

CONTROLLED DOCUMENT

# Waste Management Policy



গুৱাহাটী বিশ্ববিদ্যালয়  
**Gauhati University**  
Gopinath Bordoloi Nagar, Guwahati-781014, Assam, India

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## **1. Introduction:**

The commitment of Gauhati University to waste management is outlined in this paper. As a leader in the educational industry, we are dedicated to upholding environmental responsibility via reducing our environmental effect, promoting sustainable growth, and motivating others to take action. This policy lays forth some guidelines for best practices in waste management as part of that commitment. The foundation for all waste management initiatives undertaken by Gauhati University is established by this policy. This policy includes comprehensive details on the processes and waste management strategies for every type of trash produced by our activities.

## **2. Purpose:**

Gauhati University engages in a wide range of activities, a wide range of wastes, from hazardous wastes to general wastes and recyclable items, are created and collected. The university has an obligation to make sure that all of these wastes are disposed of properly by using clever and effective waste management techniques. Gauhati University is committed to promoting a circular economy by utilising the recovery, reduce, reuse, and recycle concepts. Gauhati University is an environmentally conscious organisation that is dedicated to promoting waste reduction, reusability, and recycling. It also understands the strategic value of waste management. We work towards the objective of ensuring zero waste to landfills by concentrating on reducing the amount of garbage that ends up there.

## **3. Scope**

This policy applies to all the facilities and locations of Gauhati University and the stakeholders associated with these verticals. All Offices, Institutes, Departments, Halls, Hospital, Canteens, Shops, etc. of the University and its stakeholders shall understand, respect, implement and promote this policy. This policy pertains to all hazardous, ewaste (defunct computers, monitors, servers, laptops, and other electronic items) and non-hazardous waste (dry - scrap waste, paper and cardboard, garbage and other office waste and plastic waste, wet - food waste from canteens, other organic waste such as grass, leaves etc.)

## **4. Policy Statement**

Gauhati University waste management practices are centered around reduction in generation, segregation at source, and reuse and recycle wherever possible. In line with the principles of a circular economy, we try to leverage the waste we generate by reusing it in different processes. Gauhati University complies with the regulations set by pollution control board and maintains a system of waste segregation, storage, reuse, recycle and disposal.

## 5. Policy Objectives

The objectives of this policy are to: ✓ Ensure waste management in accordance with all legislative requirements, plan for future legislative changes and to mitigate their effects. ✓ Minimize waste generation at source and facilitate reduction, reuse and recycling of waste generated through authorized recyclers and vendors in a cost-effective manner. ✓ Provide clearly defined guidelines for identifying and coordinating activities within the waste management process. ✓ Promote environmental awareness to increase and encourage waste minimization, reuse, and recycling. ✓ Ensure safe handling and storage of waste of various types at all facilities and locations. ✓ Promote best practices and holistic approach on waste management. ✓ Ensure that hazardous waste, including used batteries and e-waste is sent to recyclers authorized by the State/Central Pollution Control Boards at the respective locations.

## 6. Action Plan

- **The following are the steps taken for implementation of the Campus Waste management:-**

**1: Accumulation of Waste in the nearby P1 position** of approx. 60 ltr waste bins by the cleaners of every Offices, Departments, Halls, etc on daily basis. The P1 position will be stationed and available in front of every buildings/ Structure and 100metre apart in the GU Main Road.

**2: Accumulation of Waste in the P2 position**  
This accumulation in P2 position will be station on common places where the cleaners/ workers will dump on segregation basis 3 times a week through a cart or electric vehicles on minimum cost basis from where the secondary party from GMC ( Guwahati Municipality Commision) approved list will collect and the necessary payment on monthly basis will be carried out.

