

**OFFICE OF THE CHIEF EXECUTIVE OFFICER  
LIVESTOCK HEALTH & DISEASE CONTROL PROGRAMME (LH&DCP)  
A. H. & VETERINARY DEPARTMENT, ASSAM  
KHANAPARA :: GUWAHATI-781022**

**Tender for Supply of Consultancy Services  
for the Survey, Monitoring and Evaluation  
Cell (SMEC) Call Centre under the National  
Animal Disease Control Programme  
(NADCP) in Assam**

NIT No.: IVB/NADCP/022/CALL CENTRE/2020-21/77 Dated 8th April, 2022

**State Nodal Agency (SNA)  
Livestock Health & Disease Control Programme (LH&DCP)  
Animal Husbandry & Veterinary Department, Assam**

Email: [ivb.khanapara@gmail.com](mailto:ivb.khanapara@gmail.com)

  
State Nodal Officer  
National Animal Disease Control Programme  
IVB, Khanapara, Guwahati-781022

OFFICE OF THE CHIEF EXECUTIVE OFFICER  
LIVESTOCK HEALTH & DISEASE CONTROL PROGRAMME (LH&DCP)  
A. H. & VETERINARY DEPARTMENT, ASSAM :: KHANAPARA :: GUWAHATI-781022

HT No.: IVB/NADCP/MEDICAL CENTRE/2020-21/77 Dated 8th April, 2022

TENDER NOTICE FOR

**“Supply of Consultancy Services for the Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP) in Assam”**

Sealed Tender affixing court fee stamp of Rs. 8.25/- is invited from “The State Nodal Officer, NADCP, Institute of Veterinary Biologicals Campus, Khanapara, Guwahati-22” on behalf of “The Director cum CEO, Livestock Health & Disease Control Programme (LH&DCP), A. H. & Veterinary Department, Assam, Chenikuthi, Guwahati-781003” in Two Bids System from Consultants / NGOs / Professionals / Agencies / Companies / LLPs / Firms / Institutions etc. with experienced in-house workmen / professionals in Guwahati office for **Supply of Consultancy Services for the Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP) in Assam**, implemented by the State Nodal Agency (SNA), Livestock Health & Disease Control Programme (LH&DCP), Animal Husbandry & Veterinary Department, Assam.


**Tender Time Schedule (Key Dates):**


Sl.	Activity / Description	Schedule
1.	Tender No.: IVB/NADCP/022/CALL CENTRE/2020-21/77 Dated 8th April, 2022	
2.	Publish Date	12 <sup>th</sup> April, 2022
3.	Issue of Bid Documents	12 <sup>th</sup> April, 2022 (11:00AM) to 26 <sup>th</sup> April, 2022 (01:00PM)
4.	Bid Submission Start Date	12 <sup>th</sup> April, 2022
5.	Bid Submission End Date	26 <sup>th</sup> April, 2022 (02:00PM)
6.	Technical Bid Opening Date	26 <sup>th</sup> April, 2022 (03:00PM)
7.	Financial Bid Opening Date	After recommendation from the Departmental Bid Management Committee (DBMC)

The complete tender documents may be collected from the office of the undersigned during the office hours. The tender document may also be downloaded from the website <https://veterinary.assam.gov.in>. In the event of the specified date for the submission of bids declared as a holiday for the purchaser, the bid will be received up to the appointed time on the next working day and will be opened at the appointed time and location on the same day.

**Mode of bid submission:** Sealed bid(s) to be submitted at the Office of the State Nodal Officer, NADCP, Institute of Veterinary Biologicals Campus, Khanapara, Guwahati -22

Right to accept, reject or cancel any or all tenders without assigning any reason, vests with the **The Director cum CEO, Livestock Health & Disease Control Programme (LH&DCP), A. H. & Veterinary Department, Assam, Chenikuthi, Guwahati-781003.**

  
Director cum CEO, SNA, LH&DCP  
A. H. & Veterinary Department, Assam  
Chenikuthi, Guwahati – 781003

  
State Nodal Officer, NADCP  
A. H. & Veterinary Department, Assam  
Institute of Veterinary Biologicals Campus  
Khanapara, Guwahati – 781022

OFFICE OF THE CHIEF EXECUTIVE OFFICER  
LIVESTOCK HEALTH & DISEASE CONTROL PROGRAMME (LH&DCP)  
A. H. & VETERINARY DEPARTMENT, ASSAM :: KHANAPARA :: GUWAHATI-781022

**Tender Document for the Supply of Consultancy Services for the Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP) in Assam (2022-23)**

## 1. Introduction

The State Nodal Agency (SNA), Livestock Health & Disease Control Programme (LH&DCP), Animal Husbandry & Veterinary Department (AHVD), Assam intends to engage a Consultant for undertaking Consultancy Service for the Establishment and Management of the Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP) in Assam implemented by the State Nodal Agency (SNA), Livestock Health & Disease Control Programme (LH&DCP), Animal Husbandry & Veterinary Department, Assam, as defined in the Scope of Work and Other Terms & Conditions mentioned below, through 'Two Bids System'.

## 2. Estimated work value

The estimated value for Supply of Consultancy Services for the Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP) in Assam (2022-23) should not exceed Rs. 24.96 Lakh (Rupees Twenty-Four Lakh Ninety-six Thousand) only. This will be paid from funds released by the Govt. of India for setting up of call centre under NADCP in Assam during 2021-22 vide sanction No. K-11053(5313)/4/2021-LH Dated 30.09.2021.

## 3. Duration of Engagement

The term / duration of engagement will be valid for a period of 12 (Twelve) Months and shall focus on the Scope of Work mentioned below. The engagement may be extended further on the same Terms and Conditions, as applicable, subject to review by the State Nodal Agency (SNA), Livestock Health & Disease Control Programme (LH&DCP), Animal Husbandry & Veterinary Department, Assam.

## 4. Packages

SI	Description / Particulars	Units	Period of engagement (months)	Rate per unit (Rs.)	Total Package (Rs.)
1.	Remuneration/Professional Fee for Supervisor Epidemiological Data Analyst and Data Communication Expert	1	12	1,18,000.00	14,16,000.00
2.	Remuneration/Professional Fee for Skilled Service Staffs	3	12	30,000.00	10,80,000.00
<b>TOTAL</b>					<b>24,96,000.00</b>

## 5. Place of Delivery and Area of Operation

The Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP) in Assam shall be housed at the Office of the State Nodal Officer, NADCP, Assam located in the campus of the Institute of Veterinary Biologicals (IVB), Khanapara, Guwahati-22. The area of operation of the SMEC shall be all the 35 districts in the State of Assam.

## 6. Scope of Work

### 6.1. Objectives of the SMEC

- (a) The Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP), Assam shall be responsible for monitoring the on ground implementation of NADCP in the state of Assam by calling up beneficiaries (livestock owners) over the telephone and ascertaining vaccination details vis-a-vis their livestock. The SMEC shall work in liaison with the INAPH (Information Network for Animal Productivity and Health) Cell of NADCP in the state with regard to data of the livestock owners (UID and mobile telephone numbers collected during vaccination / ear tagging and registration on INAPH.
- (b) The SMEC shall also call up the on ground/field staff/vaccinators over the telephone and keep record of on ground situations and constraints, if any, faced by the personnels engaged for NADCP in the state. On this front, the SMEC shall liaise with the District Monitoring Units (DMUs) and Block Monitoring Units (BMUs) with regard to data on the on ground/field staff/vaccinators. This shall include collection of daily data on cold chain maintenance.
- (c) The SMEC shall also run telephonic surveys among select groups of general public (e.g. heads of villages, representatives of SHGs, NGOs, Agriculture, Livestock and Dairy Cooperatives etc.) to assess the impact of NADCP and the level of awareness it has rippled among the public in general. For this part, the SMEC shall liaise with the concerned departments of the state government with regard to reaching out to the targeted groups of the general public.
- (d) The data gathered by the SMEC shall be compiled and communicated to the State Nodal Officer (SNO), NADCP, Assam on a day by day basis. The SNO, NADCP, Assam will further communicate the same with the State Monitoring Unit (SMU)/ State Implementing Agency (SIA), NADCP, Assam to assist in making informed decisions at the state level.
- (e) The scope of the SMEC shall not be limited to NADCP only. The SMEC shall be used to survey, monitor and evaluate the performance of other central sector, centrally sponsored and state-level schemes e.g. LH&DC (ASCAD, PPREP, CSFCP), NAIP, NLM, etc. in the state, in liaison with the concerned nodal officers in the state and with appropriation of required manpower. As such, the SMEC shall be running round the year.
- (f) The SMEC shall support the Farmers' Call Centre of the State Animal Husbandry and Veterinary Department as and when required. The Department may set up appropriate mechanism to be established within the SMEC to support the Kisan Call Centre of the Animal Husbandry and Veterinary Department, Assam, in liaison with concerned sectoral officers of the Department in the state and with appropriation of required manpower.
- (g) However, SMEC shall not serve as the Call Centre for managing the operations of the ESVHD-Mobile Veterinary Units (ESVHD-MVU). Under the provisions of the ESVHD-MVU scheme, a dedicated independent Call Centre for managing the operations of ESVHD-MVU shall be established by the A. H. & Veterinary Department.

### 6.2. Terms of Reference

The controller of administration and management of the Survey, Monitoring and Evaluation Cell Call Centre under the National Animal Disease Control Programme in Assam (SMEC, NADCP, Assam) shall be the Director cum CEO, SNA, LH&DCP, A. H. & Veterinary Department, Assam.

The SMEC, NADCP, Assam shall, in general, be working during office hours on all working days of the Office of the State Nodal Officer, NADCP, Assam. The Director cum CEO, LH&DCP, A. H. &

Veterinary Department, Assam may notify any special working schedule for the SMEC, NADCP, Assam in special circumstances with appropriation for required manpower and equipment.

The successful bidder shall undertake the following with respect to the Supply of Consultancy Services for the Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP) in Assam.

