

**INDICATIVE TERMS OF REFERENCES (TOR) FOR
OPERATIONALISATION OF ANIMAL HELPLINE SERVICES
THROUGH HIRED VEHICLE UNDER THE STATE PLAN SCHEME
“ESTABLISHMENT OF ANIMAL HELP LINE FACILITY WITH
AMBULANCE SERVICE” under MUKSHYA MANTRI PRANI
KALYAN YOJANA (MPKY)- 2025-26 IN JHARSUGUDA
MUNICIPALITY IN JHARSUGUDA DISTRICT**

Animal Help line facilities with ambulance service will be implemented in the Jharsuguda District Society for the prevention of Cruelty to Animals (SPCA) through the Chief District Veterinary Officer (CDVO) cum Member Secretary, in order to provide emergency veterinary care to stray and destitute animal.

In order to support the implementation of the Animal Help Line Programme Sealed quotation are invited from interested private vehicle owners/Travel agencies for providing hired vehicle having following terms and conditions for official use by CDVO, Jharsuguda on monthly rent basis in mention below format within 18.09.2025 up to 5 PM.

The application will be scrutinized on 19.09.2025 at 11. AM with presence of committee members and the applicants or their authorized representative.

Standard Operating Procedure (SOP) for hiring of vehicles for functioning of AHL Units through hired vehicles

The State Government has launched the “**Establishment of Animal Helpline Facility with Ambulance Service**”, a dedicated initiative under **Mukhyamantri Prani Kalyan Yojana (MPKY) 2025-26**, to ensure the welfare and protection of animals. The scheme provides immediate assistance to stray, injured, distressed, and abandoned animals by offering on-the-spot first aid and lifesaving drugs through a responsive mobile ambulance network.

Type of Vehicle

- The vehicle model/type shall be preferably Tata Winger, Bolero, TUV-300, Sumogold, and Scorpio and should be white/off white color only.
- The vehicle should be suitable for movement in both urban and rural operational areas within the jurisdiction of the AHL unit.
- The vehicle must be capable of accommodating minimum three staff excluding Driver, medicine and equipments for animal treatment comfortably.

1. Eligibility Criteria for Vehicle

- Vehicle must not be more than 3 years old at the time of hiring. (preference will be given to newer vehicles)
- Vehicle should be BS-VI compliant as per emission norms.
- Vehicle must be in roadworthy condition and covered under valid Registration, Fitness, Insurance, and Pollution Under Control (PUC) Certificate, Valid Contract Carriage Permit, proof of up to date tax payment which are mandatory for movement of Vehicle and hiring purpose.,



- The vehicle must achieve a fuel efficiency of minimum 10 Km per liter of fuel.

2. Hiring Rules & Charges

- The maximum monthly hiring charges of AHL vehicle shall be ₹ 31,000/- (Rupees Thirty-One Thousand only) excluding the salary of the driver. The drivers will be engaged separately.
- Fuel cost shall be borne by the Department as per actual consumption and logbook entries. Further, expenditure towards engagement of drivers will be incurred separately as per scheme guidelines.
- Maintenance and all other charges (insurance, repair, servicing, etc.) shall be borne by the supplier/vehicle owner.

3. Operational Guidelines

- The hired vehicle shall remain exclusively available for AHL services during the contract period as per approved guidelines of the State Plan scheme "Establishment of Animal Helpline facility with Ambulance Service under Mukhyamantri Prani Kalyan Yojana (MPKY) 2025-26.
- Branding of the vehicle will be taken up as per the requirement. The contents of branding of AHL vehicles will be supplied separately. The branding will be taken up by CDVOs out of the contingency funds under the scheme. The size of the branding will be as per the specification of the hired AHL ambulance vehicle without changing the contents specified for branding.
- The vehicle shall be parked at the designated AHL office/parking point after duty hours unless otherwise instructed.
- A logbook shall be maintained daily, recording movement, distance covered, purpose, and fuel consumption.
- The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as :- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution control certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. The Department / Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or losses of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The owner of the vehicle shall be responsible for all such litigation.
- All the expenditure of the vehicle towards minor/ major repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. and payments towards insurance, road tax, fitness etc. will be borne by the supplier.
- The vehicle should be regularly serviced and maintained to avoid any breakdown. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle /bidder without compromising the services of Animal Ambulance Service in Animal Help Line. If the owner failed to arrange/replace, alternative arrangement will be made by the client and the expenditure will have to be borne by the owner of the vehicle. If he/she fails to pay the expenditure so incurred, the same will be deducted from the bill of the owner.

