

## **MUNICIPAL CORPORATION OF DELHI**

Department of Veterinary Services  
17<sup>th</sup> Floor, Dr. SPM Civic Centre  
J.L.N Marg, New Delhi-110002

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### **PUBLIC NOTICE**

#### **Inviting NGOs/Animal Welfare Board Organizations (AWOs) for sterilization & immunization of stray dogs under Animal Birth Control (ABC) Programme in MCD.**

The Municipal Corporation of Delhi (MCD) invites applications for sterilization & immunization of stray dogs at five centres namely Tughlakabad, Prahladpur, Dwarka Sec-29 (Centre-II), Mundhela and Sec-27 Rohini (Unit-I) from NGOs/AWOs registered with Animal Welfare Board of India having experience of the work of Dog Sterilization under Animal Birth Control Programme.

The eligibility criteria, detailed terms & conditions and application form alongwith the list of documents to be submitted by the NGOs/AWOs is available on the MCD website [www.mcdonline.nic.in](http://www.mcdonline.nic.in) which may be downloaded from the website. The last date of submission of applications through speed post or by hand is on 23.06.2023. by 04:00 PM.

**Sd/-  
Director (Veterinary Services)**

**TERMS AND CONDITIONS FOR ALLOTMENT OF DOG STERILISATION CENTRES TO NGOS/AWOS:-**

1. Municipal Corporation of Delhi (MCD) invites applications for allotment of five Dog sterilization centres, three centres established in Veterinary hospitals of GNCTD at Tughlakabad, Prahaladpur and Mundhela and two centres established by MCD at Sector-29, Dwarka (Center-II), and sector-27, Rohini (Unit-II) from NGOs/Animal Welfare Organisations (AWOs) registered with Animal Welfare Board of India (AWBI) for sterilization & immunisation of stray dogs under Animal Birth Control Rules, 2023.
2. The NGOs/AWOs interested to be associated with the programme of sterilisation and immunisation of stray dogs will send their application with all the required details in the performa attached herewith as **Annexure "B"** along with self attested documents as per the list attached herewith as **Annexure "A"** in the hard copy to the Dy. Director (VS), Rabies Control Programme, Department of Veterinary Services, Municipal Corporation of Delhi 17th Floor, Dr. S. P. Mukherjee Civic Center, Jawahar Lal Nehru Marg, New Delhi- 110002 through speed post or by hand. No application shall be accepted in online mode, if submitted the same shall not be considered. Applications submitted without required documents shall also not be considered. The clear and readable copy of all the documents should be enclosed by the applicants failing which their application shall be rejected.
3. The last date for submission of application is 23.06.2023 by 04:00 PM. The applications received thereafter shall not be considered and rejected.
4. The NGOs/ AWOs who have been blacklisted/removed/dis-allowed from ABC work by MCD or any other local body/state/Central Govt. will not be eligible to apply.
5. The MCD reserves the right to withdraw this public notice at any time without assigning any reason thereof.
6. The dog sterilisation centres shall be allotted for a period of three years. However, the period may be extended for further three years depending upon satisfactory performance of the NGO/AWO.
7. On allotment of the dog sterilisation centre, the NGOs/ AWOs will deploy adequate staff (technical & non technical) to carry out the sterilisation & immunisation of stray dogs. The NGO/AWO would submit an undertaking with the application that he/she would deploy adequate number of technical & non technical staff at the dog sterilisation centre to carry out the sterilisation & immunisation of stray dogs.
8. Selected NGOs/AWO shall have to undertake the work of sterilization and immunisation of stray dogs as per the Animal Birth Control Rules 2023 and Standard Operating Procedures for sterilisation & immunisation of stray dogs issued by the Animal Welfare Board of India (AWBI), a statutory body of Ministry of Environment, Forests and Climate Change, Govt. of India. The applicants are requested to go through the above rules and SOP which are available at the website of AWBI.
9. Selected NGO/AWO would have to abide by the rules, regulations & directions issued/amended time to time regarding Animal Birth Control Programme by the Municipal Corporation of Delhi (MCD), Animal Welfare Board of India and Govt. of India.

