

**INDIAN INSTITUTE OF TECHNOLOGY
BOMBAY**

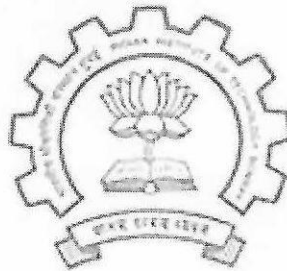
PUBLIC HEALTH OFFICE

TENDER DOCUMENTS

FOR

**MANAGEMENT AND WELLBEING OF FREE ROAMING
DOGS WITHIN IIT BOMBAY CAMPUS**

YEAR 2025-26



(TECHNICAL BID DOCUMENTS)



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1) TECHNICAL DETAILS:-

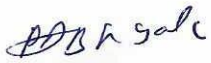
LOCATION INDIAN INSTITUTE OF TECHNOLOGY
BOMBAY, POWAI, MUMBAI - 400 076

CONTRACT PERIOD THREE MONTHS

NAME OF WORK MANAGEMENT AND WELLBEING OF FREE
ROAMING DOGS WITHIN IIT BOMBAY
CAMPUS

NAME OF AREA IIT BOMBAY CAMPUS

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2- E-TENDER NOTICE

Digitally signed online Technical & Financial Bids are invited for the following work through the E-tendering process of IITB from the bidders having experience in similar work in Central/State Government or Central Autonomous Bodies / State or Central Public Sector Undertakings & Large Private Organisations.

Sr. No	Name of Project	Estimated cost (Rs.)	EMD (Rs.)	Time Limit
1	Management and Wellbeing of Free Roaming Dogs within IIT Bombay Campus (PR No. 1000047243) & (RFX No.6100002154)	Rs.29,46,696.00	Rs.58,934.00	03 Months

Note:- Intending bidders need to register themselves on the IIT Bombay portal i.e. <https://portal.iitb.ac.in/vrp/index.jsp> iitb to get the User ID and Password. Please visit https://portal.iitb.ac.in/vrp/vrp_srm_docs.jsp for the configuration process and user manual. For queries regarding vendor registration and the configuration process, please contact 8291556377, 8291556277 (SRM help desk).

All tender documents, forms, etc, are available online on <https://www.iitb.ac.in/tenders> and the Central Public Procurement portal (CPPP), E-tender publishing portal of the Government of India. The date and time for distribution/download/upload the scan copies of the tender for technical and financial bids are from **06/05 /2025 to 21/05/2025 up to 06:00 pm**.

(Eligibility)

- 1) Bidders should upload scanned copies of documents as per the following details in technical bids for the Management and Wellbeing of Free Roaming Dogs within the IIT Bombay Campus.
 - a) Experience of having successfully completed similar works during the last 7 years ending the previous date of submission of tender as per i, ii, iii and 'b'.
 - i) Copies of work orders of three similar works completed, having the costing of each work order with work completion certificate for the period of one year, not less than 40% of the estimated cost of Rs. 29,46,696.00.

or

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ii) Copies of work orders of two similar works completed, having the costing of each work order, with work completion certificates for the period of one year, for not less than 60% of the estimated cost of Rs. 29,46,696.00.

or

iii) Copy of single work order of similar work completed with work completion certificate with costing for the period of one year for not less than 80% of the estimated cost of Rs. 29,46,696.00.

and

b) Copy of one single work order of any work completed with work completion certificate, costing for the period of one year, not less than 40% of the value of the estimated cost of Rs. 29,46,696.00 in Govt. or Semi Govt. or Public undertaking organisation.

d) Copies of the certificate of registration under the Companies Act, GST, PF & ESIC, copies of PF & ESIC challan for proof of payment made to the respective authority for the last six months.

e) Copies of PAN card & Income tax return statement of last three years 2021-22, 2022-23 & 2023-24.

f) The contractor should have an average annual turnover of Rs. 29,46,696.00 during the last three financial years ending 31/03/2024. This should be certified by a chartered accountant verified with UDIN certificate and should not have incurred any loss during the last two years.

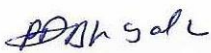
g) Copy of valid bank solvency certificate of 40% of the estimated amount of Rs. 29,46,696.00 issued by any Nationalised/ Scheduled Bank.

h) Please upload the copies of work orders and work completion certificates as mentioned above in Sr. No. 'a' - i, ii, iii & 'b' only. Other wise the bid capacity will not be calculated and his technical bid will be summarily rejected, and no financial bid will be opened. Please don't upload work orders and work completion certificates below 40% of the estimated cost.

i) All bidders should submit EMD amount **Rs. 58,934.00** in the form of a pay order or a demand draft in the Public Health Office, IIT Bombay, on or before **19/05/ 2025, up to 4:00 pm**, in favour of "**Registrar, IIT Bombay**". Also, bidders have to upload a scanned copy of the same D.D. or Pay order along with technical documents. A contractor having a valid NSIC/ MSME certificate should submit the same in the Public Health Office instead of EMD on or before the date mentioned above.

j) MSME having valid registration with District Industries Centers, Khadi and Village Industries Commission, Khadi and village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Hand-loom, any other body specified by Ministry of MSME of Start-ups as recognized by Department of Industrial Policy and promotion shall be exempted from payment of minimum EMD detailed in the bid.

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Evaluation of applications for eligibility:-

* The applications will be evaluated for conformity to the eligibility criteria as mentioned in NIT under stage-I Sr. No. 'a' - i, ii, iii & 'b' c, d, e, f, g, h, i, j as per the prescribed format along with a copy of relevant documents and certificates.


* All those applications found eligible in the technical bid will only be considered as under.

- 1) Bidders who qualify in the technical bid only, their commercial bid will be opened.
- 2) Bidders should upload scanned copies of all documents in a combined PDF with the company stamp and authorized person's signature and date, along with our technical documents and submit the hard copy on or before the submission due date, 21/05/2025 at 6:00 pm.
- 3) Bidders should upload multiple technical documents in a combined PDF file, each file up to 5.00 MB.
- 4) During commercial bid uploading, bidders must add GST @ 18% (Tax code – N5) on every line item.
- 5) Validity of quoted prices will be six months from the last day of submission of technical and commercial bids.
- 6) Pre-bid meeting will be held on **13/05/2025 at 11:30 am** in the Public Health Office, IIT Bombay, Powai, Mumbai- 400 076. Intended bidders who have registered online on the portal <https://portal.iitb.ac.in/vrp/index.jsp>, IITB will get the user ID and password.
- 7) IIT- Bombay reserves its right to accept and reject any tender or to relax any above conditions without assigning any reason and without any reference.

Important dates to remember:-

- 1) Pre-bid meeting is scheduled on 13/05/2025 at 11:30 am
- 2) Date of uploading of technical and financial bids from 06/05/2025 to 21/05/2025 at 6:00 pm
- 3) Date of opening of the Technical Bid will be 22/05/2025 at 11:30 am
- 4) The time and date of opening of the financial bid shall be intimated later to the eligible tenderer.

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3 - TECHNICAL SPECIFICATIONS:-

1. Mobile Application (Android-based):

The Application should have a provision to

- a) Register Surveyor, Caregivers, Veterinary
- b) Earmark area of survey
- c) Earmark route, survey No., survey start and end dates
- d) Able to capture:
 - Multiple images of free-roaming dogs
 - Live location of free-roaming dogs
 - Gender, breed, colour, size, age and other attributes of free-roaming dogs
- e) Upload medical history/vaccination/sterilisation details of registered dog(s)
- f) Maintain schedules for feeding, vaccination, etc.
- g) Report incidences
- h) Store information for period of one year on the server

2. Hardware Specifications:

NFC QR Collar Tag with Reflective Belt.

The description of Tag should be as under:

- Shape of Tag: Oval Shape
- Material – PVC with embedded NFC
- Tag with printed QR Code
- Belt – Polynylon with adjustment clip

3. Web Platform:

Web application should have a provision to register:

- Institute
- NGOs
- Caregivers

Web application should capture:

- Medical history including vaccination and sterilisation details

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4- TERMS AND CONDITIONS OF CONTRACT

1. Scope of the Terms and conditions and Relationship between the Parties

1.1 Scope

In consideration of the financials negotiated by the Parties, the Successful Bidder shall discharge and perform the Services as listed in the Tender document.