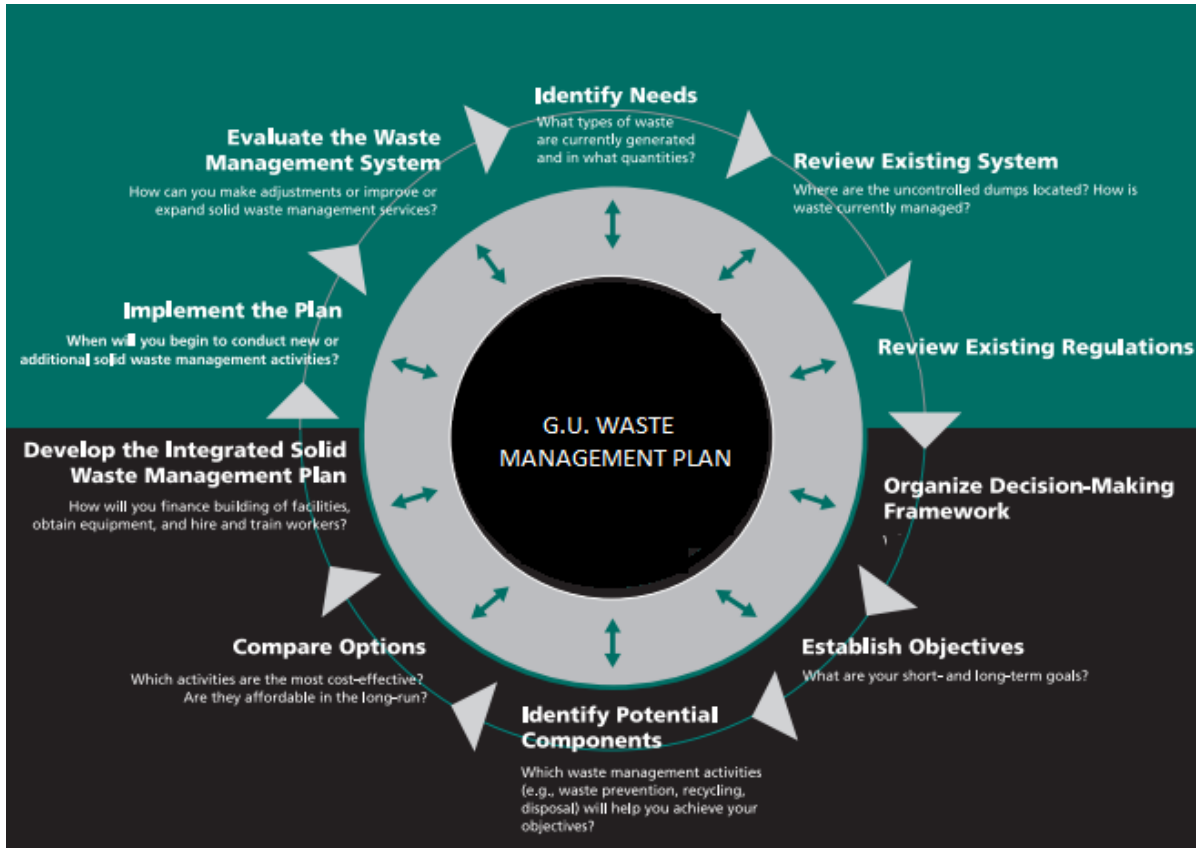
**3: Seggragation of Waste:** The Waste being generated in the P2 position, the solid waste will be collected by the Secondary Party from the GMC and wet garbage/ waste will be transferred to the Botany Department of G.U. from the G.U. end for utilisation in the Vermi Compost site stationed in the Botanical garden. Where on generation of the Vermi Compost it will be utilised in the GU Gardens and also an commercial aspect will be carried out for an income generation. However the following aspects may be also explored like landfill, inceneration, etc

### **4: Requirements:**

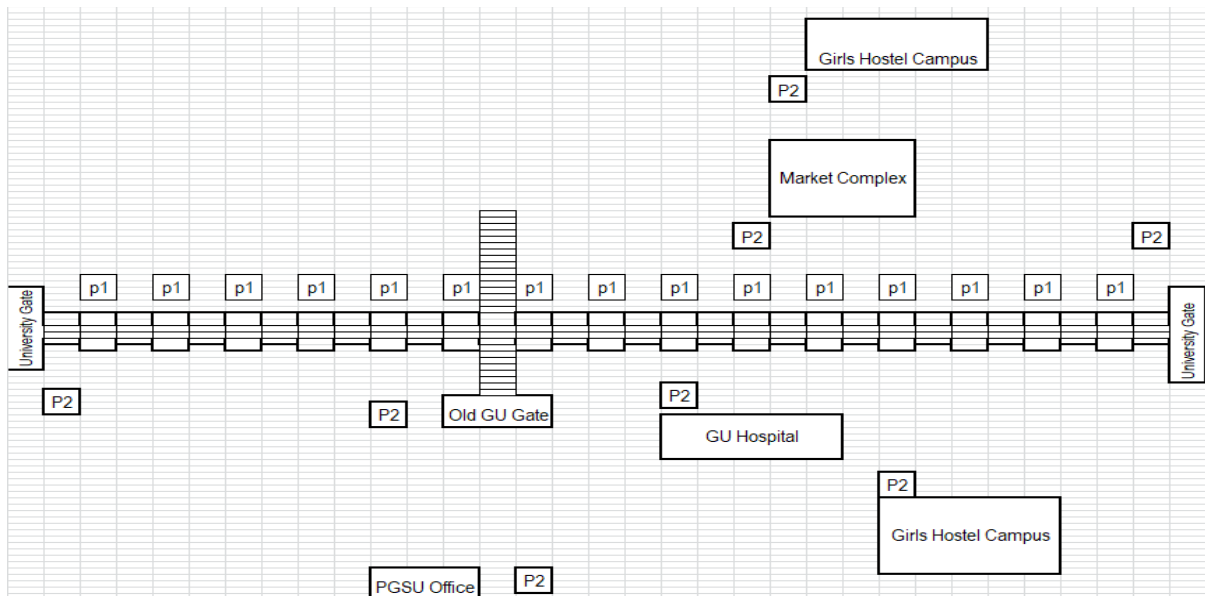
Manpower planning

Procurement of Waste Bins

Procurement of E-Cart Service (to be owned by G.U.)



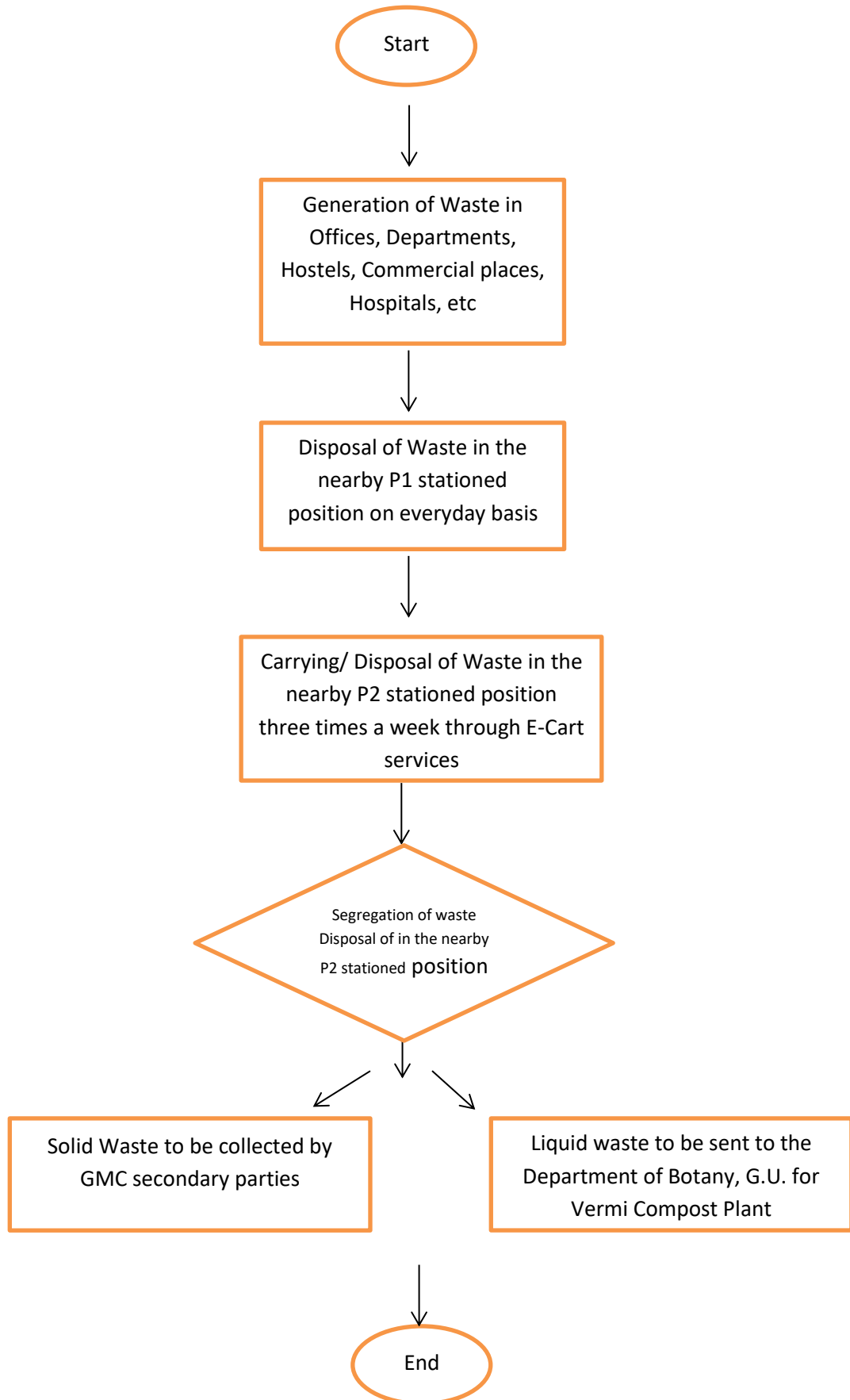
Proposed Tentative Diagram of flow of Waste/ garbage