1. Assist the State Nodal Officer, NADCP to oversee the establishment of the Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP) in Assam at the designated housing location, as stated in the section stating the place of delivery and area of operation (Section 5. of the bid document) with technical inputs.
2. Assist the State Nodal Officer to oversee the supply of the hardware, equipment & furniture required for the SMEC and their installation, testing and commissioning at the designated housing location within the specified period of delivery / engagement with technical inputs.
3. The hardware, equipment & furniture supplied and installed in the Survey, Monitoring and Evaluation Cell (SMEC) Call Centre under the National Animal Disease Control Programme (NADCP) in Assam shall be the property of the A. H. & Veterinary Department, Assam designated for exclusively used for the purpose of the SMEC. The successful bidder shall operate/use the said hardware, equipment & furniture during the specified period of engagement under the purview of the SMEC, NADCP, Assam.
4. The successful bidder shall assist the State Nodal Officer, NADCP, Assam in overseeing and managing the day to day operations of the SMEC, NADCP, Assam with expert inputs.
5. To achieve the objectives of the SMEC, NADCP, Assam the successful bidder shall be responsible for the contractual engagement and management of at least 3 (three) nos. of skilled persons on service operator staff roles and 1 (one) consultant epidemiological data analyst cum data communication expert on supervisory role under the purview of the SMEC, NADCP, Assam.
6. The cost towards the remuneration / professional fee of the human resources engaged in the SMEC, NADCP, Assam shall be paid to the successful bidder as per the approved rates at the end of every calendar month against monthly bills certified by the State Nodal Officer, NADCP, Assam or any other competent authority designated by the Director cum CEO, SNA, LH&DCP, A. H. & Veterinary Department, Assam.
7. The contractual service staff of the SMEC, NADCP, Assam shall call up the beneficiaries, field staff/vaccinators, and the members of select groups of general public, as required, over the telephone and keep the data of the calls for the preparation of the daily progress report based on the collected data under the supervision of the liaison officers designated by the State Nodal Officer, NADCP, Assam. This shall include collection of daily data on cold chain maintenance.
8. All telephonic calls made from and to the SMEC, NADCP, Assam shall be kept recorded with the help of the call logger units and stored for future records and verification purpose.
9. Data collection, management, reconciliation, analysis and relevant technical operations of the SMEC, NADCP, Assam shall be the done under the supervision of the epidemiological data analyst cum data communication expert in liaison with the concerned nodal officers. Development and implementation of necessary forms, tool-kits for data collection and analytics etc. shall be done under the supervision of the data analysis expert. The analytics expert shall assist the SIA, NADCP, Assam in making informed decisions at the state-level.
10. The deliverables under the Consultancy Service for the SMEC, NADCP, Assam include the following:
  - (a) Spatio-temporal analysis on vaccination coverage of Foot and Mouth Disease (FMD) & Brucellosis on susceptible population at village level.
  - (b) Risk analysis on FMD/Brucellosis outbreak in epi-units based on FMD & Brucella vaccination coverage.
  - (c) Impact assessment on the awareness rising in terms of vaccination, tagging & animal registrations etc. for implementation of NADCP and develop an effective IEC/vaccination
  - (d) Module to create / improve responsiveness of the farmers to the highest level to achieve success in programme.
  - (e) The Supportive Supervision Consultant will interact with the value addition of ear tagging, animal registration process in INAPH platform, vaccination process at Block, Village and Door to Door level to achieve the desired goal.

- (f) Impact assessment analysis up to beneficiaries' level of different ongoing central sector and centrally sponsored schemes in the A. H. & Veterinary Department, Assam.
11. For every working day, one liaison officer on roster basis shall be designated by the State Nodal Officer, NADCP, Assam to supervise and oversee the daily affairs of SMEC. The designated liaison officer shall be responsible for the compilation of daily data gathered by the SMEC in the form of a daily progress report and submission of the same to the State Nodal Officer, NADCP, Assam by the end of the day in liaison with the technical team of SMEC.
  12. To use SMEC for other schemes, the same operating mechanism may be followed, liaising with the nodal offices of the respective schemes. In that case, liaison officers shall be designated by the concerned nodal officers of the scheme concerned.
  13. Other relevant matters as entrusted by the Director cum CEO, SNA, LH&DCP, Animal Husbandry & Veterinary Department, Assam.

### 6.3. Technical and Logistics Terms & Conditions

1. Except the data collected directly by the SMEC, NADCP, Assam through its service operator staff, other data required for performing the tasks to achieve the deliverables mentioned in the Scopes of Work will be shared in standard machine-readable formats (e.g. Spread Sheets / Excel format) with the Consultant by the AHVD.
2. The Consultant must give an undertaking that prohibits the use any data/information shared with the Consultant by AHVD beyond the scope of the consultancy, at the time of awarding the contract. Only the State Monitoring Unit (SMU) / State Implementation Agency (SIA) / State Nodal Agency (SNA), NADCP shall decide on the use of data as and when required. Until a written order / consent is received from SMU / SIA / SNA, the use of data on the consultants' end will be strictly limited to the engagement of Consultancy in force.
3. The logistic & stationary support for the field visits of the consultant required for the purpose of the engagement may be borne as per government norms.

## 7. Specifications for the Human Resources

Sl.	Particulars	Number of Units	Units
1.	Supervisor Epidemiological Data Analyst and Data Communication Expert [preferably have higher academic/R&D credentials (completed PhD / Post-doc) in Epidemiology / Population Dynamics along with experience in Modelling and Simulation of Epidemiological Interventions in Animal Populations]	12	Man-months
2.	Skilled Service Staff (min. 3 personnels x 12 months, with at least two of them having PGDCA / MCA and relevant experience)	36	Man-months

## 8. Technical Bid Eligibility Criteria

**Definition of Bidder:** For the purpose of this Tender, "Bidder" means Consultants / NGOs / Professionals / Agencies / Companies / LLPs / Firms / Institutions etc.

Bids found prima facie eligible based on the **Technical Bid Eligibility Criteria** will be evaluated as per the assessment criteria given in '**Appendix I**' of the tender document.

### 8.1. Qualification criteria

- (1.1) The bidder should be a registered entity with minimum 3 (three) years of existence on the day of submission of the bid.
- (1.2) The bidder must have experienced in-house workmen / professionals in Guwahati office.
- (1.3) Prior experience of the bidder with implementation of National Level Animal Disease Control Programme during the last three years in the state of Assam is preferred. Although

this criterion is not mandatory for submission of the bid but preference will be given to bidder(s)/consultant(s) satisfying this criterion while considering awarding of the bid.

- (1.4) The in-house Supervisor Epidemiological Data Analyst and Data Communication Expert Consultant(s) is/(are) expected to have higher academic/R&D credentials (completed PhD / Post-doc) in Epidemiology / Population Dynamics along with experience in Modelling and Simulation of Epidemiological Interventions in Animal Populations. The academic/R&D credentials criterion is not mandatory for submission of the bid but preference will be given to bidder(s)/consultant(s) satisfying this criterion while considering awarding of the bid.
- (1.5) At least 2 of the Service Staff should have PGDCA / MCA and relevant work experience.
- (1.6) Proficiency of the Consultant(s) and the Service Staff in more than one local language may be considered beneficial.
- (1.7) Brief write-up of the relevant activities undertaken by the bidder / consultant (s) so far and an overview of the expertise/potential available with the bidder.
- (1.8) Details of Quality Work Plan to deliver on the engagements as per the Scope of Work in terms achieving the deliverables.
- (1.9) The bidder should not have been blacklisted / banned by the Central/State Governments & PSUs/CPSEs. A self-declaration must be submitted on office letter head.
- (1.10) The bidder / consultant (s) must not have any conflict of interest. A self-declaration must be submitted on office letter head.

## Documents to be submitted

- (a) Bid form (**Annexure-A**) with Court Fee Stamp of Rs. 8.25/- affixed on the top.
- (b) Declaration duly signed by the tenderer (**Annexure-B**)
- (c) Certificate of Incorporation / Registration
- (d) PAN card of the bidder
- (e) AADHAR of the Authorized Signatory
- (f) GST Registration Certificate
- (g) GST / IT clearance certificate / ITR for last 3 years (2017-18, 2018-19, 2019-20 or later)
- (h) Summary of quoted Technical Qualifications (**Annexure-C**)
- (i) Self-attested details of Academic Qualification / R&D Experience / Relevant Projects done (as desired)
- (j) Declaration / Proof of Core expertise in Modelling and Simulation of Epidemiological Interventions in Animal Populations of the Supervisor Epidemiological Data Analyst and Data Communication Expert.
- (k) Declaration / Proof of having PGDCA/MCA of at least 2 of the Service Staffs.
- (l) Self-assessed declaration on local language proficiency levels of the Supervisor Epidemiological Data Analyst and Data Communication Expert and at least 2 of the Service Staffs.
- (m) Brief write-up of the relevant activities undertaken by the bidder / consultant(s) so far and an overview of the expertise/potential available with the bidder.
- (n) Details of Quality Work Plan to deliver on the engagements as per the Scope of Work in terms achieving the deliverables.
- (o) Self-declaration certificate of Non blacklisted / banned by the Central/State Governments & PSUs/CPSEs
- (p) Self-declaration certificate of not having any conflict of interest along with a detailed list of on-going engagements / contracts in the Animal Husbandry & Veterinary sector as on the date of submission of the bid, if any, with justification that none of those engagements / contracts amounts to conflict of interest.
- (q) The duly filled up check list (**Annexure-D**) must be submitted along with tender document.

## 9. Instruction to bidders

- a. Bidders who meet the above criteria and intend to quote against this NIT may collect the complete tender document from the Office of the State Nodal Officer, NADCP, IVB Campus, Khanapara, Guwahati-22 during the stipulated date and time against payment of Rs. 500/- (Rupees Five Hundred only) in Cash as non-refundable tender processing fee. The tender document may also be downloaded from the website <https://veterinary.assam.gov.in>. For

downloaded tender documents, non-refundable tender processing fee of Rs. 500.00 (Rupees Five Hundred) only to be paid in Cash at the time of submission of the tender.

**b. Tender Time Schedule (Key Dates)**

Sl.	Activity / Description	Schedule
1.	Tender No.: IVB/NADCP/022/CALL CENTRE/2020-21/77 Dated 8th April, 2022	
2.	Publish Date	12 <sup>th</sup> April, 2022
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6.	Technical Bid Opening Date	26 <sup>th</sup> April, 2022 (03:00PM)
7.	Financial Bid Opening Date	After recommendation from the Departmental Bid Management Committee (DBMC)

- c. **Earnest Money Deposit (EMD) for an amount of ₹50,000.00** (Rupees Fifty Thousand and Zero Paisa) only, in the form of Bank Draft / Bankers' Cheque drawn in a scheduled commercial bank favouring "the State Nodal Officer, NADCP, A.H.& Vety. Department, Assam" is to be submitted along with the Bid. However, bidders who are recognized as Startups by the Department of Promotion of Industry and Internal Trade (DPIIT) or recognized as Micro and Small Enterprise (MSE) by the Department of MSME are exempted from depositing the EMD (Rule 170(i) of GFR 2017 amended on 25<sup>th</sup> July 2017).
- d. Price Bids of Technically Qualified bidders, who meet the pre-qualification criteria, will be opened after the evaluation of the Technical Bids and Recommendation of the Departmental Bid Management Committee (DBMC). Bidders' representatives may be present during the opening at the stipulated time and place to witness the bid opening process.
- e. No further discussions / interface will be granted to bidders whose bids have been disqualified. Animal Husbandry & Veterinary Department, Govt. of Assam reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
- f. Interested bidders should submit their complete bids along with all supporting documents in 2 (two) sealed envelopes, clearly marking: 1. Technical Bid (Envelope T) and 2. Financial Bid (Envelope F) and then putting both within a sealed covering envelope with clearly marking the NIT Number, Bid Subject and Name & Address of the Bidder. The bids to be submitted at the office of the State Nodal Officer, NADCP, IVB Campus, Khanapara, Guwahati-22.
- g. The bidder shall ensure to submit all necessary documentary evidence to establish that the Bidder meets the Qualification Requirements as detailed above in the "Envelope T".
- h. **Financial Bid (Annexure-F)** should be prepared only in the prescribe format i.e. **Bill of Quantities (BoQ)** and submitted in the "Envelope F". **Financial Bid prepared in any other format will not be accepted by the department.**
- i. The firm/bidder making any undue effort to bring pressure from outside / departmental authority will be liable for outright rejection.