- a. In addition to the Services, IIT Bombay may require the Successful Bidder to take up additional responsibilities (“**Additional Responsibilities**”) from time to time, on mutually agreed terms and conditions, including but not limited to payments.
- b. The Successful Bidder shall assess the required number of skilled caregivers, not more than 4 (four), for satisfactorily providing the Services. The Successful Bidder shall ensure that the caregivers are trained in providing the Services.
- c. The Successful Bidder shall be the principal employer of the caregivers.
- d. Any extra caregiver required at any time shall be deployed by the Successful Bidder at additional cost.
- e. The caregivers deployed for the Services shall at all times maintain a very high standard of integrity, moral threshold.
- f. The Successful Bidder shall furnish a detailed report every quarter that shall record the number of dogs within the IIT Bombay campus, number of vaccinated dogs, sterilized dogs, dog bite incidence, treatment administered to dogs, etc. The Successful Bidder shall be in communication with the PHO of IIT Bombay or any other representative of PHO of IIT Bombay from time to time.
- g. IIT Bombay shall make available office space to the Successful Bidder to carry out its operations. The Successful Bidder shall be responsible for maintaining the hygiene of the office space. IIT Bombay shall also provide water free of cost at the office space; the electricity charges for office space shall be borne by the Successful Bidder on actuals.

1.2 Relationship between the Parties

- a. The Successful Bidder shall operate as and have the status of an independent contractor and employees of the Successful Bidder at all times and at no time shall claim to be the employees of IIT Bombay and IIT Bombay will not be liable to pay employees of the Successful Bidder any wages, salary, compensation and statutory benefits offered to IIT Bombay employees under applicable laws and the Successful Bidder shall be responsible for providing such employee benefits and amenities to its employees admissible under the applicable laws.
- b. In the event, the Successful Bidder fails to pay to or provide its employees any amounts or benefits under applicable laws and if IIT Bombay is compelled to pay such amounts or provide such benefits to employees of the Successful Bidder under applicable laws, IIT Bombay will immediately notify the Successful Bidder all the details of the payments made and benefits provided to Successful Bidder’s employees along with the supporting documentation. On receipt of the notification from IIT Bombay and not more than 15 (fifteen) days, the Successful Bidder shall repay all such amounts paid by IIT Bombay on behalf of the Successful Bidder and also reimburse costs incurred by IIT Bombay for providing the above mentioned benefits to the employees of the Successful Bidder along with the amounts of tax, if any, applicable on such repayments or reimbursements.

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c. The Successful Bidder understands and acknowledges that IIT Bombay has engaged the Successful Bidder in recognition of its skills as well as abilities and based on this understanding, the Successful Bidder may engage subcontractors for performance of all or any portion of the Services as well as Additional Responsibilities, as the case may be.

d. The Successful Bidder shall ensure that any sub-contractor, appointed by Successful Bidder, shall comply with and bound by the provisions of this terms and conditions. In the event the sub-contractor is appointed, the Successful Bidder continues to be responsible for the conduct of the sub-contractor in providing the Services.

e. The Successful Bidder will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESI, PF & Bonus etc. This will be the sole responsibility of the Successful Bidder. IIT Bombay will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance compliance, by the Successful Bidder, under no circumstances IIT Bombay will be liable for the same.

2. Payments

2.1 As consideration for the Services, IIT Bombay shall pay the Successful Bidder in accordance with financials negotiated under the Tender. The payments negotiated may be varied or modified by the Parties from time to time with the prior written approval of both the Parties.

2.2 IIT Bombay shall pay the Successful Bidder in the manner and in accordance with finalized Tender payment terms.

2.3 All requests for reimbursement of the out of pocket expenses shall be supported by proper documentation by the Successful Bidder.

3. Taxes

3.1 All payments to be made by IIT Bombay to the Successful Bidder shall be inclusive of taxes under applicable laws.


3.2 All invoices raised by the Successful Bidder shall be issued in accordance with the provisions of the Goods and Services Tax Act and the Rules (“**GST Laws**”) made thereunder. All invoices shall have reference to the Goods and Services Tax Identification Number (“**GSTIN**”) of IIT Bombay as applicable and shall also mention the respective supply address of IIT Bombay as per the place of supply rules applicable under GST Laws.