4. Hiring Procedure

1. Tender/Quotation Call: Hiring of vehicles shall be done through open tender/quotation process as per government procurement guidelines.



2. Scrutiny: Applications received will be scrutinized for eligibility and compliance with SOP conditions.
3. Selection: Lowest responsive bidder (L1) meeting all technical requirements may be selected.
4. Agreement: A formal agreement/MoU shall be signed between the CDVO of the respective districts and the vehicle supplier.
5. Performance Security: A security deposit as per prevailing financial rules shall be collected from the supplier.
6. If the services provided by the supplier are found to be unsatisfactory, the client shall have the right to terminate the contract in the interest of public service by giving one month's notice. However, in cases of serious default, negligence, or breach of contract conditions adversely affecting public service, the client may terminate the contract with immediate effect without assigning any reason thereof..
7. In the event the vehicle owner intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory for the owner to provide a minimum of two months' prior written notice. The vehicle shall, however, be released only after a suitable replacement vehicle has been engaged through due procedure, so as to ensure that public service is not hampered.

5. Payment Terms

- Payment of monthly hiring charges shall be made on submission of bills along with duty logbook verified by the Officer-in-Charge of the respective AHL Unit.
- No advance payment shall be made.
- Deductions from claims shall be made for non-performance, negligence, as per terms of agreement if any.

6. Monitoring & Review

- The CDVO/ Nodal Officer of each AHL Unit shall be responsible for monitoring the condition, performance, and utilization of the hired vehicle.
- Periodic inspection shall be conducted to ensure compliance with contract conditions.
- Any dispute arising shall be settled as per Government of Odisha guidelines.

7. Validity

- The agreement shall remain valid for a period of **one (01) year** from the date of execution. It may be extended on yearly basis for a further period of maximum three **(03) years as per** latest notification of the finance department, Govt. of Odisha on mutual consent of both parties, subject to satisfactory performance of the vehicle and services, and provided that the condition of the vehicle remains roadworthy. The extension shall be on the **same terms, conditions, and price** as stipulated in the original agreement.

Other conditions for hiring of vehicles must be taken up as per the finance department notifications issued from time to time in this regard and guidelines of the State Plan scheme "Establishment of Animal Helpline facility with Ambulance Service under MPKY- 2025-26.

8. Format of Application

- a. Registration No of the Vehicle:
- b. Type of Vehicle (A/C Non AC)-
- c. Year of Manufacture-
- d. Make & Model of the Vehicle-
- e. Date of Registration of the Vehicle-
- f. Name & Complete Address of the Owner of Vehicle-
- g. Fitness Certificate Validity of the Vehicle-
- h. Insurance Validity of the Vehicle-
- i. Contact Carriage Permit Certificate of Vehicle-
- j. Road Tax paid Upto-
- k. Name & Address of the Driver with Mobile No-
- l. Driving License No-
- m. Proposed Hiring Charge of the Vehicle per Month-
- n. Mileage per Liter-
- o. Contact Phone No of he Vehicle Owner-

Certified that the information submitted above is true to the best of my knowledge and belief.

Date:

Place:

Signature of the Bidder/
Vehicle Owner

Memo No: 2539/CDVO(JSG)/ Date: 10/9/25
Copy to the Notice Board for display.


Chief District Veterinary Officer
Jharsuguda

Memo No: 2540/CDVO(JSG)/ Date: 10/9/25

Copy forwarded to the RTO, Jharsuguda for information with a requested to display in the notice board for wide publicity and attend the scrutiny Committee on 19.09.2025 at 11 AM.


Chief District Veterinary Officer
Jharsuguda

Memo No: 2541/CDVO(JSG)/ Date: 10/9/25

Copy forwarded to the DIO, NIC, Jharsuguda for information and necessary action. He is requested to hoist the advertisement in the Jharsuguda District website for wide publicity.


Chief District Veterinary Officer
Jharsuguda



Memo No: 2542/CDVO(JSG)/ Date: 10/9/25

Copy submitted to the Collector and District Magistrate, Jharsuguda for favour of kind information and necessary action.


Chief District Veterinary Officer
Jharsuguda

Memo No: 2543/CDVO(JSG)/ Date: 10/9/25

Copy Submitted to the Director of Animal Husbandry and Veterinary Services Odisha, Cuttack for favour of kind information and necessary action.


Chief District Veterinary Officer
Jharsuguda