## 10. General Terms & Conditions

**(a) Refund of EMD**

- To the unsuccessful bidder(s) after acceptance of order by the successful bidder(s).
- To the successful bidder(s) after deposition of 5% Performance Security Deposit (rounded off to the nearest thousand rupees) (**Annexure-E**) on the awarded tender value may come with an agreement with department.



- iii. If the Successful Bidder fails to accept Letter of Award / Purchase Order, the EMD amount shall be forfeited. The EMD amount may also be forfeited if a Bidder withdraws at any moment of time.
  - iv. The Security Deposit shall be refunded after 60 days of Completion of Contract after due fulfilment of the contractual obligations and adjusting the expenditure incurred by the Owner, if any, on account of any failure on the part of the contractor/bidder.
  - v. *No interest shall be paid on the EMD or Security Deposit.*
- (b) **Period of validity of bids**  
Bids shall be kept valid for acceptance for a period of 90 (ninety) calendar days from the date of submission of Bids.
- (c) **Withdrawal of Bids**  
No Bid shall be withdrawn in the interval between the Deadline for Submission of Bids and Expiry of the Period of Bid Validity. Withdrawal of a Bid during this interval shall result in the forfeiture of EMD / Bid Security of the Bidder.
- (d) **Evaluation of bids**  
Bid shall be evaluated as per Technical Bid Eligibility Criteria.  
Bids found prima facie eligible based on the Technical Bid Eligibility Criteria will be evaluated as per the assessment criteria given in 'Appendix I' of the tender document.  
The qualifying mark is **60%** as per assessment sheet 'Appendix I'.  
Technically qualified bidders(s) as per the assessment criteria ('Appendix I'), may be called for a presentation on the Quality Work Plan submitted with the Technical Bid.
- (e) **Financial / Price Evaluation Criteria**  
Those bidders who fulfil all the conditions as per Technical Bid Eligibility Criteria will be called.
  - i. Price Evaluation of Bids shall be done considering the quoted prices by the bidder in the Price-Bid, along with taxes and duties.
  - ii. Incomplete Price-Schedule will result into rejection of bid.  
Total price quoted by the bidder will be worked out based on rate quoted by them in the price bid.
- (f) **Award of work**  
Bidder who has been evaluated overall lowest will be the successful bidder. If there is a tie then the contract may be awarded to the bidder with higher scores in technical qualifications in 'Appendix I'. Notification of Award of Contract will be made in writing by registered post or email to the successful Bidder. The notification of award shall constitute the formation of Contract.  
The Director cum CEO, SNA, LH&DCP, A. H. & Veterinary Department, Assam, Chenikuthi, Guwahati-03 reserves the right, to accept any Bid (not necessarily the Bid having lowest Bid prices) or to reject any or all Bids or to cancel / withdraw the Invitation to Bid or to annul the Bidding process at any time prior to Award of Contract, without assigning any reason for such decision. Such decision shall not be subject to question by any Bidder and shall bear no liability whatsoever consequent upon such a decision nor shall have any obligation to inform the affected Bidder or Bidders of the grounds for action.
- (g) **Tax deduction at source**
  - i. Income tax, as applicable as per Income Tax Act, shall be deducted at source from the Vendor's bills and a certificate towards this deduction shall be issued to the Contractor.
  - ii. TDS under GST shall also be deducted (if applicable).
- (h) **Goods & Service Tax (GST)**
  - i. GST shall be paid EXTRA as applicable as per GST law against GST Registration Number Only. Bidder shall clearly indicate the present applicable rate of GST in Percentage (%) in the price Bid. Bidders shall enclose a copy of GST registration certificate in Folder-I.
  - ii. Bidder has to submit the proof of payment of GST paid, otherwise the same shall be recovered from Vendor's subsequent bills / monthly remuneration / security deposit / EMD, as applicable (as mentioned in Payment Terms & Conditions below).
- (i) **Payment Terms & Conditions**
  - i. The cost towards the remuneration / professional fee of the human resources engaged in the SMEC, NADCP, Assam shall be paid to the successful bidder as per the approved rates at the end of every calendar month against monthly bills certified

- by the State Nodal Officer, NADCP, Assam or any other competent authority designated by the Director cum CEO, NADCP, A. H. & Veterinary Department, Assam.
- ii. The payments will be made by the Director cum CEO, NADCP, A.H. & Veterinary Department, Assam, Chenikuthi, Guwahati-3 by utilizing the funds released by the Govt. of India for setting up of call centre under NADCP in Assam during 2021-22 vide sanction No. K-11053(5313)/4/2021-LH Dated 30.09.2021.
  - iii. The logistic & stationary support for any field work / field data collection to be carried out by the Consultant(s) may be arranged by A. H. & Veterinary Department, Assam as per government norms.
  - iv. The A. H. & Veterinary Department, Assam reserves the right to analyse and verify satisfactory work and results before making any of the payments mentioned above.
  - v. The Client's in-charge would check the Consultant's invoice and will release the payment within 15 (fifteen) working days of receipt of the invoice.
  - vi. Five percent (5%) of the payable amount shall be deducted as Security Deposit.
  - vii. The Security Deposit(s) shall be refunded after 60 days of Completion of Contract after due fulfilment of the contractual obligations and adjusting the expenditure incurred by the Owner, if any, on account of any failure on the part of the contractor/bidder.
- (j) **Termination of Contract**  
The works may be terminated at any time by AHVD, Assam upon ten (10) working days' notice in writing being given to the contractor, if the contractor work is not found to be satisfactory according to the terms of the agreement.
- (k) **Escalation/Price Variation**  
No claim on any account of any price variation/escalation on whatsoever ground shall be entertained at any stage of works. All rates shall be firm and fixed for the entire contract period.
- (l) **Jurisdiction**  
Contract shall be deemed to have been entered into at Guwahati and all cases of action in relation to the contract shall, therefore, be deemed to have been assigned within its jurisdiction at Guwahati only.
- (m) **Sub- Contract**  
Contractor shall not appoint any sub-contractor to carry out any obligations under this contract.
- (n) A.H. & Veterinary Department, Assam takes no responsibility for delay, loss or non-receipt of the offer. AHVD reserves the right to reject any or all offers without assigning any reason whatsoever. AHVD also doesn't bind itself to accept the lowest rate.
- (o) The Contractor or its persons engaged for the services shall act as an independent operating agency, not as an agent / employee of AHVD. The Contractor's personnel deployed at AHVD premises shall be the employees of the Contractor for all legal purposes and consequences.
- (p) The Contractor shall be liable for all costs, damages, expenses suffered or incurred by the AHVD due to the Contractor's negligence or its employees which shall be recovered from the agency bill / security deposited. The decision of the AHVD regarding such failure of the Contractor / its staff and their liability for the losses, etc. suffered by the AHVD shall be final and binding on the Contractor.

## 11. Acceptance of Tenders

- a. The Director cum CEO, NADCP, Animal Husbandry and Veterinary Department, Assam, Chenikuthi, Guwahati-3 reserves the rights of accepting whole or any part of the tender or to refuse all tenders without assigning any reason.
- b. The Director cum CEO, NADCP, Animal Husbandry and Veterinary Department, Assam, Chenikuthi, Guwahati-3 also reserves the right to call for break-up of the quoted rates if required.
- c. The Director cum CEO, NADCP, Animal Husbandry and Veterinary Department, Assam, Chenikuthi, Guwahati-3 does not pledge himself to accept the lowest tender and reserves the right of accepting the whole or any part of the tender or portion of the rate offered against said works and the tenderer shall perform the same at the rates quoted.

## 12. Signing of Agreement

- a. After getting the **Notification of Award (NoA)**, the successful Tenderer shall enter into a **Contract Agreement** with the State Nodal Officer, NADCP, Institute of Veterinary Biologicals Campus, A.H. & Veterinary Department, Assam, Khanapara, Guwahati-22, on behalf of the Director cum CEO, LH&DCP Animal Husbandry and Veterinary Department, Assam, Chenikuthi, Guwahati-03 preferably within **7 days** of acceptance of tender or when called for in this regard.
- b. The successful Tenderer will be required to execute an agreement on non-judicial stamp paper worth Rs.100.00.
- c. Tenderer or his authorized representative is allowed to sign the agreement on behalf of the successful tenderer. Any other person will not be eligible to sign the agreement on behalf of the successful tenderer.
- d. The Earnest Money Deposit will be forfeited in case the tenderer fails to sign the agreement after acceptance of his tender. The tenderer is liable to be blacklisted in such case.

### 13. Indenting Authority

- a. The Director cum CEO, LH&DCP Animal Husbandry and Veterinary Department, Assam, Chenikuthi, Guwahati-03 will be the indenting officer for the contract.
- b. The Schematic Heads of different central sector & centrally sponsored schemes may be the indenting authority on prior approval of Director cum CEO, LH&DCP, Animal Husbandry and Veterinary Department, Assam, Chenikuthi, Guwahati-03.

### 14. Demand and work schedule

- a. Successful Tenderer will have to execute the works as per order placed within specified days or the period as decided by the indenting officer. Failure to execute the works within the stipulated period, the Tenderer is liable for a penalty of 0.5 % (Half percent) of the total price of the ordered work per week or part thereof till the date of its completion.
- b. Part execution of the works will not be accepted.

### 15. Penalty clause

In case, the bidder fails to execute the works are found not in accordance with the prescribed specifications and / or as per approved, the Director cum CEO, LH&DCP, A. H. and Veterinary Department, Assam, Chenikuthi, Guwahati-03 or indenting officer on his behalf, shall exercise his discretionary powers to take one or more of the following actions. Any loss, penalty imposed on bidder shall be deducted from the bills payable to him to the extent of bill amount and any other amount due to contractor under the same or any other contract with the under-signed or any of the indenting agencies.

- a. To recover from the bidder as liquidated damages, a penalty of 0.5 % (Half percent) of the bid price, which the bidder has failed to deliver as aforesaid for each week or part of a week during which the execution of such works may be in arrears, and/or
- b. To purchase such works from any other sources and at such price as the purchasing officer in his sole discretion feels fit and to recover the differences of cost if any from the tenderer. The additional amount of expenditure incurred over and above approved rates will be liable for recovery from the approved tenderer. The defaulting bidder will be penalized to the extent of differences in the rate of 100% of the value of the order. If the defaulting bidder fails to pay penalty, he will be permanently de-listed from the list of approved bidders of departments of Assam Government/Central Government and security deposits of the bidder will be forfeited.
- c. To forfeit the entire amount of security deposit of the contractor.
- d. To cancel the contract or part thereof with the supplier.
- e. To blacklist the bidder permanently from the list of departmental activities.

### 16. Warranty clause and it's operation

The Successful tenderer should declare that the works provided to the buyer under this contract, shall be of best quality. The works shall be strictly in accordance with the specifications and particulars contained /mentioned in ANNEXURE-A.

### 17. Settlement of disputes

- a. All the disputes between indenting agencies and the supplier shall be settled by the under-

signed. However, the disputes between the successful tenderer and the undersigned or the appeal against the decision of undersigned in disputes referred to him, shall lie with the Principal Secretary/Commissioner/Secretary of Animal Husbandry and Veterinary Department, Government of Assam, Dispur, Guwahati-6.

