure and AWBI Guidelines Enclosed)

NGOs shall:

- Maintain daily shelter logs, medical sheets, feeding charts
- Submit monthly shelter reports to VVCMC, Solid Waste Management Department
- Submit required data, photos, and GPS logs to the VVCMC, Solid Waste Management Department

- Allow inspection by AWBI/VVCMC officials at any time

Non-compliance shall invite disciplinary action, termination of empanelment, and reporting to AWBI as per SOP.

H) Mandatory Undertaking

All applicants must submit a **signed undertaking** as part of the EOI submission: **Form VII, Enclosed.**

"We hereby confirm that we shall fully comply with the Standard Operating Procedure (SOP) issued by AWBI dated 07.11.2025 in Suo Motu Writ Petition (Civil) No. 5 of 2025, and acknowledge that any violation shall result in termination of empanelment, penalties, and legal action."

A format of this undertaking is enclosed as Annexure, same shall be downloaded and submit with sign and stamped.

1.7 Applicable Rates as per AWBI Circular (Mandatory Financial Benchmark)

(Reference: AWBI Rate Circular No. 9-1/2018-19/PCA dated 03 May 2018, Enclosed)

All NGOs / SPCAs / Animal Welfare Organizations submitting proposals under this EOI shall adhere to the **minimum maintenance and care rates** prescribed by the Animal Welfare Board of India (AWBI), Government of India, in its circular dated 03 May 2018, issued under the Prevention of Cruelty to Animals (Care and Maintenance of Case Property Animals) Rules, 2017.

The AWBI circular clearly specifies the minimum daily maintenance rates for Dogs and Small Animals, which shall serve as the financial benchmark for the purpose of this EOI.

A) AWBI Minimum Daily Maintenance Rates for Dogs

(Extracted from AWBI Rate Circular)

Class of Animal	Body Weight Category	Purpose	AWBI Suggested Minimum Rate
Dogs & Pets (Small Animals)	Upto10kg	Daily maintenance & care	Rs.15 per dog per day
	10-25kg	Daily maintenance & care	Rs.30 per dog per day
	25-40kg	Daily maintenance & care	Rs.50 per dog per day
	More than 40kg	Daily maintenance & care	Rs.60 per dog per day

These rates are aligned with the financial principles and cost indicators issued by the Government of India and AWBI.

However, VVCMC reserves the right to review, revise, or approve rates considered appropriate based on:

- **Prevailing urban operational costs**
- **Local shelter infrastructure and maintenance requirements**
- **Implementation responsibilities under the Supreme Court SOP**
- **Veterinary care, feed, consumables, and manpower cost variations**

This flexibility ensures that the compensation structure remains realistic, equitable, and reflective of actual ground conditions.

A) Work Consists of the Following:

- 1) The captured dogs shall then be formally handed over to the empanelled NGO/Contractor at the designated location specified by the concerned Officer.
- 2) Upon handover, the NGO/Contractor shall assume complete responsibility for the management of the dogs, including their admission into the Shelter, daily care, feeding, watering, veterinary supervision, documentation, and lifetime care in accordance with Government rules, AWBI guidelines, and the Supreme Court SOP.
- 3) The NGO/Contractor shall quote a rate exclusively for Shelter Management, calculated on a per-dog, per-day basis, which shall include all components of care. Catching charges are to be quoted under this option.

B) Reimbursement by VVCMC

VVCMC shall reimburse the contractor/NGO on a **per-dog basis until the natural death** of that dog, as per the AWBI / VVCMC ABC Monitoring Committee approved Rates, subject to submission of:

- A Veterinary Health Certificate issued by the designated VVCMC Veterinary Officer (VO)
- Admission records, date and time of intake
- Daily care sheets including feeding, watering, health status Shelter logs, attendance registers, and prescribed formats
- Periodic photographic evidence / GPS-tagged documentation (as required under digital monitoring system)

Reimbursement shall strictly follow the guidelines, rules, and directives issued by AWBI, and the Government of Maharashtra.

C) Feeding and Watering Requirements

The contractor/NGO shall ensure proper feeding and watering of each dog housed in their shelter, in accordance with AWBI's nutritional and welfare standards, ensuring:

a. Adequate Quantity of Species-Appropriate Feed

- Nutritious and balanced diet suitable to age, health condition, and physiological needs
- Twice-daily feeding (or as prescribed by the Officer)
- Special diets for sick, weak, injured, lactating, post-operative, and senior dogs

b. Availability of Clean Drinking Water.

- Continuous access to potable drinking water
- Regular cleaning and disinfection of water bowls/troughs
- Provision of water in shaded, accessible areas

c. Hygienic and Safe Kennel Environment

- Kennels maintained in a clean, sanitized, and infection-free condition
- Proper shade, ventilation, resting areas, and temperature protection
- Daily cleaning and periodic disinfection as per AWBI shelter norms
- Safe handling methods to prevent stress, injury, or cruelty

These responsibilities shall be discharged fully by the contractor, strictly adhering to AWBI Guidelines, ABC Rules 2023, Hon'ble Supreme Court orders, and Government of Maharashtra instructions.

d) Instructions

- All methods shall be applied scientifically, in a judicious, humane, and AWBI- compliant manner, using best practices.
 - All activities shall be carried out under the supervision of skilled and qualified personnel deployed by the contractor.
 - VVCMC will not be responsible for any mishap, injury, dispute, or damage occurring during operations.
 - Any attempt to manipulate dog numbers (sheltered, died, returned, or reported) or falsify records shall be treated as fraud against VVCMC, invoking criminal action, penalties, blacklisting, and contract termination.
 - Empanelled NGO's must maintain all required registers, logs, records, tracking sheets, photos, and documents as directed by VVCMC officials.
 - Empanelled NGO's are strictly prohibited from selling, transferring, or disposing of dogs housed under their shelter care.
 - Empanelled NGO's must provide VVCMC with complete details of the health status, movement, and outcome of every dog.
 - If Dog transport vehicles used by NGO's must be clean, disinfected regularly, and fitted with AWBI-approved crates/cages, operated by trained dog handlers.
 - The contractor is responsible for safe handling, health, and protection of workers, from the moment of dog pickup to shelter delivery.
 - A monthly work programme shall be prepared and submitted to the Dog Control Officer and VVCMC Veterinary Officers. Unauthorized deviation or non- compliance will attract penalties.
- k. Records & Reporting:**
- All activities shall be submitted in the prescribed formats.
 - Bills shall be submitted after Officer verification, in duplicate
 - Monthly reports must be submitted in duplicate.
 - Records must be kept up-to-date and produced to authorities when required.

1. Work Verification:

- The Veterinary Officer / Assistant Municipal Commissioner may verify quantity and quality of work.
- Payments shall be linked to performance evaluation.
- Empanelled NGO's shall use the designated mobile application to upload GPS – tagged photographs, activity logs, and movement records
- Empanelled NGO's must provide their workers with **smart phones** for compliance with the digital reporting system.

1.8. Schedule of Events

Date of EOI Display	10.03.2026 at 04.00pm
Date of Pre Bid meeting and place	12.03.2026 at 11.30am (Commissioner's Chamber)
Date of Submission of EOI	On or before 18.03.2026 at 04.00 pm
Date of Opening of EOI	On or after 23.03.2026 at 04.00 pm

1.9 Selection Method

Expression of Interest (EOI)

VVCMC invites Expression of Interest (EOI) from Non-Government Animal Welfare Organizations (NGOs) / SPCA Institutions interested Empanelment of Agencies/NGOs for Shelter Management, Sterilization, Vaccination and Lifetime Care of Stray Dogs in VVCMC premises for the period of 1 years of VVCMC Solid Waste Department.

The interested parties shall submit the EOI along with the documents as mentioned in clause 2.3.

Documentary Support for all the above, with copies of purchase orders & letter of completion from hiring authority for the projects completed in hand shall be submitted.

2.0 Pre-Qualification Criteria

All interested participants are hereby informed that only those who meet the following pre-qualification criteria shall be considered for further evaluation based on criteria mentioned in the clause 1.7.

1. Non-Government Animal Welfare Organizations (NGOs) / SPCA Institutions shall be registered with the Animal Welfare Board of India (AWBI) / State Animal Welfare Board and follow Rule No. 03 & 04 of the Prevention of the Cruelty to Stray dogs (Care and Maintenance of Case Property Stray dogs) Rules, 2016.
2. Participants shall have minimum 5 years experience in the field of animal welfare activities.
3. Last 3 years Income Tax Returns along with statement of Accounts & Balance Sheet will be mandatory.

