



MDI
GURGAON

Management
Development
Institute

Mehrauli Road, Sukhrali, Gurugram-122007

Date: 21 April, 2025

NOTICE INVITING QUOTATION

Sub: Notice Inviting Quotation (NIQ) for engaging agency for stray dogs handling at the MDI Gurgaon Campus

Management Development Institute Gurgaon (Institute), one of the premier B-Schools of the India, campus spread across approximately 33 acres is located at Mehrauli Road, Sukhrali, Gurugram. Management Development Institute (MDI) invites the quotation(s) from the eligible and licensed Stray Dog Handling agencies, **for providing related services for stray dogs at the MDI Gurgaon Campus.**

The NIQ document can be downloaded from MDI Gurgaon website <https://www.mdi.ac.in/infrastructure/tenders.html> from 21st April 2025 9:30 A.M onwards. The dully filled NIQ should be submitted in the Tender Box placed at the office of Institutional Services Department, MDI Gurgaon on or before **05 May 2025 upto 3 p.m.**

The participating agency/vendor should read the NIQ document carefully before submission of the quotation along with documents at MDI Gurgaon.

Chief Administrative Officer
(Institutional Services)
MDI Gurgaon

1. Scope of Work:

The engaged stray dog handling agency shall be working on the various aspects related to stray dog handling within the MDI Gurgaon campus. Some of the indicative list of assignments to be undertaken by the engaged agency are as mentioned below. Since the engagements listed below are only indicative not exhaustive, accordingly any assignments arising subsequently are to be added in the list at any time or stage of the services being provided by the engaged agency.

- (i) To depute a trained dog handler, for 12 hrs a day and all days of the month, to take care of the needs of the stray dogs inside the MDI Gurgaon campus. Currently, there are nine stray dogs in the campus.
- (ii) Evolve a harmonious environment for mutual benefit between humans and stray dogs at the designated site.
- (iii) To provide water, two meals a day, healthcare facilities to stray dogs at MDI Gurgaon campus.
- (iv) To conduct training sessions for all the stray dogs as per their potential.
- (v) To facilitate and take initiative to provide different theme-based campaigns/ signage's etc. across the campus.
- (vi) To provide awareness sessions to the campus inhabitants to make them aware of what dogs go through and how humans can happily co-exist with them, including presentation's/ videos etc.
- (vii) To prepare a SOP on the process of stray dog handling at MDI Gurgaon campus.

The stray dog handling agency's dog handler will ensure the following: -

- a) Every day provide food & adequate water to all the stray dogs according to the schedule agreed with the Institute.
- b) Identify the areas/points for dog feeding based on dog's territorial instincts & restrict them to their areas.
- c) Install collars on all the stray dogs after confirming their status as resident, vaccinated & neutered.
- d) Conduct health check-up for all the stray dogs, as and when required in consultation with the Institute.
- e) Vaccinate the stray dogs through authorized veterinary doctor, as per requirement.
- f) Neuter/Spay the canines as and when required through the Govt. approved agency.
- g) Engage the stray dogs by establishing daily/weekly routines and trainings.
- h) Identify the trainable dogs and assist in adoption.
- i) Maintain a daily basis record sheet for the activity done in respect of all the stray dogs at campus.

- j) Prior written approval is to be obtained before carrying out the expenses for medical examination, medicine, vaccination, OPD, neutering & spaying and transport etc.
- k) While handling the stray dogs, the agency shall be solely liable for ensuring the guidelines issued by “The Animal Welfare Board of India (AWBI)” and compliance of the provisions “The Prevention of Cruelty to Animals Act, 1960” with subsequent amendments, and/or any other rules made in the context. Any violation on these shall be the direct responsibility of the engaged agency only.

2. **Eligibility Criteria for the Agency/vendor**

The participating agency/vendor should submit the following documents towards eligibility criteria along with the rate quotation.

- a. Copy of valid Business Enlistment certificate or Trade License certificate from local authority. Expired certificate will not be considered.
- b. Copy of PAN, GST certificate duly certified by the authorized signatory of agency.
- c. Copy of address proof of the registered office in Gurugram (Electricity / Telephone bill Lease deed of last 12 months)
- d. Proof of identity and address viz. Aadhar Card/ Voter Card/ Passport or any other authenticated document of the bidder issued by the Govt. of India along with his/her photograph.
- e. Copy of Experience certificates/work orders, for similar services provided during last three Financial years – **Annexure II**

3. **Responsibilities of stray dog handling agency:-**

- a) The agency will ensure that the dog handler is always polite with the residents/students/staff. In case of any complaint, the agency will immediately change the dog handler. Institute will not be bound to give you any explanation for this.
- b) The dog handler should be alert and fit to carry out the duties in all respect. He should not smoke/sleep/drink while on duty /waiting time.
- c) The agency shall ensure to deliver/conduct/carry out activities as per the provisions of the relevant Act, rules and guidelines etc. pertaining to stray dog handling.
- d) In case either side wishes to discontinue the services, at least one-month notice in writing will be required.
- e) In case of any dispute the decision of the Director of the Institute shall be final and binding for both the parties.