- b. All Judicial proceedings will be under the jurisdiction of Guwahati High Court only.

## **18. Removal of difficulties**

- a. The undersigned shall take such decision to remove difficulties due to ambiguity of provisions in the tender documents or due to provisions which are inconsistent with the objective of this tender.
- b. The dates quoted in the tender form are subject to change for any reason or in the event of any holiday, abruptly declared by Government.



State Nodal Officer, NADCP  
A. H. & Veterinary Department, Assam  
Institute of Veterinary Biologicals Campus  
Khanapara, Guwahati – 781022

### Appendix I

Criteria for evaluation of bids to engage a Supportive Supervision Consultant for Establishment and Management of the Survey, Monitoring and Evaluation Cell (SMEC) Call Centre for the Implementation of the National Animal Disease Control Programme (NADCP) in Assam

S. No.	Criteria for Evaluation	Max Marks
1	<b>Prior Experience of the bidder with implementation of National Level Animal Disease Control Programme during the last three years in the state of Assam</b>	20
2	<b>Relevant activities / projects undertaken by the bidder / consultant(s) / key personal</b>	15
	(a) Relevant activities/projects successfully completed in the last 10 years Completed more than 5 relevant projects – 10 Marks Completed 3 – 5 relevant projects – 6 Marks Completed 1- 2 relevant projects – 2 Marks Completed less than 1 relevant projects – 0 Marks	
	(b) Relevant scientific communications / publications by the bidder / consultants / key personal at international level More than 5 communications / publications – 5 Marks 3 – 5 communications / publications – 3 Marks 1 – 2 communications / publications – 1 Mark less than 1 communication / publication – 0 Marks	
3	<b>Experienced in-house workmen / professional(s) in Guwahati office</b>	20
	(a) Experience in Modelling & Simulation of Epidemiological Interventions in Animal Populations More than 10 years – 10 Marks 8 – 10 Years – 8 Marks 6 – 7 Years – 6 Marks 3 – 5 Years – 3 Marks 1 – 2 Years – 1 Mark Less than 1 Year – 0 Marks	
	(b) PhD in Epidemiology / Population Dynamics – 5 Marks	
	(c) Post-doc – 5 Marks	
4	<b>Proficiency of the expert consultant(s) and at least 2 service staffs in local languages</b>	3 x 3 =9
	At least 3 local languages (CERFL <sup>1</sup> proficiency level C2 in at	

1 CERFL Proficiency Level C2: (a) Can understand with ease virtually everything heard or read. (b) Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. (c) Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

CERFL Proficiency Level C1: (a) Can understand a wide range of demanding, longer clauses, and recognize implicit meaning. (b) Can express ideas fluently and spontaneously without much obvious searching for expressions. (c) Can use language flexibly and effectively for social, academic and professional purposes. (d) Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.

CERFL Proficiency Level B1: (a) Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. (b) Can deal with most situations likely to arise while travelling in an area where the language is spoken. (c) Can produce simple connected text on topics that are familiar or of personal interest. (d) Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

S. No.	Criteria for Evaluation	Max Marks
	least one language and not below B1 level in the other two) – 3 Marks At least 2 local languages (CERFL proficiency level C1 in at least one language and not below B1 level in the other) – 2 Marks At least 1 local languages (CERFL proficiency level B1 or above) – 1 Mark Local language proficiency level below CERFL proficiency level B1 – 0 Marks	
5	<b>Value added proficiency of the Expert Consultant and at least 2 Service Staff</b>	<b>12 x 3 = 36</b>
	(a) Knowledge of GIS – 3 Marks (b) Knowledge of Handling Databases – 3 Marks (c) Knowledge of Statistical Computation – 3 Marks (d) Knowledge of Word Processing and Office Utilities – 3 Marks	
	<b>TOTAL</b>	<b>100</b>

  
 State Nodal Officer  
 National Animal Disease Control Programme  
 NB, Khanapara, Guwahati-781022

## Annexure-A

(Letter Head of the bidder)

### Bid Form

(Letter Head of the bidder submitting quotation)

No. .... Date .....

To,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

Having examined the bidding documents issued vide your office No ..... date ..... including Addenda Nos. (insert numbers, if any) ....., the receipt of which is hereby duly acknowledge, we the undersigned offer to execute consultancy works ..... (name of works) specified therein in conformity with the said bidding documents for the sum or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted to deliver the services in accordance with the time schedule specified.

If our Bid is accepted, we will obtain the performance bank guarantee from a reputed Nationalized Financial Bid Bank within 7 (seven) days of receipt of the notification of award in a sum equivalent to 5% (five percent) of the contract price for the due performance of the contract.

We agree to abide by this Bid for a period of ..... days from the date fixed for Bid opening as per the short NIQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We further agree to abide by all the terms and conditions of the bid documents.

Until a formal contract is prepared and executed, this Bid together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force as per the "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this ..... day of ..... 2022

.....  
(Signature)  
(In the capacity of)  
Duly authorized to sign Bid for and on behalf of.

.....  
(Name)

  
State Nodal Officer  
National Animal Disease Control Programme  
NB, Khasi  
Sirkahati-781022

## **Annexure-B**

(Letter Head of the bidder)

### **DECLARATION OF THE TENDERER**

1. That, I/We ..... am/are the Director/Proprietor of the firm.....
2. That, I/We hereby submit tender to the Director cum CEO, SIA, NADCP, Institute of Vety. Biologicals, Animal Husbandry and Veterinary Department, Assam, Khanapara, Guwahati-22 for execution of consultancy works in this tender for the year 2021-22.
3. That, I/We have read the terms and conditions as mentioned in this e-tender form carefully and that, I shall/we will abide by all the terms and conditions contained therein.
4. That, I am/we are well acquainted with the facts about the firm and the information provided in the tender form is true and correct.
5. That, I/we may be punished as per law for any wrong information misleading facts provided in the tender form, besides rejection of my/our e-tender.
6. In case of any disputes, the jurisdiction will be Guwahati High court only.
7. I/We am/are bound to execution of consultancy works in the tender document is of best quality and shall be strictly in accordance with the specifications and particulars contained/mentioned in the ANNEXURE-A, during the stipulated period of the tender.
8. I/we am/are bound to execution of consultancy works within period specified by the indenting authority. Failing which I/we am/are liable to pay penalty as per the terms and conditions mentioned in the penalty clause of this tender form.

