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OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION
Veterinary Branch ::: Lakhtokia, Guwahati – 01

TERMS AND CONDITIONS FOR LEASE SETTLEMENT OF ANIMAL POUNDS OF GUWAHATI MUNICIPAL CORPORATION FOR THE YEAR 2023-24 (w.e.f.01.06.2023 to 31.03.2024)

1. The completed tenders are required to be submitted in sealed envelope super scribing on the envelop indicating as follows:
 - (a) To,
The Commissioner
Guwahati Municipal Corporation
Bhangagarh, Guwahati-781005
 - (b) “Retender for settlement of wards of Guwahati Municipal Corporation.”
 - (c) The envelope shall indicate the name of the wards for which tender is submitted, address of the tenderer. Incomplete or late received tenders without Earnest Money deposit (For short, EMD) and the details as asked in the tender documents will not be considered.
2. The tenderer in person or representing any firm, co-operative society or company shall be termed as “lessee” at all times and for all purpose of the tender works.
3. The Commissioner, Guwahati Municipal Corporation however reserves the right to grant extension of the lease period, under special circumstances subject to approval of the Corporation and subject to satisfaction in fulfilling terms and condition by the lessee. In such case lessee has to offer enhanced value of 20% per annum over the settled value of this wards.
4. All corrections in the tender papers shall be attested by the dated signature of the tenders. The tenders not intending for the work after purchase of the tender documents are advised to return the tender document within one week after its purchase. However, the cost of tender will not be refunded.
5. Tenders not accompanied by the following would liable to be rejected:-
 - i) The tender must be accompanied with the earnest money-cum-security deposit equivalent to Rs.2000/- tenders in the form of a Demand Draft / Banker’s Cheque / STDR in favour of the Commissioner ,GMC (validity for one year).
 - ii) Copy of PAN Card
 - iii) Copy of Up-to-date Trade Licence of GMC.
 - iv) Copy of up-to-date GMC Property tax.
 - v) Copy of Voter ID / Aadhar Card.
 - vi) Original Copy of current Financial Soundness Certificate from the Bank authority.
 - vii) 2 copies of recent Passport size photograph.
 - viii) Copy of Tender form fee receipt.
6. An agreement as well as Indemnity Bond for proper performance of contract is to be submitted by the lessee.
7. The selected tenderer has to manage sufficient high land for running the Animal Pound and Guwahati Municipal Corporation will not provide any land for the purpose.
8. The responsibility of entire livestock within the pound and during the transportation from the place of seizure will lie with the lessee. The lessee shall be responsible for any litigation in this regard.
9. The lessee should strictly follow “The Transport of Animal Rules, 1978”.
10. The lease period shall be for 10 (ten) month only and would be effective from the date of written order / LOI (Letter of Interest) of settlement. The lessee will deposit an amount of Rs. 50,000/- (Rupees Fifty thousand) only as security money to GMC.
11. The lessee is to maintain a register giving full description of livestock along with photograph in the pound and display daily position on board.
12. Seizure of animals will be done during the day time only and the lessee must accompany Veterinary Officer or his authorized staff during seizure. Without presence of staff of Veterinary Branch, GMC the lessee cannot seize animals.
13. The lessee should inform all police Station of Guwahati City about his seizure days.

