



No. KVAOWA/GGN/2025/99/302

Dated: 07<sup>th</sup> September, 2025

### **Sealed Limited Tender for Garbage Collection Services**

Sealed tenders are invited by the President, KVAOWA, Kendriya Vihar, Sector-56, Gurugram -122011 (Haryana) from the MCG recognized & registered contractors for providing the services mentioned above for three years, subject to the following general terms and conditions:

#### **1. Introduction**

Kendriya Vihar Apartment Owners Welfare Association (KVAOWA), located at [insert address], invites sealed tenders from eligible and experienced service providers for providing door-to-door garbage collection, segregation, horticulture waste management, and disposal services within the society premises.

Category	Blocks / Towers	Nc. of Houses
Low-rise Housing	Blocks AA, A, B, C (3-storey) - without lift,	1114
	Block DX (1-storey)	178
Multistorey Housing	12 Towers (9-storey each)- with lift	648
<b>Total</b>	<b>-</b>	<b>1940</b>

#### **2. Scope of Work**

The contractor shall be responsible for:

1. Daily door-to-door collection of garbage from all flats/blocks, including Sundays and public holidays.
2. Collection of:
  - Wet waste (biodegradable)
  - Dry waste (non-biodegradable)
  - Malba ,if any
  - Horticulture waste (garden/park trimmings, leaves, branches, etc.) ensuring proper
  - Segregation and disposal at agency end.
3. Transportation of waste to designated Municipal/ Authorized dumping grounds, composting sites, or recycling facilities as applicable.
4. Maintaining cleanliness of common areas by picking of garbage from bins, and garbage collection points within the society.
5. Providing trained manpower, tools, carts, vehicles, and protective gear for workers.

*"Service with a Smile"*





6. Ensuring compliance with local municipal corporation rules and Swachh Bharat Mission guidelines.

### 3. Duration of Contract

The contract will be awarded for a period of 3 years, subject to annual performance evaluation. Continuation of the contract each year will depend on satisfactory performance, as assessed by the Management.

### 4. Eligibility Criteria

Bidders must meet the following conditions:

- Valid municipal registration/license for waste management.
- PAN, GST, and other statutory registrations.
- Adequate manpower, equipment, and vehicles to fulfill obligations.

### 5. Submission of Tender

- Tender should be submitted in two parts:
- Technical Bid – Company profile, licenses, past experience, manpower & equipment details.
- Financial Bid – Quotation of monthly/annual charges inclusive of manpower, vehicles, and statutory compliance.
- **Last date for submission: 13.09.2025 at 04.00 PM**
- Sealed tenders must be addressed to:
- Technical bids must be accompanied by EMD amounting to Rs. 10,000/- (Rupees Ten Thousand only) by way of Demand Draft drawn in favour of KVAOWA, Gurugram. Validity of the DD must be at least for sixty days from the closing date of the tender. EMD of unsuccessful bidders shall be returned on completion of the tendering process and finalizing the contract. No interest is payable on the EMD.
- Management of KVAOWA reserves the right to accept or reject any tender in full or part and the decision of the management shall be final in all matters.
- The technical and financial bids shall be in separate sealed envelopes and these two envelopes shall be kept in one large sealed envelope.
- The President, Kendriya Vihar Apartment Owners Welfare Association, Plot No. GH-49, Kendriya Vihar, Sector-56, Gurugram-122011

### 6. Evaluation Criteria

- Financial bid of all technically eligible vendors will be opened and contract will be awarded to lowest vendor. Separate contract may be given in case of separate lowest vendor for each category. However if garbage collector is willing to match rates of lowest vendor than consolidated contract may also be given at the discretion of KV.

*"Service with a Smile"*







- The Management reserves the right to accept or reject any bid without assigning reasons.