I have carefully read the general & specific terms and condition of the tender for Procurement of Consultancy services and solemnly declare that the terms & conditions are acceptable to me and binding on me.

Signature of Tenderer (Seal)

Place:

Date:

  
State Nodal Office  
National Animal Disease Control Programme  
IVB, Khanapara, Guwahati-781022



## Annexure-C

(Letter Head of the bidder)

### Summary of quoted technical qualification for the year 2021-22

Sl. No.	Particulars	Brief Description
1	Prior Experience / Academic Qualifications / R&D Experiences / Relevant Projects done	
2	Core expertise in Modelling and Simulation of Epidemiological Interventions in Animal Populations	
3	Language proficiency levels	
4	Brief write-up of the relevant activities undertaken	
5	Outline of Quality Work Plan to deliver on the engagements	

Signature of Tenderer (Seal)

Place:

Date:

  
State Nodal Officer  
National Animal Disease Control Programme  
NB, Khanapara  
Phone: 9856781022

**Annexure-D**  
(Letter Head of the bidder)  
**CHECK LIST TO BE SUBMITTED BY TENDERER**

Sl.No.	Description	Remark	Page No.
1	Bid Form ( <b>Annexure-A</b> ) affixing Court Fee Stamp of Rs. 8.25/-	Yes/No	
2	EMD / Relevant Certificate(s) for EMD exemption, if claimed	Yes/No	
3	Declaration duly signed by the tenderer ( <b>Annexure-B</b> )	Yes/No	
4	Certificate of Incorporation / Registration	Yes/ No	
5	PAN card	Yes/ No	
6	AADHAR of the Authorized Signatory	Yes/No	
7	GST Registration Certificate	Yes/No	
8	GST / IT clearance certificate / ITR for last 3 years (2017-18, 2018-19, 2019-20 or later)	Yes/No	
9	Summary of quoted Technical Qualifications ( <b>Annexure-C</b> )	Yes/No	
10	Details regarding Academic Qualification / R&D Experience / Relevant Projects	Yes/ No	
11	Details on Core Expertise in Modelling and Simulation of Epidemiological Interventions in Animal Populations	Yes/ No	
12	Declaration / Proof of having PGDCAMCA of at least 2 of the Service Staffs.	Yes /No	
13	Declaration on Language proficiency levels of of the Supervisor Epidemiological Data Analyst and Data Communication Expert and at least 2 of the Service Staffs.	Yes/ No	
14	Brief write-up of the relevant activities undertaken by the bidder / consultant(s) so far and an overview of the expertise/potential available with the bidder.	Yes/ No	
15	Details of Quality Work Plan to deliver on the engagements as per the Scope of Work in terms achieving the deliverables.	Yes/ No	
16	Self-declaration certificate of Non blacklisted / banned by the Central/State Governments & PSUs/CPSEs	Yes/ No	
17	Self-declaration certificate of not having any conflict of interest along with a detailed list of on-going engagements / contracts in the Animal Husbandry & Veterinary sector as on the date of submission of the bid, if any, with justification that none of those engagements / contracts amounts to conflict of interest.	Yes/ No	
18	The duly filled up check list ( <b>Annexure-D</b> ) must be uploaded online with tender document.	Yes/ No	

The above details have been checked by me and found correct

Place:

Date:

Signature of the Tenderer

(Seal)



## **Annexure-E**

### **Performance Security Form**

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

**Date:***[insert date (as day, month, and year) of Bid Submission]*

**NIT No. and title:** *[insert no. and title of bidding process]*

**Bank's Branch or Office:** *[insert complete name of Guarantor]*

**Beneficiary:***[insert complete name of Purchaser]*

**PERFORMANCE SECURITY No.:** *[insert Performance Guarantee number]*


We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Security is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Security shall expire no later than the *[insert number]* day of *[insert month]**[insert year]*, and any demand for payment under it must be received by us at this office on or before that date.

*[signatures of authorized representatives of the bank and the Supplier]*

  
State Nodal Officer  
National Animal Disease Control Programme  
IVB, Khanapara, Guwahati-781022

## **ANNEXURE-F**

**(LETTER HEAD OF THE BIDDER)**

### **FINANCIAL BID**

**NIT NO.: IVB/NADCP/022/CALL CENTRE/2020-21/77 DATED 8TH APRIL, 2022**

### **BILLS OF QUANTITIES**

Sl	Item / Particulars	Unit	Quantity	Rate / Unit (Rs.)	Rate of GST (as applicable)	Amount Without Taxes (Rs.)	Amount including GST (Rs.)
1.	Remuneration / Professional Fee for Supervisor Epidemiological Data Analyst and Data Communication Expert	Man-months	12				
2.	Remuneration / Professional Fees for Service Staff (min. 3 personnel x 12 months)	Man-months	36				
<b>TOTAL AMOUNT (in figures)</b>							
<b>TOTAL AMOUNT (in words)</b>							

.....  
(Signature)  
(In the capacity of)

.....  
(Name)

Duly authorized to sign Bid for and on behalf of.....

(Seal)