4. The participant shall not have been black listed in India / the country of origin. (Undertaking).
5. Undertaking that tenderer/applicant has its own "Shelter" and proof regarding that effect. OR Undertaking from "Dog Sheletrs" that tenderer/ applicant has affiliation or tie-up with them and are ready to accept and receive unclaimed stray dogs send by tenderer. Tie-up agreement should remain valid till end of this contract period.
6. Authority letter of company in case of Partnership firm for signing the tender and respective documents.

Every claim should be supported by authorized documents.

2.1 Evaluation Criteria Dog Shelter & Lifetime Care EOI

Participants who meet all Pre-Qualification (PQ) criteria shall be evaluated further based on the following 100-mark Technical Evaluation System.

The Technical Evaluation Committee shall consist of:

1. Commissioner, VVCMC.
2. Additional Commissioner, VVCMC.
3. Chief Auditor, VVCMC.
4. Chief Accountant & Finance Officer, VVCMC.
5. Deputy Municipal Commissioner (SWM), VVCMC.
6. Executive Engineer (SWM), VVCMC.

Applicants must secure minimum 50 marks out of 100 to be shortlisted for empanelment.

A. Summary Evaluation Table

Evaluation Criteria	Maximum Score	Score Obtained
Experience in Dog Welfare / ABC / Shelter Management	40	
Capacity to Hold & Maintain Stray Dogs (Shelter Capacity & Facilities)	40	
Financial Strength & Economic Stability	20	
Total	100	

Minimum qualifying score for empanelment: 50 marks

B. Detailed Marking Structure

1. Experience in Dog Welfare / ABC / Shelter Operations – (Total: 40 Marks)

Experience must relate to stray dog management, including capturing, ABC sterilization, vaccination, sheltering, feeding, or lifetime care.

Experience Range	Marks
Lessthan1year	0
1to3years	10
3to5years	15
5to10years	25
Morethan10years	40

2. Capacity to Hold, Maintain & Operate Stray Dog Shelters – (Total: 40 Marks)

Capacity is evaluated on:

- i. Number of functional shelter kennels
- ii. Pre-operative & post-operative facilities
- iii. Veterinary manpower
- iv. Infrastructure as per AWBI Dog Shelter Guidelines
- v. Life time care capability

Shelter Capacity (Number of Dogs)	Marks
50 to 100dogs	10
100 to 300dogs	15
300 to 500dogs	25
More than 500dogs	40

(Capacity must be supported by photographs, layout, facility documents, and VO inspection reports)

3. Financial & Economic Strength – (Total: 20Marks)

Annual turn over based on audited balance sheets of last 3years.

Annual Turn over Range	Marks
Upto Rs.25Lakhs	5
Rs.25 to Rs.50Lakhs	10
Rs.50 Lakhs to Rs.1Crore	15
More than Rs.1Crore	20

C. Additional Notes

1. Experience related to cows, buffaloes, cattle pounds etc. will not be counted unless it includes dog-related welfare work
2. Marks shall be awarded only based on documentary proof (AWBI license, shelter photos, agreements, ABC certificates, work orders).
3. Shelter capacity will be assessed on functional kennels, not land area alone.
4. The Committee reserves the right to inspect the facility before awarding marks.
5. Any false document or misrepresentation will lead to rejection, blacklisting, and legal action.

3. Instructions to Participants

3.1 Authorized Signatory

For the purpose of this EOI, the term "**Applicant**" shall refer to the organization submitting the EOI and the individual who has signed the EOI documents and forms on behalf of the organization.

The Applicant must be represented by a **duly Authorized Signatory**, empowered through a valid **Authorization Letter Board Resolution / Power of Attorney**, authorizing the individual to:

- Sign all EOI forms and documents
- Provide clarifications, additional documents, and correspondence
- Represent the Applicant during the EOI evaluation process
- Enter into agreements or undertakings as may be required by VVCMC

The Authorization Certificate shall be submitted along with the EOI documents.

All forms, annexure, declarations, certificates, and supporting documents must be **signed and stamped** by the Authorized Signatory.

Any corrections, overwriting, or alterations in the submitted documents shall be **authenticated with the signature and stamp** of the Authorized Signatory; otherwise, such changes shall not be considered valid.

All communication, clarification replies, and subsequent correspondence received from the Applicant shall, as far as possible, be **signed and endorsed by the same** Authorized Signatory for consistency of representation.

3.2 Submission of EOI

The Expression of Interest along with required documents shall be submitted Electronically on VVCMC portal OR physically at the address given above, with citing subject as Expression of Interest (EOI) from Non-Government Animal Welfare Organizations (NGOs)/SPCA Institutions interested Empanelment of Agencies / NGOs for Shelter Management, Sterilization, Vaccination and Lifetime Care of Stray Dogs in VVCMC premises for the period of 1 years of VVCMC Solid Waste Management Department.

The Expression of Interests shall be received on or before.

a) VVCMC reserves the right to reject any or all the EOIs without assigning any reasons thereof

3.3 Documents to accompany EOI: The applications shall be complete with the following documents:

1. Letter of Authorization.
2. Each page of the EOI document duly signed by the authorized person.
3. Expression of Interest in Form - I.
4. Pre-Qualification Criteria in Form-II
5. Details of experience in welfare of stray dogs handling Information in Form-III
6. Details about participant in Form-IV.
7. Affidavit or Self declaration in Form -V.
8. Additional supporting documents in accordance with Evaluation Criteria mentioned in Clause 1.7.
9. Any other information applicant likes to provide to substantiate their claims.

The entire EOI along with supporting documents shall be submitted through Physically only at VVCMC Head Office address given above OR Submit the ONLINE VVCMC portal.

3.4 Amendment to EOI

At any time prior to the **last date for submission of proposals**, the Vasai Virar City Municipal Corporation (VVCMC) may, for any reason whether on its own initiative or in response to a clarification requested by a prospective participant-**modify, amend, or supplement** the provisions, terms, conditions, or requirements of this EOI document.

Such amendments may include, but are not limited to:

- Clarifications
- Corrections
- Additions or deletions
- Changes in scope or conditions
- Extension of submission deadlines

VVCMC, at its sole discretion, may **extend the last date** for submission of proposals and/or issue revised instructions to allow prospective participants reasonable time to incorporate such amendments in their submissions.

All amendments, corrigenda, addenda, and official communications related to this EOI shall be uploaded in the VVCMC website.

Participants are required to regularly visit the VVCMC website and remain updated on any changes prior to submitting their Expression of Interest.

Prospective NGOs/Organizations are also encouraged to visit the VVCMC Head Office for clarification of the scope of work and for obtaining field-level details, if required Any queries, doubts, or requests for clarification regarding the terms and conditions of this EOI may be submitted through the following official email IDs:

- aaogyheadoffice@gmail.com

Responses to such queries shall be provided in due course. No oral communication or informal clarification shall be considered official or binding on VVCMC

3.5 Preliminary examination for the applications

- a. VVCMC shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.
- b. VVCMC reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the participant to perform the assignment.
- c. Prior to detailed evaluation formalities, VVCMC shall determine the substantial responsiveness of each application to the Invitation documents. A substantially responsive proposal is one, which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one, which limits in any way responsibilities and liabilities of the participant or any right of the employer as required in this document. VVCMC may waive any minor non-conformity in an application, which does not constitute material deviation. Non-responsiveness shall run the risk of rejection.
- d. The evaluation shall be carried out on the basis of data available in the application documents received in the first instance. However, VVCMC reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.

3.6 Evaluation

The procedure of evaluation of the applications is indicated below:

- a. VVCMC has specified the pre-qualification criteria (Clause 2.0) in the EOI document. The applicant shall submit the proposals in the same sequence indicating the pre-qualification criteria on each certificate.
- b. Only the Participants, who meet the Pre Qualification Criteria, will be evaluated for selection as per Evaluation Criteria mentioned in Clause 2.1.
- c. Participants, who score at least 50 marks in the Evaluation, shall be considered for short listing.

3.7 Rejection of EOI

The application is liable to be rejected if:

- a) Not in prescribed forms and not containing all required details.
- b) Received after the expiry of due date and time.
- c) EOI not accompanied with supporting documents.

