

# **MUNICIPAL CORPORATION MANDI**



## **REQUEST FOR PROPOSAL**

**(RFP)**

**FOR**

**Empanelment of Individuals/Agencies for Catching  
and Relocation of Monkeys**

**Due Date of Opening: 25.11.2025**

**Service Period:-12Months (1Year)**

**Assistant Engineer  
Municipal Corporation, Mandi (HP)**

# Request for Proposal (RFP)

## 1. Introduction

The Municipal Corporation Mandi invites sealed proposals from eligible individuals/agencies/SHGs/Contractor for empanelment of individual/Agencies for monkey catching, transportation to designated sterilization center/notified forest department release point from the jurisdiction of MC Mandi on Govt. Approved rates. Monkeys will be caught from public places, government buildings, residential areas, markets, and other sensitive locations within the jurisdiction of Municipal Corporation Mandi (HP).

The empanelment aims to ensure human-wildlife conflict management in a humane, safe, and effective manner, in line with applicable laws, rules, and guidelines issued by the Animal Welfare Board of India, Forest Department, and other statutory authorities.

## 2. Scope of Work

- Safe catching, handling, and transportation of monkeys without causing injury to the animal or public from public places, institutions, markets, residential colonies, and other identified areas of MC Mandi to designated sterilization centers / forest department release points as notified by the competent authority.
- Monkey catching to be done in a humane manner, without causing injury, cruelty, or distress to the animals, in compliance with Wildlife (Protection) Act, 1972 and Animal Welfare guidelines.
- Daily reporting of monkeys caught and handed over, with proper documentation and acknowledgement from the concerned officer.
- Relocation/release of monkeys at designated forest/relocation sites in consultation with the Forest Department.
- Deployment of skilled manpower and equipment for monkey catching.
- Maintaining records of monkeys caught, relocated, and handed over to Forest Department officials.
- Immediate response to complaints/requests raised by the Municipal Corporation Mandi (HP).

### 3. Eligibility Criteria

- The applicant should be an individual/agency/SHG/Contractor experienced in handling/catching monkeys or similar wildlife.
- Valid registration with concerned authority/Forest Department (where applicable).
- The agency should have minimum manpower (atleast 5 trained monkey catchers)
- Must not have been blacklisted by any government/PSU/agency.
- Agencies should have GST/PAN registration (individuals and SHGs to provide valid ID proof and tax details).
- Preference will be given to those with prior experience in Monkey catching/animal control services with certificate from Govt. departments.

### 4. Submission of Proposal

- Interested individuals/agencies should submit their proposals in sealed envelopes clearly superscribed "Proposal for Empanelment of Monkey Catcher – [Name of Applicant]" containing the following documents:
- Covering letter on applicant's letterhead.
- Applicant details (Name, Address, Contact).
- Proof of experience and qualifications.
- Copy of registration/authorization from competent authority (if any).
- PAN/GST or valid ID proof.
- Financial quotation indicating per monkey caught/relocated, including manpower, transport, equipment, and other charges.

### 5. Evaluation of Proposals

- Proposals will be evaluated based on eligibility, experience, capability, and financial quotation.
- The Municipal Corporation Mandi reserves the right to empanel more than one individual/agency for operational convenience.

## 06. Terms and Conditions

- The empanelment shall be valid for a period of one years further extnedable for other one year on mutual consent, subject to satisfactory performance.
- The work shall be carried out strictly in compliance with the Wildlife Protection Act, 1972, HP Forest Department wild life wing Guidelines for monkey sterilization and other applicable laws.

Payment will be made on certification of work done by the concerned officer.

In case of unsatisfactory work, violation of rules, or misconduct, empanelment may be terminated without prior notice.

The empanelled individual/agency shall indemnify the [Municipal Authority] against any claims, losses, or damages arising during the course of work.

## 7. Important Dates

Issue of RFP: 15.11.2025

Last date of submission: 25.11.2025 upto 12.00 PM

Opening of proposals: 25.11.2025 at 12:30 PM

## 8. Contact Information

For further details, please contact: Sh. Sidharth Sharma, Junior Engineer, Municipal Corporation Mandi, Mobile No. 7018264105 for any enquiry.

  
Assistant Engineer  
Municipal Corporation, Mandi  
(HP)

Signature with stamp (Individual/Agency)

**Covering Letter Format**

**(To be submitted on the letterhead of the applicant/agency)**

**To,**

**The Commissioner,  
Municipal Corporation,  
Mandi (HP)**

**Subject: Proposal for Empanelment as Monkey Catcher**

**Sir,**

With reference to your RFP No. MC/Mandi/Tender Notice/2025-5276 dated 18.09.2025,  
I/We hereby submit my/our proposal for empanelment as Monkey Catcher.

I/We hereby declare that:

1. I/We have read and understood the terms and conditions of the RFP and agree to abide by them.
2. All information and documents submitted are true and correct to the best of my/our knowledge.
3. I/We have not been blacklisted by any government or public sector organization.
4. I/We possess the necessary skills, manpower, equipment, and authorization (if applicable) to undertake the work.

Enclosed are the required documents along with financial quotation as per prescribed format.

Yours faithfully,

(Signature with seal/stamp)

Name: .....

Designation: .....

Agency/Individual Name: .....

Address: .....

.....

Mobile No.: .....

Email: .....

Dated : .....

Financial Bid Format

(To be submitted on applicant/agency letterhead in a separate sealed envelope)

| S. No. | Description of Work                                                                       | Unit       | Rate (INR) (Inclusive of all taxes/charges) |          |
|--------|-------------------------------------------------------------------------------------------|------------|---------------------------------------------|----------|
|        |                                                                                           |            | In Fig.                                     | In words |
| 1.     | Catching and safe relocation of monkey as per instructions of Municipal Corporation Mandi | Per Monkey |                                             |          |
|        | Total                                                                                     |            |                                             |          |

Note:

- 1. If agreed on Govt. approved rates then clearly state “**agreed on Govt. approved rates**”, otherwise quote the rates in Fig. and Words in respective columns.
- 2. Rate shall be inclusive of manpower, transport, equipment, safety gear, and all incidental expenses.
- 3. No additional payment shall be made over and above the quoted/Govt. approved rates.
- 4. Payments shall be released on certification of work by the authorized officer.

(Signature with seal/stamp)

Name: .....

Designation: .....

Agency/Individual Name: .....

Address: .....

.....

.....

Mobile No.: .....

Email: .....

Dated : .....