## 7. Terms & Conditions

1. Contractor must deploy adequate manpower to cover all apartments/blocks daily.
2. Workers must wear uniforms, gloves, masks, and safety gear.
3. The vendor will ensure full responsibility for the work, including handling all types of MCG-related issues. In case any penalty is imposed by MCG, the vendor will manage and resolve the matter directly with MCG.
4. To lift all types of Garbage from / within the complex of Kendriya Vihar, Sector-56, Gurugram through labourers/ tractor/ rickshaw, etc. and dump/deliver in the places designated/permitted by the Municipal authorities.
5. Garbage/ waste including kitchen garbage will be collected from door to door from each flat of Blocks AA, A, B, C & Dx everyday.
6. To lift / dispose off all cut grass, bushes & hedge cutting, leaves of trees & Sweeping kuda, branches of tree cutting, prunings of trees, etc. from within the Campus.
7. To lift garbage from the community centre-I & II, all the dustbin as well as the dumping place near A & B and C & DX junctions on the Madhya Marg.
8. Garbage and horticulture waste collection must be completed before 10:00 AM daily (except large garden cleaning drives, which may be scheduled separately).
9. The contractor will be solely responsible for wages, PF, ESI, and insurance of deployed staff.
10. No additional charges will be paid beyond the agreed contract value.
11. The Management will conduct annual performance evaluations. Unsatisfactory performance may result in non-renewal or early termination.
12. The Management of Kendriya Vihar shall be at liberty to impose penalties, as decided by the OBs, for any violation of the terms of the contracts.

*"Service with a Smile"*





13. Payments will be made on a monthly basis against invoice and confirmation of satisfactory work.
14. Either party can cancel the contract without assigning any reasons by giving 3 months' notice.
15. We are working towards segregation, and once it is implemented, we will relook into the agreement.

**8. Contact for Clarifications**

Name: Ritu, Estate Manager

Phone: 9643139567

Email: kv006\_gurgaon@yahoo.co.in

  
(Atul Dhyani)  
Secretary, KVAOWA

*"Service with a Smile"*





**TECHNICAL BID**

**Service for which the bid is made: GARBAGE DISPOSAL CONTRACT**

S. No	Details	Information
1.	Name of the company/firm	
2.	Registered office Address	
3.	Mobile No.	
4.	Mail ID:	
5.	Name, Designation, Mail ID and Phone Number of Authorised signatory (i)	
6.	Name, Designation, Mail ID and Phone Number of Authorised signatory (ii)	
7.	Registration No: with date of Registration	

*"Service with a Smile"*







**KENDRIYA VIHAR APARTMENT OWNERS WELFARE ASSOCIATION (KVAOWA)**  
**KENDRIYA VIHAR, SECTOR-56, GURUGRAM (HARYANA) – 122011**  
(Registered under Societies Registration Act No.1 of 2012 Registration No. 00651 Dated 25/4/2013)

8.	Address and Telephone No: of Registering Authority:	
9.	Details of the licence to perform the service for which the bid is made [Number; Date of Issue; Issuing authority; Validity]	
10.	Whether ISO Certified	
11.	ISO Certificate No: date & Validity.	
12.	EPF Registration No:	
13.	Address and Telephone No: of EPF Authority.	
14.	ESI Registration No:	
15.	PAN No:	
16.	Address and Telephone No: of Income Tax Authority.	
17.	TAN No: if any	
18.	Work experience in field	
19.	List of clients with their postal addresses And telephone numbers.	

**Documents to be attached:**

1. Registration certificate
2. Licence for performing the service for which the bid is being made
3. PAN Card
4. ISO Certificate
5. EPF Registration certificate
6. ESI Registration certificate
7. GST Registration certificate
8. TAN Certificate
9. Copies of Income Tax Returns for the preceding three AYs.

*"Service with a Smile"*

Mob: - 8800853661 Email: kv006\_gurgaon@yahoo.co.in; Web-site: kv006gurgaon.com





**KENDRIYA VIHAR APARTMENT OWNERS WELFARE ASSOCIATION (KVAOWA)**  
**KENDRIYA VIHAR, SECTOR-56, GURUGRAM (HARYANA) – 122011**  
(Registered under Societies Registration Act No.1 of 2012 Registration No. 00651 Dated 25/4/2013)

**FINANCIAL BID DOCUMENT**

S.N.	Category	Amount (Rs) Per month
a.	Garbage collection- segregation to be done by vendor	
b.	Garbage collection- segregation to be done by Residents	
c.	Horticulture waste disposal	
d.	Dry waste (Building Material) Per trolley	
e.	Total (a+b+c+d)	

**NOTE:** Taxes and statutory remittances if claimed, will be reimbursed only on submission of proof of actual payment made by the contractor.

**NOTE:** The Management expects that at least eight (8) garbage collectors are required for the entire society. However, we request the vendors to conduct a survey of the society and suggest the appropriate manpower needed for the timely collection of garbage from all blocks (AA, A, B, C, DX, MS), bins, and designated garbage collection points within the society.

*"Service with a Smile"*

Mob: - 8800853661 Email: kv006\_gurgaon@yahoo.co.in; Web-site: kvgurgaon.com