10. The area/wards for sterilization & immunization of stray dogs shall be allotted by the Veterinary Services Department, MCD as per requirements of the work and the NGO/AWO will have to sterilise the stray dogs of the areas/wards allotted to him/her from time to time.
11. The MCD may fix monthly target for sterilization and immunization of stray dogs which is to be met by the allottee NGO/AWO.
12. The selected NGOs/AWOs will maintain a register at the centre containing the details of stray dogs (male & female) caught with date, time and area/locations, date of surgery and release back in the same area from where they have been picked up.
13. The selected NGOs/AWOs shall have to preserve the genital organs (Testes & uteri) of the stray dogs sterilised by them in separate containers in formalin solution till their physical counting by the Joint Inspection Team of MCD.
14. The selected NGOs/AWOs shall have to maintain the log book of the dog catching van, record of medicines and vaccines etc purchased by them.
15. Selected NGOs/AWOs shall have to keep kennels in the allotted dog sterilization centre ready all the time to hold the Rabies suspected dogs and the dogs picked up from the different areas/locations in view of special VVIP movements and functions.
16. The payment of the cost of sterilisation of stray dogs shall be reimbursed to the NGOS/AWOS as per rates approved by the Municipal Corporation of Delhi from time to time after counting of genital organs of sterilised dogs by a Joint Inspection Team.
17. The interested NGOs/AWOs may also submit the additional information relevant to the work in addition to the information as sought in the Proforma.
18. After allotment of the dog sterilisation centre, the selected NGO/AWO will have to sign an MOU with the department of Veterinary services, MCD to carry out the work of sterilisation and immunisation of stray dogs for a period of three years from the date of signing of MOU.
19. If the selected NGOs/AWOs want to stop the work of sterilization of stray dogs during the period of MOU, he may do so by submitting a request to the Director (VS), MCD at least 60 days before stopping the work.
20. If MCD is not satisfied with the work of sterilization of stray dogs being done by NGOs/AWOs, the MCD may ask the applicant to stop the work by giving a 30 days' notice.
21. The selected NGOs/AWOs will provide the information related to the work of sterilization of stray dogs to the Department of Veterinary Services as asked by the department from time to time.
22. The applicant NGOs/AWOs) preferably will have at least one dog catching van to be deployed for catching of stray dogs. The NGOs/AWOs having the dog catching vans with them will enclose the copy of registration certificate of the vehicle whereas the AWOS/NGOs who are not having the dog catching van at the time of submission of their application will submit an undertaking to this effect that they will arrange the dog catching van within two months from the date of signing of the MOU. However, MCD may also provide dog catching van to them depending upon the availability of the same.
23. For any clarification, Dy. Director (VS), Rabies Control Programme, MCD may be contacted at telephone Nos. 011-23226724/9717787377 or through E-mail ([ddvsrcpmcd@gmail.com](mailto:ddvsrcpmcd@gmail.com))

**24. Documents to be submitted by the applicants: (Annexure “A”)**

The applicant Animal Welfare Organisations (AWO) would have to submit the self attested copies of following documents with their applications.

1. Copy of recognition/registration certificate of the AWO issued by AWBI
2. Certificate/letter of experience of the Animal Welfare Organisation regarding ABC/dog sterilisation work done.
3. Certificate/letter of experience of veterinary doctor showing number of surgeries done by him of ABC work.
4. Copy of the RC of the dog catching van or an undertaking on the stamp paper to this effect that he would arrange the dog catching van at his own after allotment of the centre within two months.
5. Undertaking that AWO/NGO will deploy trained dog catchers and paravet at the dog sterilisation centres on allotment.
6. Copy of the Turnover (Income & expenditure account/Payment & expenditure statement) of previous 03 financial years i.e.2020-21, 2021-22 & 2022-23.
7. Copy of PAN Card of NGO/AWO
8. GST registration certificate of NGO/AWO
9. Self Declaration that organization has not been blacklisted or banned by any govt dept or entity.

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**“Annexure-B”**

| <b>Proforma of application to be submitted by NGO/AWO for sterilization and immunization of stray dogs under Animal Birth Control Programme being run by Municipal Corporation of Delhi at Dog Sterilization Centres</b> |   |   |                                      |                       |
|--|---|---|--------------------------------------|-----------------------|
| 1.   | Name of the NGO/AWO along with complete address and telephone/mobile numbers  |   |                                      |                       |
| 2.   | Date of registration of NGO/AWO with AWBI   |   |                                      |                       |
| 3.   | Experience of work of dog sterilization since when he/she is doing the sterilisation & immunisation of stray dogs (date/month/year)   |   |                                      |                       |
| 4.   | Details of vehicles, if any, under the possession of NGO/AWO for picking up and releasing of stray dogs. (Please attach undertaking to this effect that dog catching van/vehicle shall be arranged after allotment of the dog sterilisation centre, if not having at the time of submission of application) | Number of vehicles with following details -   |                                      |                       |
|  |   | Make  | Model                                | Registration Number   |
|  |   |   |                                      |                       |
| 5.   | Details of Veterinary Surgeon to be engaged by the NGO/AWO for sterilization of stray dogs at Dog Sterilization Centre after allotment  | Name  | Qualification & Registration details | Nature of appointment |
|  |   |   |                                      |                       |
| 6.   | Details of Para Veterinary staff to be engaged by the NGO/AWO   | Number of Paravet   | Qualification                        | Nature of appointment |
|  |   |   |                                      |                       |
| 7.   | Details of dog catchers to be engaged by the NGO/AWO  | Number of dog catchers  | Qualification                        | Nature of appointment |
|  |   |   |                                      |                       |
| 8.   | Details of turnover (Income & expenditure account/Payment & expenditure statement) of previous 03 financial year's i.e.2020-21, 2021-22 & 2022-23   | FY 2020-2021 -Rs. _____<br>FY 2021-2022 – Rs. _____<br>FY 2022-2023 – Rs. _____<br>Total of above three years – Rs. _____ |                                      |                       |
| 9.   | GST Number  |   |                                      |                       |
| 10   | PAN Number  |   |                                      |                       |
| 11.  | Any other relevant information (extra sheets may be attached)   |   |                                      |                       |

Signature of applicant  
(Name \_\_\_\_\_)