

**OFFICE OF THE MUNICIPAL COUNCIL, SONEPUR**  
**Ph.06654-220475, e-Mail-sonepurm.hud@nic.in**

No. 553 / Date 06.03.25

**EXPRESSION OF INTEREST FOR OPERATION AND MAINTENANCE OF CATTLE  
SHELTER AT SONEPUR**

"Expression of Interest" are invited from the Registered Voluntary Organisations/ Institutions etc. for operation and maintenance of cattle shelter in Sonapur Municipality meant for providing shelter to old, destitute, stray cattle. The EOI documents are available in the district website of Sonapur <https://subarnapur.nic.in>. The applicant shall have to deposit Rs.2,000/- (Rupees two thousand) only towards (non refundable) paper cost in shape of demand draft in favour of Executive Officer, Sonapur Municipality payable at Sonapur. The interested registered organisation / institution should submit their organisational/ institutional profile, mechanism alongwith DD to the office of the undersigned on or before 18.03.2025 at 5.00 PM either in person or Regd. Post / Speed Post and the same will be opened on 19.03.2025 at 11.00 AM in presence of Gosala Committee members of the Sonapur Municipality. Beyond the date no EOI shall be entertained. Authority reserves the right to initiate or cancel the entire process without quoting any specific reasons at any stage.

  
Executive Officer,  
Sonapur Municipality

Memo No. 554 /Dt. 06.03.25

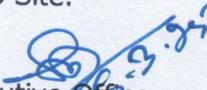
Copy submitted to Joint Secretary, Information and Public Relations Department, Govt. of Odisha, Bhubaneswar through email with a request to publish the above Notice in any two nos. of daily newspaper tomorrow for one day only.

Copy to this office Notice Board for information.

  
Executive Officer  
Sonapur Municipality

Memo No. 555 /Dt. 06.03.25

Copy to the District Informatics Officer, NIC, Subarnapur for favour of information with request to publish the above expression of interest in District Web Site.

  
Executive Officer  
Sonapur Municipality

Memo No. 556 /Dt. 06.03.25

Copy submitted to the District Magistrate & Collector, Subarnapur/Project Director, DUDA, Subarnapur/ Sub-Collector, Subarnapur/ CDVO, Subarnapur/ Tahasildar, Sonapur/ BDO, Sonapur for favour of kind information and necessary action.

  
Executive Officer  
Sonapur Municipality

## INSTRUCTIONS

### **1. BACKGROUND**

Sonepur Municipality (hereinafter referred to as "the Authority"), is one of the oldest municipalities in Odisha. The ULB has a population of 20,777 as per the Census 2011.

Cattle Shelter Houses are meant for providing shelter to old, destitute, stray cattle, Sonepur Municipality has one such cattle shelter house at Kolpada under Ward No.10. The objective of this Expression of Interest is to provide opportunity to registered voluntary organisations/institutions having interest in operation and maintenance of Cattle Shelter House on a non-profit basis.

Voluntary Organisation in this EOI shall mean:

- A society registered under the Societies Registration Act 1860 (Act XXI of 1860); or
- A charitable non-profit making organisation ; or
- A public trust registered under any law for the time being in force; or
- Any registered non-official organization engaged in the conduct and promotion of animal welfare.

### **2. EOI Processing Fees**

Sonepur Municipality reserves the right to initiate or cancel the entire process without quoting any specific reasons at any stage. Rs.2,000/- (non-refundable) will be deposited as paper cost in shape of demand draft payable at Sonepur.

### **3. Documents to be submitted**

The Expression of Interest is to be submitted in the prescribed manner.

1. Copy of Regd. deed of charitable trust/ Organisation/ Institution
2. Copy of registration of societies
3. PAN Card
4. GST Certificate
5. Pass Book
6. Declaration on non-judicial stamp paper to the effect that the firm is not debarred from any assignment funded by Government of India or State Government or PSUs
7. If any other experience.



#### 4. Eligibility

1. Voluntary Organisation in this EOI shall mean:
  - A society registered under the Societies Registration Act 1860 (Act XXI of 1860); or
  - A charitable non- profit making organisation; or
  - A public Trust registered under any law for the time being in force; or
  - Any registered non-official organization engaged in the conduct and promotion of animal welfare.
2. The organisation should have at least three years of experience of working in area related to Animal welfare activities.
3. It should not be run for profit to any individual or body of individuals.
4. It should have a properly constituted managing body with its powers, duties, and responsibilities clearly defined and laid down in a written constitution.
5. The voluntary Non-Government organisation should have audited report of expenditure of the last three years by a registered Chartered Accountant.
6. The agency should not be blacklisted by any Central Government/ State Government/ PSU/ Government Bodies

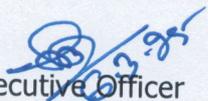
Necessary documents/ testimonials shall be attached by the applicant to verify the above criteria. Those who qualify/ fulfil the above criteria shall be considered for technical evaluation. **Preference will be given to the local Firm/ Institution/ Organisation.**

#### 5. Terms and condition

The selected agency is required to execute a MoU (Draft Attached) with Sonapur Municipality and perform the following routine operations at Cattle Shelter House. All operations shall be done as per standard or guidelines of government.

1. Record keeping: The agency shall keep record of cow and its progeny, newcomer cows, birth and death of cows provided to it at the Cattle Shelter House by Sonapur Municipality. The same shall be updated to Sonapur Municipality on a regular basis.
2. Feeding management: Cattle in Cattle Shelter House should be given fodder according to their body requirements. The cattle should be fed in suitably constructed structures.
3. Grooming of the cattle to be performed on a routine basis bathing, brushing and maintaining cleanliness.
4. Exercising of the cattle to be done to keep them in good condition. The cattle should be paraded on regular basis.
5. Regular weighing of the cattle to be done to get stock of their general condition, growth, well-being and health.
6. Animal waste/ manure should be completely and promptly removed from the sheds so that it does not cause any disease and cleanliness to be maintained.
7. Water supply management: clean and fresh drinking water should be made available to all cows in the Cattle Shelter House round the clock.

8. All Cattle Shelter House operations must be planned with regard to the comfort of animals which should include care of calves, sick and old animals, pregnant cows and should receive personal attention of the manager.
9. The stay and environmental arrangements for the cattle shall be done as per standard and advisory of govt.
10. Any requirement that is required based on seasons/ climate is to be maintained by the agency so that proper care of the animals is done.
11. Proper lighting Cattle Shelter House should be done by the agency.
12. Planting of trees to be done in coordination with the horticulture department of Subarnapur.
13. Death of cattle in the cattle shelter House should be immediately reported to Sonapur Municipality and Chief District Veterinary Officer, Subarnapur. Post-mortem should be conducted by the official authorized by CDVO, Subarnapur. Burial of the dead animals will be done as per standard or advisory of govt.
14. Surveillance and close observation of Cattle Shelter House to limit any malpractice should be done by employing security measures.
15. Required staffs to be provided by the agency for proper care of the cattle. They shall be employed on the payroll of the agency.
16. The medical and health care of the cattle shall be done as per the standard and advisory of the government.
17. Calf management shall be done as per the standard and advisory of the government.
18. The aim of the project is to make the operations self-sustainable by effective management of resources, generating revenue through various products and making the project financially viable. Hence the agency is to ensure the project is self- sustainable.
19. Land and existing infrastructure will be provided by Sonapur Municipality and will belong to it till the end of the project. The ownership of land shall remain with Sonapur Municipality or Government as the case may be.
20. Agency shall maintain and run Cattle Shelter House with his own cost. No financial assistance will be provided to the organisation for maintenance of cattle shelter.

  
Executive Officer  
Sonapur Municipality

## Memorandum of Understanding (Draft)

The Memorandum of Understanding made on this..... day of .....(Month).....(Year) between Municipal Council, Sonapur through its Executive Officer (herein after called 'First Party') which expression shall unless excluded by or repugnant to the context be deemed to include his successor in office and assigns of the one part.

AND

(Name of registered voluntary Organisation/ institution) through its (authorized representative) (herein after called the Second party which expression shall unless excluded by or repugnant to the context be deemed to include his successor in office an assigns) of the other parts.

WHEREAS, the First Party has developed a Cow shelter in Mouza: Sonapur Town Unit No.3 on Plot No.999, 1037, 1038, 1039, 1040, 1041 and 1042 of Holding No.189 with total area of Ac.3.00 at Kolpada, Sonapur of District Subarnapur of Odisha which has been made operational for keeping cows and its progeny (Cow, Calf, Heifer, Bull and Bullock) who are caught and are kept in Cow Shelter

Whereas, both parties are agreed that the operation of the Cow Shelter located at would be under taken by the Second Party and as such MOU has to be prepared between the First Party and the Second party.