14. The stray animals will be seized by Veterinary Branch only on two days in a week against each pound. In exceptional cases, seizure of animals will have to be done on any day in presence of Veterinary Officer, GMC / authorized staff.
15. Auction will be held after 7 (seven) days of seizure i.e. for (Jalukbari area) on Friday from 11AM to 1PM and for (Khanapara area) on Thursday from 11 AM to 1 PM and if the scheduled day falls on a holiday / holidays auction will be held on next working day.
16. The lessee as well as his staff should carry Identity Card issued by the Commissioner, GMC and should be in uniform of black trousers and gray shirts (Green pullover during winter). So issued Identity Card will automatically invalid after expiry of lease period.
17. The lessee should keep the seized animals within the pound under covered area only. In no circumstances the seized animals will allowed to keep outside the pound for grazing etc.
18. The lessee of the animal pound must provide sufficient feeds including salt and pure water to the impounded animals.
19. Release of animals to owner or auctions will be made by GMC authority only. If the lessee releases the animals without permission of GMC authority, the Commissioner, Guwahati Municipal Corporation shall lodge FIR against the defaulting lessee.
20. During the release time, the lessee must take photo of the releasing animal along with owner / representative of the owner showing the serial number and date of the animals Rs. 50/- (Rupees fifty) only may be charged from the owner of the animal.
21. During the time of release, the owner of the seized animals has to submit sufficient documents to the Veterinary Branch, GMC and has to pay Rs.500/- (Rupees five hundred) only as penalty.
22. In the event of any complaint against the lessee regarding lifting, keeping and releasing of the seized animal, the authority will stop the lifting programme temporarily or permanently till the clarification report from the Veterinary Branch, GMC is received.
23. The lessee shall may charged Rs. 250/- (Rupees two hundred fifty) only per animal /per day till auction.
24. The lessee shall charge for cost of animal transportation from the place of seizure to the pound by suitable calculation from the owner.
25. The successful bidder will have to erect at his own cost a Signboard in a prominent place containing the important terms and condition and applicable rates.
26. The bidder (lessee) will be selected on the basis of seeking of lowest percentage of auction money.
27. In case of auctioned animals, the specified percentage of the auctioned money will be paid to the lessee from GMC authority on submission of certificate by Veterinary Officer, GMC. NO other charge will be paid to the lessee.
28. Due publicity regarding lifting / auction shall be published in the local dailies by the lessee.
29. The lessee shall collect charge at the prescribed rates only. In case of any complaint of demanding excessive charge, either by the lessee himself or by their agents, the lessee shall be liable to be prosecuted U/S 384 of I.P.C. and lease shall terminated forthwith.
30. The lessee will not be entitled to compensation in the event of pre-mature surrender of lease before completion lease period, and the event of such surrender, the security money deposited by him shall stand forfeited.
31. In case of violation of any of the above terms and conditions, permission will be cancelled and security money will be forfeited.
32. Any decision made regarding pound by Guwahati Municipal Corporation authority will be final.

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10/5/23

Sd/- Commissioner,
Guwahati Municipal Corporation
Guwahati - 05

Form No:-.....

Date:-.....



Guwahati Municipal Corporation
Bhangagarh:::Guwahati – 05

TENDER FORM LEASE SETTLEMNET OF ANIMAL POUNDS UNDER
GUWAHATI MUNICIPAL CORPORATION FOR THE YEAR 2023-24
(w.e.f. 01.06.2023 to 31.03.2024)

Name of the tenderer with present address (in block letters):

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(In case of Firm/Company/Co-Op Society, give the name and address of the person signing the tender who represents the same)

1) Present Address -

- (a) Age on 01.01.2023 :
- (b) Name of the locality :
- (c) Name of Road :
- (d) Village/Ward No. :
- (e) Holding No. :
- (f) Mouza :
- (g) Police Station :
- (h) Post Office with PIN :
- (i) District :
- (j) Registered office address (in case of company/co-op Society/Firm)
- (k) Valid Mobile Number & valid email ID :

2) Permanent Address-

- (a) Locality :
- (b) Road :
- (c) Village/Ward No. :
- (d) Holding No. :

- (e) Mouza :
- (f) Police Station :
- (g) Post Office with PIN :
- (h) District :
- (i) Valid Mobile Number :
- 3) Correspondence address with proper address, with Exact location, if not tender shall not be accepted :
- 4) Name of the Pound which the tender is submitted :
- 5) Offered Amount for the year 2023-24 (Security Money) :
- 6) Seeking of percentage of auction money as per terms and condition :
- 7) Whether the tenderer has ever succeeded in settlement of any pound :
 - (a) If so, mention the name :
 - (b) Are you a defaulters ? :
- 8) State the particulars/figure of the earnest money paid in the form of Bankers Cheque/Demand Draft with number and date :
- 9) PAN Card with number (Copy is to be enclosed) :
- 10) Authorized Income Tax payment Statement of Income Tax Clearness Certificate (Copy is to be enclosed original or Photostat with attested) :
- 11) Number and date of trade Licence from obtained from GMC in the name of the tenderer (attested copy is to be enclosed with) :
- 12) Copy of up to date property tax receipt of GMC :
- 13) Voter ID No. / Aadhar Card No. (Copy is to be enclosed original or Photostat with attested) :
- 14) Number and date of financial soundness certificate (original to enclosed) with name of the Bank Branch. :

15) Number and date of receipt of the non-refundable tender fee deposited in GMC (Copy is to be enclosed) :

16) Detailed particulars of land /immovable property held by the tenderer, if any

(a) Area of land :

(b) Dag No. :

(c) Patta No. :

(d) Village/Ward No. :

(e) Mouza :

(f) Police Station :

(g) District :

(h) Holding No. :

Dag No.

(In case the of building situated over the land)

(a) The description of the building :

(b) Present value of the building :

(c) Present value of the land :

Signature of the Tenderer

Date: