



No. KVAOWA/GGN/2026/99/ 501

Dated: 11 May, 2026

**Sealed Limited Tender for Garbage Collection and Horticulture Services**

**Earnest Money Amount – Rs. 10000/-**

Last date for submission: 15<sup>th</sup> May, 2026 at 04.00 PM

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

**1. Introduction**

Kendriya Vihar Apartment Owners Welfare Association (KVAOWA), located at Sector-56, Gurugram -122011 invites sealed tenders from eligible and experienced service providers for Door-to-door garbage collection, Waste segregation disposal services, removal of Horticulture waste within the society premises before dumping.

**Society Details:**

Category	Blocks / Towers	No. of Houses
Low-rise Housing	Blocks AA, A, B, C (3-storey) – without lift	1114
1-storey	Block DX	178
Multistorey Housing	12 Towers (9-storey each) – with lift	648
<b>Total</b>		<b>1940</b>

**2. Scope of Work**

**Part A – Garbage pick (Dry, Wet and Malba)**

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 the following types of waste:
  - o Wet waste (biodegradable)
  - o Dry waste (non-biodegradable)
  - o Malba (if any)
3. Transportation of waste to designated Municipal/Authorized dumping grounds, composting sites, or recycling facilities, as applicable.

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4. Maintaining cleanliness of common areas by collecting garbage from bins and designated collection points within the society.
5. Providing trained manpower, along with necessary tools, carts, vehicles, and protective gear for workers.
6. Ensuring compliance with local municipal corporation rules and Swachh Bharat Mission guidelines.

### **Part B – Horticulture Waste**

To carry out the daily collection, lifting, and disposal/removal of horticultural waste, including but not limited to garden cuttings, dry leaves, grass clippings, tree branches, and other green waste, from the designated areas within the premises.

Participants may submit their quotations either inclusive or exclusive of horticultural waste handling services. However, separate quotations/pricing must be provided for both components distinctly.

A separate agreement will be executed wherein the detailed scope of work will be defined

### **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: 15<sup>th</sup> May, 2026 at 04.00 PM**
- Sealed tenders must be addressed to: President, Kendriya Vihar, Sector-56, GGN

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- 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. If EMD is not paid with the quotation same can be submitted after the allotment of the tender.
- 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 sealed envelope.
- Garbage and Horticulture waste tender participants may submit their quotations either inclusive or exclusive of horticultural waste handling services. However, separate quotations/pricing must be provided for both components distinctly.
- Priority will be given to the Agencies offering both the services.

## 6. Evaluation Criteria

- Financial bid of all technically eligible vendors will be opened and contract will be awarded to the 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 then consolidated contract may also be given at the discretion of KV.
- 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. Management expect that minimum 7 manpower will be deputed for garbage pick.
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 garbage from the community center-I & II, all the dustbins as well as the dumping place near A & B and C & DX junctions on the Madhya Marg.
7. Garbage waste collection must be completed before 10:00 AM daily (except large garden cleaning drives, which may be scheduled separately).

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7. Garbage waste collection must be completed before 10:00 AM daily (except large garden cleaning drives, which may be scheduled separately).
8. The contractor will be solely responsible for wages, PF, ESI, and insurance of deployed staff.
9. No additional charges will be paid beyond the agreed contract value.
10. The Management will conduct annual performance evaluations. Unsatisfactory performance may result in non-renewal or early termination.
11. 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.
12. Payments will be made on a monthly basis against invoice and confirmation of satisfactory work.
13. Either party can cancel the contract without assigning any reasons by giving 3 months' notice.
14. We are working towards segregation, and once it is implemented, we will relook into the agreement.
15. A separate Agreement will be signed with the finalized Agency and will prevail over aforementioned terms and conditions.

#### **8. Contact for Clarifications**

**Name:** Ritu, Estate Manager

**Phone:** 9643139567

**Email:** kv006\_gurgaon@yahoo.co.in

**Atul Bhyani**  
Secretary, KVAOWA

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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	
8	Address and Telephone No: of Registering Authority	
9	Details of the license 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:	

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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)

13	Address and Telephone No: 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 number	

Documents to be attached:

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

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





## FINANCIAL BID DOCUMENT

S.N.	Category	Amount (Rs) Per Month
a.	Garbage collection – segregation to be done by vendor	
b.	Horticulture waste disposal	
c.	Dry waste (Building Material) Per trolley	
d.	<b>Total (a + b + c + d)</b>	

### Notes:

1. Taxes and statutory remittances, if claimed, will be reimbursed only on submission of proof of actual payment made by the contractor.
2. The Management expects that at least eight (8) garbage collectors are required for the entire society. However, vendors are requested to conduct a survey of the society and suggest appropriate manpower needed for timely garbage collection from all blocks (AA, A, B, C, DX, MS), bins, and designated garbage collection points.

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