3.3 Successful Bidder shall raise an invoice for supply of Services as per invoice rules applicable under GST Laws. However in case of continuous supply or provision of Services, the invoices shall be raised at the end of the agreed payment cycle.

3.4 In the event of any errors or mismatches in the invoices, the Successful Bidder shall rectify the same.

3.5 Further, in case of any mismatch in GST returns, as applicable, the Successful Bidder shall rectify the same within the time frame specified in the applicable GST Laws.

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3.6 The Successful Bidder shall ensure that invoices raised for Services supplied for IIT Bombay in a particular State should bear only the respective State GSTIN of IIT Bombay.

3.7 The payments to be made by IIT Bombay to the Successful Bidder for supply of Services may be liable to tax deduction at source (TDS) as prescribed under GST Laws and IIT Bombay would adhere to the related compliance like issuing TDS certificates and reporting the details of the deductions made in the prescribed formats.

4. Termination

4.1 Neither Party can terminate the engagement during the initial period of 3 (three) months. The term will be renewed every 3 (three) months. In the event the engagement period is extended, either party can terminate by giving prior written notice of 60 (sixty) days to either of the said parties. Further, either Party may terminate the engagement forthwith in the event of breach of any of the terms of the engagement and if such breach continues to be uncured for a period of 10 (ten) days after a written notice has been served on the breaching Party.

4.2 IIT Bombay will have the right to terminate the engagement with immediate effect with prior notice if IIT Bombay determines (a) any employee of the Successful Bidder breaching the confidentiality or is guilty of willful misconduct during the discharge of the Services; (b) gross negligence in the performance of the Services; and (c) deviation from the instructions provided by IIT Bombay.

4.3 Obligations on expiration and termination: Immediately upon the expiration or termination of the engagement for any reason whatsoever:

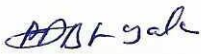
- a. The Successful Bidder shall be relieved from the Services by IIT Bombay and Successful Bidder shall return and make no further use of documents and other items provided by IIT Bombay to the Successful Bidder for performing the Services.
- b. Each Party shall be relieved from all the obligations to the other Party arising after the termination or expiration of the engagement.
- c. The Successful Bidder shall cooperate with IIT Bombay for smooth transition. The Successful Bidder agrees to complete its obligations under this Terms and conditions till the date of termination.

5. Representations and Warranties

5.1 The Successful Bidder has and shall at all times, during the Term of this Terms and conditions, maintain approvals, if applicable, to perform the Services.

5.2 Each Party represents and warrants that it has requisite skill, knowledge, experience, expertise in providing the Services.

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5.3 Each Party agrees to adhere and fully comply with Prevention of Cruelty to Animal Act, 1960, Animal Birth Control Rules, 2023, National Action Plan in 2021 for dog mediated rabies elimination (NAPRE) and relevant rulings and judgments of Hon'ble High Courts and Supreme Court of India.

6. Confidentiality

All information, data and materials (collectively, "**Confidential Information**"), communicated by either Party will be used only for purposes of the project under Tender, and no such Confidential Information shall be disclosed to any third party without the prior written consent.

7. Liability and Indemnities

In addition to the indemnity obligations imposed on either Party elsewhere in this Terms and conditions, both the Parties shall indemnify and keep indemnified the other Party for all any losses, damages, charges, suits, costs or claims of any nature whatsoever incurred by the other Party on account of a violation by either Party of the regulations or any other applicable.

8. Intellectual Property

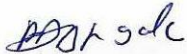
Each Party agree, warrant and undertake that it shall take steps aimed at ensuring that other Party's Intellectual Property Rights or other Party's products, services and software are not infringed, passed off, diluted, reverse-engineered, hacked into, misappropriated, tampered with and/or copied by a Party, its directors, officers, employees, agents, consultants, representatives, subsidiaries, associates, joint ventures, etc.

9. Penalty

The Successful Bidder shall provide the Services as agreed under this Terms and conditions. In following instances, the Successful Bidder agrees to pay penalties to IIT Bombay in the following manner:

Incidence	Response Time	Penalty
Dog bite	Within 24 hrs intimation through email / call to Municipal Corporation / PHO / Hospital	Rs.5,000/- per incidence
Treatment to injured dog	Within 48 hours	Rs.1,000/- per incidence
Physically harming stray dogs by Successful Bidder	-	Rs.10,000/- per incidence
Keeping stray dogs unvaccinated (applicable after 1 st vaccination under the Project)	Within 60 days	Rs.2,000/- per stray dog

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10. Limitations

IIT Bombay understands and agrees that Successful Bidder's Services are tech-support services to IIT Bombay to check growth of dog population, control zoonotic diseases and reduce human dog conflict. The above Services will be subject to following limitations:

- a. Successful Bidder will not conduct any major veterinary procedure, surgery, administration of antibiotics or diagnosis of diseases must be done only by a veterinary practitioner registered with the State Veterinary Council or the Veterinary Council of India. Any minor veterinary procedure should be carried out by a trained paravet under the supervision of a registered veterinary practitioner.
- b. Any procedure whether minor or major, shall be conducted only upon the express written consent of IIT Bombay administration and animal caregiver.
- c. Some dogs may have behavioral issues (aggression, anxiety, fear) that make them more challenging to manage, requiring specialized skills or resources and trainer / animal behaviorist services. Successful Bidder will not be held responsible for any dog-bite.
- d. In cases of force majeure events (e.g., hurricanes, floods, strikes, war, bandh, unforeseen circumstances, pandemic, etc.), dog management services may be overwhelmed, reducing their ability to manage or care for dogs in need. Issues like sudden staff shortages, transport breakdowns, or environmental challenges may disrupt service provision.
- e. IIT Bombay shall be responsible to provide good quality animal food keeping in mind the health of the FRD. Successful Bidder shall not be responsible for any kind of food poisoning issues.
- f. Successful Bidder shall not be responsible for in case of any accident of FRD.
- g. Successful Bidder shall not be responsible for injury, physical or mental, caused to FRD by students, faculty, staff and/or any visitors.

11. Governing Law, Jurisdiction and Dispute Resolution

11.1 All disputes or differences arising between the Parties shall at the first instance be attempted to be resolved amicably between the Parties in a conciliatory manner within 15 (fifteen) days. On the failure of conciliation, the dispute in connection with this Terms and conditions, including any question regarding its existence, validity or termination, shall be referred to and resolved by arbitration in Mumbai in accordance with the Indian Arbitration and Conciliation Act, 1996 or any modifications / re-enactments thereunder. The arbitration tribunal shall consist of 1 (one) arbitrator mutually appointed by the Parties. If the Parties fail to agree on appointment of such arbitrator, the sole arbitrator shall be appointed in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 or any modifications / re-enactments thereunder. The language of Arbitration shall be English.

11.2 Subject to the above, the Courts of Mumbai, India shall have exclusive jurisdiction on the matters arising from or in connection with this Terms and conditions, without regard to the principles of conflicts of laws. This Terms and conditions shall be governed by and construed under the laws of India.

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Other Terms and Conditions

12) Time limit for the completion of work is 03 months.

13) Bidder's rate will be exclusive of all taxes.

14) Security deposit @ 5% and performance deposit @5% will be deducted from the bill for contract period and it will be refunded after completion of period of 06 and 03 months respectively and Income Tax @ 2 % or as per time to time notification from Income Tax Department and any additional charges /taxes as levied by the authorities will be recovered from the bill as per the conditions of contract accepted by successful bidder.

15) The Security Deposit thus recovered will be refunded after completion of 06 months from the date of work completion, after the receipt of application from the bidder, with a provident fund paid yearly online statement of all employees and ESIC payment details of the same period to that effect, if applicable. If the application will not be received within three years, the same will be credited to the Institute account, and thereafter, no claim will be entertained. If the bidder does not fulfil the conditions of PF, ESIC and any other conditions, then the work order amount will be recovered from the security deposit.

16) Agreement will be concluded as per normal procedure of the IIT Bombay, for which the bidder may contact the undersigned. until the same is concluded, the quotation/ tender submitted by the bidder will be part and parcel of the contract.