Whereas, Tahasildar, Sonapur who is the owner of the above plots has identified the above plots for the First Party for construction of Kine House and the same place has been developed for keeping unsheltered/uncared cows and its progeny therein and providing them timely Food, water, proper shelter and safety. The Animal Husbandry services will be supported by the nearby Government Veterinary Hospital under Supervision of Chief District Veterinary Officer, Subarnapur.

And whereas, the Second Party is desirous to manage the said Cow Shelter on the terms and conditions herein after contained in this memorandum of understanding.

Now this deed of Memorandum of Understanding witness as follows:

1. That the term of MOU shall commence w.e.f (date) shall subject to the terms remain in force for a period of 01 year i.e., up to (date), The First Party can increase the period if it satisfied with the operation of Cow Shelter by the Second Party.



2. That the Second party will keep the details of Cow and its progeny, newcomer, cows, birth and death of cows provided to the Second Party at above said place by this First Party.
3. That the Second Party will not fix any limit of the animals sent/deployed by the First Party.
4. That the second party shall not sell/ relocate any cow and its progeny which are at above said place.
5. That the First Party can direct the Second party to handover a cattle to its rightful owner if the owner of the cattle deposits necessary fines/ user fees with the First Party. Second party shall not have any objection.
6. That the First Party can distribute/auction the unclaimed cows housed at the Cow Shelter House to eligible and needy farmers/ beneficiaries of the district. The Second Party shall not have any objection.
7. That the Second Party will allow the officers of the Government or as reputed/nominated/authorized officer to inspect the Cow Shelter and if any short coming is found, the same shall be rectified immediately by the Second Party.
8. That the First Party shall provide very primitive requirement as required to establishment of Cow Shelter. The Second Party will not ask to establish any permanent office accommodation etc.
9. That the area remaining after construction of cowshed and other infrastructure shall be used by the Second Party for growing of green fodder for the animals, but without having any ownership. The green fodder grown would only be utilized for the feeding of the cows kept in the cow shelter. The Second Party will not sell any fodder to the any outsider.
10. That the health check-up of the cows shall be done by the Veterinary Doctors and Para-Veterinary staff deployed by the Chief District Veterinary Officer and the Second Party shall procure the prescribed medicines/ kits not available under Government supply. An office staff shall be appointed by Second Party to supervise day to day activities. Second Party will also keep First Aid medicine from own source for prompt relief.
11. That if the work of the Second Party is not found satisfactory then the First Party shall have a right to cancel the Memorandum of Understanding by giving one month's notice and the work would be given to any other competent person or Society/ Institution. The Second Party will have no legal right to claim any damages from the First Party.



12. That if it is found that the Second Party is mis-utilizing the infrastructure machines, equipment's etc. provided by the First Party, the Second Party will be solely responsible for the losses.
13. That the Second Party will undertake minor maintenance, repairing, regular white washing, painting of the Cow Shelter.
14. No financial assistance will be provided to the second party for maintenance of cattle shelter.
15. That the Second Party shall ensure that all the prophylactic Vaccinations against contagious disease of livestock are given at appropriate time and proper records are kept.
16. That the Second Party shall accept all the cows and its progeny sent by the First Party subject to the capacity of the Cow Shelter.
17. All sales proceeds from the disposal of Cow's Milk, dung and urine will be utilised in animal welfare activities.
18. All expenses towards stamp duty etc. on this MOU deed shall be borne by the Second Party.
19. Any dispute and different arising out of or in any way touching or concerning this MOU shall be final by the District Magistrate & Collector, Subarnapur. The award of the District Magistrate & Collector, Subarnapur shall be final and binding on both the parties.

In witness where of the parties have signed this MoU on the day and the year first above mentioned.

First Party

Second Party

Name

Name

Post

Post

Contact

Contact

e-mail-

e-mail-

Witness:

Witness:

1.

1.

2.

2.

**APPLICATION FORM FOR OPERATION AND MAINTENANCE OF CATTLE SHELTER  
AT SONEPUR**

1. Organisation name :
  - Address
  
  - Contact No.
  - E-mail
2. Name of the Act under which registered :
3. Registration No. and date of Registration under societies Act :
4. PAN Card :
5. GST Certificate :
6. Demand draft No. and date of Rs.2,000/- :
7. Details of the Animal Welfare activities performed by the organisation :
8. Details of facilities available with organisation :
9. Details of staff employed :
10. List of document to be attached :

**DECLARATION**

I Sri \_\_\_\_\_ S/o \_\_\_\_\_ on  
behalf of \_\_\_\_\_ organisation do hereby declare that  
the above statements furnished by me are true to the best of my knowledge and belief.



Signature of the applicant