



COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

No. CU/GAD/2023/306 /6682

Dated: 27/08/2026

Expression of Interest

COTTON UNIVERSITY Panbazar, Guwahati – 781001, Assam (Established under the Cotton University Act, 2017) EXPRESSION OF INTEREST (EOI) / TENDER DOCUMENT Collection, Transportation and Disposal of Solid Waste / Garbage.

1. NOTICE INVITING EXPRESSION OF INTEREST

Cotton University Invites Expression of Interest (EOI) from eligible agencies, firms, NGOs, cooperatives, or service providers for collection, transportation and environmentally compliant disposal of garbage generated within Cotton University campus including hostels and residential areas.

The selected agency shall ensure regular collection, segregation, transportation and safe disposal of solid waste in accordance with the Solid Waste Management Rules 2016 and applicable regulations. Contract Period: 1 Year (extendable based on performance)

2. ABOUT COTTON UNIVERSITY

Cotton University is a premier public university located at Panbazar, Guwahati. The campus includes academic buildings, administrative offices, residential quarters, student hostels, canteens and public spaces generating significant quantities of solid waste on a daily basis.

3. SCOPE OF WORK

The contractor shall undertake:

1. Daily collection of garbage from all designated locations.
2. Segregation of waste into biodegradable and non-biodegradable categories.
3. Transportation of garbage using covered vehicles.
4. Disposal at authorized municipal dumping/processing sites.
5. Cleaning around garbage collection points.
6. Handling hostel kitchen waste, food waste and garden waste.
7. Maintaining hygienic conditions across campus.
8. Areas Covered:
 - Main Campus building.
 - Physics Dept. Campus.
 - Chemistry Dept. Campus.
 - Botany & Zoology Campus.
 - Boys Hostels.
 - Girls Hostels.
 - Canteens and eateries.
 - Open spaces and roads.

4. ENVIRONMENTAL COMPLIANCE

The contractor must comply with:

- Solid Waste Management Rules 2016.
- Pollution Control Board regulations.
- Municipal waste disposal guidelines.

Waste segregation, transportation and disposal must follow environmentally responsible practices.



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5. MANPOWER REQUIREMENT (ESTIMATED)

Suggested deployment:

Sanitation Workers: 12, Supervisors: 1, Driver: 2, Helpers/loaders: 4

Workers must use safety equipment including gloves, masks and uniforms.

6. VEHICLE REQUIREMENT (ESTIMATED)

The agency must provide:

- 2 Garbage collection vehicles (small tipper or equivalent)
- Hand carts / trolleys for internal movement

Vehicles must be covered and suitable for solid waste transport.

7. RESPONSIBILITIES OF CONTRACTOR

The contractor shall:

- Deploy adequate manpower
- Provide vehicles and equipment
- Maintain cleanliness at garbage points
- Maintain service logs
- Follow labour laws and safety norms

8. ELIGIBILITY CRITERIA

Applicants must:

- Be registered firms/companies/NGOs having HQ at Guwahati, Assam
- Possess GST registration
- Must have PAN
- Must have experience in sanitation services
- Provide proof of previous work experience for at least 3 years in similar work.

9. EARNEST MONEY DEPOSIT

Bidders must submit an EMD of **Rs. 10,000.00** in the form of Demand Draft in favour of **Cotton University**.

10. PERFORMANCE SECURITY

The successful bidder shall deposit 5% of contract value as performance security.

11. PENALTY CLAUSES

Penalty may be imposed for:

- Failure to collect garbage regularly
- Non-compliance with environmental rules
- Poor sanitation performance

Penalty will include financial deductions from monthly payment.

12. PAYMENT TERMS

Payments shall be made monthly upon submission of bills with service reports and verification by the University authority.



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13. BID SUBMISSION

Bidders must submit:

Technical Bid Financial Bid Supporting Documents with annexure.

All bids must be submitted in sealed envelope with signed copy of the EOI within 17-09-26 2026, 2 PM at Administrative Building, Cotton University, Panbazar, Guwahati-1.

The Bid will be opened in the presence of the representatives of the Bidders at 3 PM on the same day.

14. TECHNICAL BID FORMAT

- i. Name of Agency:
- ii. Address:
- iii. Contact details:
- iv. Registration details:
- v. GST:
- vi. PAN:
- vii. Experience details:
- viii. List of equipment and vehicles:
- ix. Manpower details:
- x. Signed copy of EOI.:

15. FINANCIAL BID FORMAT

Monthly Service Charge (inclusive of manpower, vehicles, fuel, equipment and taxes)

Quoted Amount: (Amount both in figures and words to be quoted)

16. EVALUATION CRITERIA

Selection will be based on:

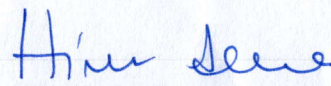
Technical capability and Financial quote.

17. RIGHTS OF THE UNIVERSITY

The University reserves the right to accept or reject any or all bids without assigning any reason.

18. CONTACT

Registrar, Cotton University Panbazar, Guwahati – 781001


Registrar (i/c)