17) Income tax @ 2 % will be recovered as per the condition mentioned in the tender document.

18) This is a tech service, and the required technical equipment & safety gears will be arranged by the bidder. IIT Bombay will provide office space and water during the engagement period.


19) Bidder will have to complete work in coordination with PHO.

20) If any malpractices/fraud/improper/negligent professional behavior or any discrepancy/ inconsistency/ disparity/ deviation/ disagreement/ mismatch noticed, their contract will be terminated by issuing one month notice by following legal procedure and will be blacklisted and informed to all Government Authorities and Organization.

21) Bidder should not engage employees below 18 years of age and should pay the salaries to the employees as per the Minimum Wages Act as per the circular issued by the Regional Labour Commissioner, Mumbai, from time to time. If any accident takes place, the bidder will be fully held responsible, and that bidder should give workman's compensation, insurance/group insurance/ESIC scheme, if applicable.

22) GST is 18% & in future, if the changes will be taken place in Govt. taxes, it will be reimbursed by IIT Bombay to the concerned bidder, when the bidder will submit the proof of payment made by the bidder to the respective Govt. authority.

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23) Bidder should work as per the terms & conditions given in this work order will be part and parcel of this contract.

24) The Bidder shall follow all the provisions of the Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act, Payment of Gratuity Act, Inter-State Migrant Workmen (RE and CS) Act, Workmen's Compensation Act, and Industrial Disputes Act, as applicable.

25) The Bidder shall provide PF and ESIC facilities to the employees, if applicable, as provided in the PF and ESIC Act. The bidder shall remit PF, ESI, PT, and LWF within the stipulated time, if applicable. The bidder is liable for timely remittance. Damages, if any, charged by the concerned department have to be borne by the bidder.

26) The bidder should not employ any employees beyond normal working hours.

27) The bidder shall pay salary to the employees between the 7th to 10th day of every month.

28) The bidder shall pay salary to employees in the form of an A/C payee cheque or direct transfer to employee's accounts, and disbursement should be made in the presence of a representative of the PHO.

29) The bidder shall issue salary slips to all the employees at least one day before the disbursement of salary. The bidder shall issue an Identity Card to all the employees. The bidder shall submit salary payment statement to PHO representative.

30) Every month's salary statement and attendance Register shall be submitted to PHO before the release of payment for checking.

31) Information regarding the number of employees engaged by the bidder is required to be furnished


32) In the event of any dispute over this work, IIT Bombay's decision shall be final and binding.

33) No advance payment will be given to you.

34) Bill will be released every month on completion of tasks & submission of bill with monthly work report, employees attendance & salary payment sheet and online PF and ESIC challan (if applicable).

35) Bidder will not be allowed to sublet the work to sub-contractor, if found said work will be terminated and you will be blacklisted with intimation to other organizations.

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36) The renewal of the contract to the same agency may be done at the end of three months, for a further three more period of three months i. e. total one year period, when the bidder will submit the application to Public Health Officer for extension of contract two months before the expiry date of the contract and it will be extended on same prevailing work order rules, terms conditions & rates after evaluating the performance of the bidder by PHO and the end users.

37) In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

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TERMS OF PAYMENT:-

- 1) No advance payment against ensuring monthly bills will be made under any circumstances.
- 2) The monthly bill will be paid based on daily work completed reports. The penalty will be deducted from the total monthly bills.
- 3) Bidder should submit P.F. & ESIC contribution and online payment details statement (if applicable) of their employees for those who are working in IITB through your contract.
- 4) The total security deposit equivalent to 5% and performance security @ 5% of the bill will be deducted from the monthly running bill.
- 5) Bill will be paid on the basis of work completed as per the instructions of the PHO.
- 6) As per the Notification of Central Government GST is 18%, and this amount will be reimbursed by IIT Bombay to the concerned bidder.
- 7) Bidder should submit the bill for payment in two sets along with 18% GST paid proof and any additional information which will be required by PHO from the bidder related to any payment to labourers and Govt. authorities.
- 8) Income tax 2% will be recovered at the prevailing rates from the bills payable to the bidder.

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