3.8 Disclaimer

VVCMC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.

3.9 Earnest Money Deposit

Mode of Payment:- Earnest Money Deposit shall be payable as per following details:

1	Amount of EMD	--
2	Mode of EMD	VVCMC Head Office OR Online Method on VVCMC Portal.
3	Time limit	VVCMC Head Office OR Online Method on VVCMC Portal.

No exemption for payment of E.M.D. will be granted to any bidders.

Forfeiture of EMD:-

EMD of a tenderer / bidder shall be forfeited, if any tenderer/ bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer/ bidder fails to furnish the required performance security within the specified period, its EMD shall be forfeited. The 10% amount from the EMD of the non responsive bidder shall be forfeited. In EOI procedure, if the bidder who have not submitted the requisite If successful bidder back foot or refuse to work, his 100% of EMD shall be For the default 100% of EMD will be forfeited. documents while submission of EOI following action will be initiated. forfeited and proceeding of blacklisting of firm shall be initiated.

Terms and Conditions

- 1) The expenditure on the personnel, vehicles, equipments, materials, etc to conduct the said activities shall be borne by the Organization/Agency.
- 2) The Stray dogs are to be transported as per Animal Transportation Rule. 1978 and amendment in Motor Vehicle Rules, 1989 (a s per 2015).
- 3) The said work shall be carried out under the supervision of skilled and qualified persons, in a scientifically approved manner.

- 4) Organization / Agency is expected to carry out the work in such a manner as to not cause any damage to public property on account of negligence or otherwise.
- 5) The said work should be carried out within a period of 1 month.
- 6) Organization / Agency during the contract period shall work under the direct control and supervision of Solid Waste Management Department (VVCMC).
- 7) VVCMC or its officers shall be entitled to inspect or supervise the said work at any given time
- 8) Successful participant will have to submit an indemnity bond to VVCMC
- 9) In case of any disputes arising, the same shall be referred to the Municipal Commissioner whose decision shall be final and binding on both parties.
- 10) The contract agreement will be made between successful participant and VVCMC for period of 1 year. It should be registered with Registrar along with Stamp Duty & Registration fee.
- 11) All charges and expenses of the agreement including stamp duty and Registration charges shall be borne and paid by the Organization / Agency.

F. Stamp Duty: (As per applicable circular)

It shall be incumbent on the successful tenderer to pay stamp duty on the contract.

- i. As per the provision made in Article 63, Schedule I of Bombay Stamp Act 1958, stamp duty is payable for "works contract" that is to say, a contract for works and labour or services involving transfer of property in goods (whether as goods or in some other form) in its execution and includes a sub-contract, as under :

(a)	Where the amount or Value set forth in such contract does not exceed rupees Five lakh	Five Hundred rupee stamp duty
(b)	Above 5 lakh up to Rs 10 Lakh	Rs 500+0.3% on the amount above Rs. 5 Lakhs (Max 25 Lakhs)
(c)	Where it exceeds rupees 10 lakh	Rs500+0.3% on the amount above Rs. 5 Lakhs (Max 25 Lakhs)
(d)	Stamp Duty on BG	Bank guarantee : As per article 54 read with 40(b) of stamp duty act, stamp duty of 0.5% will be applicable to the all bank guarantee submitted also which are required to be renewed after expiry of time period.

- ii. The successful bidder shall enter in to a contract agreement with VVCMC with in 30days from the date of issue of Work Order and the same should be adjudicated for payment of Stamp Duty by the successful bidder.
- iii. Further shortfall if any, in amount of stamp duty paid as against prescribed amount for the documents executed in Vasai Virar City be recovered from the concerned work Empanelled NGO's and to deposit the deficit or unpaid Stamp Duty and penalty by two separate Demand Draft or Pay Order in favor of "The Commissioner, Vasai Virar City Municipal Corporation" within 15 days from intimation thereof.
- iv. All legal charges and incidental expenses in this respect shall be borne and paid by the successful tenderer.

G. Termination of EOI:

In the event that the Contractor/NGO fails to comply with any of the terms and conditions of this EOI or commits any breach, Vasai Virar City Municipal Corporation (VVCMC) shall issue three show cause notices to the Contractor/ NGO calling upon them to submit their reply and after considering the reply from the Contractor/NGO, if the VVCMC is not satisfied with the explanation, VVCMC have the right to terminate the EOI.