4. Other Terms and Conditions :-

- a) **The Rate Quotation – Annexure I** should be filled by the participating agency/vendor strictly as per the format provided. No overwriting or cutting shall be accepted. The agency/vendor should accompany necessary proof in respect of the identity and address viz. Aadhar Card/ Voter Card/ Passport or any other authenticated document of the authorized signatory of the agency issued by the Govt. of India along with his/her photograph.
- b) The agency/vendor shall sign in blue or black ink and stamp each page of the downloaded NIQ document and other enclosures annexed to it for having read and understood the terms and conditions contained therein and submit the same in original along with the Rate Quotation – **Annexure I**.
- c) If the documents submitted by the agency/vendor are not complete the quotations received shall be rejected. No explanation in this respect will be given. MDI Gurgaon has absolute right to reject all the bids received without assigning any reasons whatsoever.
- d) The agency/vendor without any protest or demur, shall always keep MDI Gurgaon fully indemnified and shall hold MDI Gurgaon harmless against any claims, liability, proceedings etc. by any party including but not limited to damages, compensation, penalties, taxes or other cost and expenses etc. of whatsoever nature arising out of or in relation to any act or omission/ negligence /mistake/misconduct/breach or default or non-fulfillment of the terms and conditions of the NIQ document and subsequent award of work. The vendor/agency engaged is bound to take all such necessary precautions for smooth execution of work.
- e) The rates of the successful agency/vendor will be valid for 30 days from the date of issue of letter of acceptance.
- f) Any quotation received through Email/Fax etc. shall be summarily rejected.
- g) MDI Gurgaon has the discretion to ask for additional information from the agency/vendor, as may be required.
- h) Any corrigendum/addendum to NIQ document will be published on MDI Gurgaon website. Vendors are requested to kindly see the MDI website regularly.

5. Obligation to Rules:-

It is obligatory on the part of the agency/vendor to abide by all the relevant Central, State & Local statutory laws, rules, regulations and guidelines and MDI Gurgaon will not be responsible for any dispute arising out of non-compliance of any of such laws, rules, regulations and guidelines.

6. Rates and Payment:-

- a. The rate quoted may be mentioned both in words and figures and should be valid for a minimum period of **60 (sixty) days** from the last date of submission of quotation at MDI Gurgaon. Only quoted rates shall be considered.
- b. The Payment will be made as per the rates approved for various services in **Annexure-I**.
- c. The agency/vendor will raise a monthly invoice at the end of the month for the services actually provided during the period. The payments will be made after verification of services actually carried out by the agency.

7. Submission of Quotation:-

The vendor/agency should download the NIQ document from the MDI Gurgaon website <https://www.mdi.ac.in/infrastructure/tenders.html>.

The envelope should be super scribed “**Quotation for Engaging Agency for Stray Dogs Handling at the MDI Gurgaon Campus**”, along with the complete address of the Vendor/Agency and should be addressed to – “**Chief Administrative Officer (Institutional Services), MDI Gurgaon, Mehrauli Road, Sukhrali, Gurugram – 122007**”.

The quotation in a sealed envelope, along with all the documents, enclosures and Annexure, should reach at MDI Gurgaon on or before **05 May 2025** up to 3 p.m, through speed/registered post or by hand only. Bids received late will not be accepted.

8. Annexure with Quotation:

The envelope super scribed as “**Quotation for engaging agency for stray dogs handling at the MDI Gurgaon Campus**” must contain the following documents:-

- a) All the documents mentioned at Sl. No. 2 and 4 above.
- b) Annexure – I & II

NOTE - Conditional offer(s) with deviations are liable to be rejected at the sole discretion of MDI Gurgaon.

9. Jurisdiction:

The Vendor/Agency hereto agrees that the competent courts or Tribunals at Gurugram shall have exclusive jurisdiction to settle any or all the disputes which may arise. All disputes arising out of this Tender shall be decided in accordance of Laws of India.

For any clarification please contact: Deputy Administrative Officer (Institutional Services), MDI Gurgaon at Ph.0124-4560545, Email: is@mdi.ac.in.

ANNEXURE-I

TO BE PRINTED ON THE LETTER HEAD OF THE AGENCY/VENDOR

Rate Quotation

“For engaging agency for stray dogs handling at the MDI Gurgaon Campus”

Sl. No.	Name of the Agency	Charges for dog handler per month (Rs.) (A)	Cost of food (2 meals a day) per dog per month (Rs.)	Cost of food (2 meals a day) for 12 dogs per month (Rs.) (B)	Total Cost (Rs.) (A+B)	Estimated cost for neutering/spaying / any medical Examination/ treatment/ medicine / vaccination per dog (Rs.)

*GST extra as applicable

Total Cost (Rs.) in words:-.....

NOTE:

1. Expenditures towards Medical Examination, Treatment, Medicine, Vaccination, OPD, Neutering & Spaying and Transport etc. will be paid subject to the submission of original bill after the activities.
2. Dog-Handler will be deputed in campus for 12 hrs a day and on all days of the month.
3. Dog-food will be provided – two meals a day basis to each Dog.
4. Other activities like Medical Examination, Treatment, Medicine, Vaccination, OPD, Neutering & Spaying and Transport etc., will be carried through Authorized Agency under PCA Act, 1960.
5. All rules and regulation under PCA Act, 1960 will be followed.

Signature :.....

Name of the Authorised Signatory

.....

Date:.....

Place:Official Stamp

ANNEXURE-II

TO BE PRINTED ON THE LETTER HEAD OF THE AGENCY/VENDOR

**Details of Experience for similar work done in last three Financial years i.e 2022-23,
2023-24 and 2024-25**

(Please attach proof in support of experience)

Sl. No.	Financial Year	Name of the Organization served along with the name of the responsible person, designation and contact number	Nature of work done	Value of Work Order/ contract completed

Signature :.....

Name of the Authorised Signatory

.....

Date:.....

Place:Official Stamp