Further, if any information, document, or declaration submitted by the Contractor/NGO in the EOI process is found to false, misleading, or incorrect, VVCMC shall have the right to terminate the EOI forthwith, without issuing any further notice.

Upon termination of this EOI, the Contractor/NGO shall immediately cease all activities related to this EOI, and VVCMC shall not be liable for any compensation, damages, or claims arising out of such termination.

4 Formats for Submission

FORM I

Expression of Interest Proforma

To,

**Commissioner,
Vasai Virar City Municipal Corporation.**

Sub: Invitation for Expression of Interest from Non-Government Animal Welfare Organizations (NGOs) / SPCA / For Empanelment of Agencies / NGOs for Shelter Management, Sterilization, Vaccination and Lifetime Care of Stray Dogs in Vasai Virar City Municipal Corporation Jurisdictions.

Sir,

The under signed having read and examined in detail all the EOI documents pertaining to your assignment; do here by express the interest to do the work as specified in the scope of work.

Sr. No	Description	Response
1.	Name of the Participant	
2.	Address	
3.	Name, designation & address of the person to Whom all references shall be made	
4.	Telephone (with STD / ISD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD / ISD code)	

I / We have enclosed the following documents:

1. Letter of Authorization.
2. Form I, submitted on the organization' sletterhead, duly sealed and signed by the authorized person.
3. Pre-qualification eligibility criteria Form-II.
4. Details of experience in conducting animal population surveys & in formation about projects completed / in hand in Form-III
5. Details about applicant in Form-IV
6. Affidavit or Self declaration in Form-V
7. Self Attested copies of Supporting Documents

I / We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date: _____ Place _____

FORM II
Pre-Qualification Criteria

Sr. No.	Condition	Remarks
1	Non-Government Animal Welfare Organizations (NGOs) / Goshalas/ Panjarpol / SPCA Institutions shall be registered with the Animal Welfare Board of India (AWBI) / State Animal Welfare Board and follow Rule No. 03 & 04 of the Prevention of the Cruelty to Stray dogs (Care and Maintenance of Case Property Stray dogs) Rules, 2016.	
2	Participants shall have minimum 5 years Experience in the field of animal welfare activities.	
3	Last 3 years Income Tax Returns along with statement of Accounts & Balance Sheet will be mandatory.	
4	The participant shall not have been blacklisted In India/ the country of origin.(Undertaking).	
5	Undertaking that tenderer/applicant has its own “ Dog Shelters ” and proof regarding that effect. OR Undertaking from “ Dog Shelters ” that tenderer/ applicant has affiliation or tie-up with them and are ready to accept and receive unclaimed stray dogs send by tenderer. Tie-up agreement should remain valid till end of this Contract period.	
6	Authority letter of company in case of Partnership firm for signing the tender and respective documents.	

Signature of the Applicant

FORM-III
DETAILS OF EXPERIENCE

Details of experience in Animal Handling

Sr. No.	Name of authority / Organization	Postal & E-mail Address of the hiring authority	Description of the work	Whether Village / District/City /	Date of start of the work	Date of Completion
1.						
2.						
3.						
4.						

Signature of Applicant

Note:-

Please also note that the copies of work orders and satisfactory completion certificate from the hiring authority shall be required to be submitted in support of its claim.

FORM IV
Details about Participant

Name of AWO	
Work Experience	
Office Address	
Work Place Address	
Address of the Registered Office in India	
Other Relevant Information	
Mandatory Supporting Documents attached: <ul style="list-style-type: none">• Recognition of AWBI• Charity Trust registration certificates	

Signature of Applicant

FORM - V

AFFIDAVIT or SELF-DECLARATION

Ref: Invitation for Expression of Interest from Non-Government Animal Welfare Organizations (NGOs) / SPCA / For Empanelment of Agencies/NGOs for Shelter Management, Sterilization, Vaccination and Lifetime Care of Stray Dogs in Vasai Virar City Municipal Corporation Jurisdictions.

Participant shall be excluded from participation in the selection procedure, if the participants

1. are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. have been convicted for an offence concerning their professional conduct by judgment, which has the force of res judicata;
3. have been guilty of grave professional misconduct proven by any means, which the contracting authority can justify;
4. have not fulfilled obligations in respect of payment of social security contribution or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is performed;
5. have been the subject of a judgment, which has the force of res judicata for fraud, corruption, and involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
6. Following another procurement procedure or grant award procedure financed by the community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In response to your call for expression of interest, I / We hereby declare that:

1. I am / we are not in any of the situations excluding me/us from participation.
2. I/ we agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;
3. I/ we will inform the Authority immediately if there is any change in the above circumstances at any stage during the EOI procedure or during the implementation of the project,
4. I/ we fully recognize and accept that any inaccurate or incomplete information deliberately provided in this EOI may result in my/our rejection.

(Signature of the Applicant or Authorized Representative of organization with stamp/seal)

FORM-VI**Commercial Packet-C****VASAI VIRAR CITY MUNICIPAL CORPORATION****SOLID WASTE MANAGEMENT DEPARTMENT**

Subject: Invitation for Expression of Interest from Non-Government Animal Welfare Organizations (NGOs)/ SPCA/ For Empanelment of Agencies/ NGOs for Shelter Management, Sterilization, Vaccination and Lifetime Care of Stray Dogs in Vasai Virar City Municipal Corporation Jurisdictions.

Schedule of Quantities and rates

Sr. No.	Description of Item	Unit	Estimated Qty (Monthly / As required)	Rate(Rs.) to be Quoted by NGO	Amount (Rs.)
1	Sheltering, Feeding, Veterinary care & Lifetime Care charges Including all Up to 10 Kg Weight of Dog.	Per Dog Per Day	As per admission		
2	Sheltering, Feeding, Veterinary care & Lifetime Care charges Including all Up to 10 to 25 Kg Weight of Dog.	Per Dog Per Day	As per admission		
3	Sheltering, Feeding, Veterinary care & Lifetime Care charges Including all Up to 25-40 Kg Weight of Dog.	Per Dog Per Day	As per admission		
4	Sheltering, Feeding, Veterinary care & Lifetime Care charges Including all above 40 Kg Weight of Dog.	Per Dog Per Day	As per admission		
5	Catching all above Dogs.	Per Dog	As per admission		

Important Notes for BOQ (To be Printed in EOI)

1. Rates should be all-inclusive, covering manpower, vehicle, fuel, equipment, insurance, PPE, utilities, food, hygiene, and statutory compliance.
2. GST, if applicable, shall be quoted with all taxes as per prevailing law.
3. Payment will be made monthly, based on Officer - verified attendance logs, photos, and GPS- based app records.
4. NGO bears lifetime care cost, as per Government rules.

FORM - VII

SELF – DECLARATION / UNDERTAKING

Ref.: Invitation for Expression of Interest from Non-Government Animal Welfare Organizations (NGOs)/SPCA/For Empanelment of Agencies/NGOs for Shelter Management, Sterilization, Vaccination and Lifetime Care of Stray Dogs in Vasai Virar City Municipal Corporation Jurisdictions.

I/We, the undersigned, hereby declare the following in connection with the above-referred Expression of Interest (EOI):

1. I/We have carefully read and understood the Standard Operating Procedure (SOP) issued by the Animal Welfare Board of India (AWBI) dated 07.11.2025, pursuant to the directions of the Hon'ble Supreme Court of India in Suo Motu Writ Petition (Civil) No. 5 of 2025.
2. I/We hereby unconditionally undertake to comply with the said SOP, along with all other applicable guidelines, rules, and directions issued by AWBI, Government of Maharashtra, and VVCMC from time to time.
3. I/We further acknowledge and accept that any violation, non-compliance, or deviation from the aforesaid SOP and guidelines shall make our organization liable for:
 - immediate termination of empanelment,
 - imposition of penalties,
 - legal action as deemed appropriate by VVCMC or the Competent Authority.
4. I/We confirm that the information and commitments provided herein are true and correct, and that we shall abide by all terms and conditions stipulated in the EOI.

Authorized Signatory:

Name: _____

Designation: _____

Organization Name: _____

Address: _____

Email: _____

Phone: _____

Signature: _____

Seal of Organization