**Non-Hazardous Waste:****Hazardous Waste:**

Safe disposal of hazardous waste – Hazardous waste is the waste that has substantial or potential threats to public health or the environment. Hazardous waste is sent to vendors authorised by the Central/State Pollution Control Boards (PCBs). At each owned facility, shall be aware of the hazardous waste management rules and responsible for safe handling of hazardous waste generated in the facility. They shall ensure that the hazardous waste is identified, monitor the collection / segregation, labelling the waste properly, facilitate the infrastructure required, and ensure that it is stored in the designated place and safe disposal of hazardous waste. They are also responsible for conducting the periodic training of the staff handling the waste and ensure that proper records of the identified waste are maintained. Concerned Office is responsible for approaching the PCB authorized vendors to initiate collection and disposal of waste.

## Flow Chart of the Proposal for Campus Waste Management



## 7. Structure and Responsibilities

The overall responsibility is vested with the concerned authority of Gauhati University . However, the responsibility of implementation of this policy is of team in-coordination with the different Stakeholders, Offices, Departments, Hospital, Canteens, Halls, Shops, Commercial Establishment, etc. The responsibilities include: • Strategizing, reviewing, and implementing the waste management activities • Getting finance and approvals for waste disposal • Engage with external vendors approved by Pollution Control Board (PCB) for transportation, handling, and recycling of hazardous/non-hazardous waste.

**ISSUED & CONTROLLED BY-  
MR/Director. IQAC, GU**



**SIGNATURE**

**Director  
Internal Quality Assurance Cell  
Gauhati University, Assam**

**APPROVED BY-  
Vice-Chancellor, GU**



**SIGNATURE**

**Vice-Chancellor  
GAUHATI UNIVERSITY  
GUWAHATI-781014**



GAUHATI UNIVERSITY

Office/Department/Branch..... Office of the Secretary, U.C.

Note Sheet No. SECY/UC/2021/2686

Notes & Orders

Verbal Comment from Competent Authority

*Secy/uc*  
*Deferred*

*R.H*  
*30/12/2021*

*Approved*  
*(after discussion)*

*R.H*  
*03/01/2022*

Hon'ble V.C., G.U.

This is to inform you that the authority to accomplish the work of garbage lifting through Udayan Social Welfare Society from G.U. department as well as hostels may be transferred from Office of the Secretary, University Classes, G.U. to Estate Office, G.U. for administrative convenience.

As such, you are requested to accord administrative approval in this regard.

Enclosure:  
Copy of the proposed rate

Secretary i/c  
University Classes  
Gauhati University

*Forwarded for n/a*  
*pls. as discussed.*  
*(Secy/uc)*  
*03/01/2022*

**GAUHATI UNIVERSITY: GAUHATI-14**  
**MANDATE FORM FOR DIRECT CREDIT TO PAYEE ACCOUNT**  
(To be submitted in full separately and individually along with each claim)

**A. Identity details of payee:-**

- 1. Name of the payee: UDAYAN SOCIAL WELFARE SOCIETY,
- 2. Ref no & other details (of the work for which payment request is attached):  
.....
- 3. Mobile/Telephone No of payee: 88769.83188

**B. Bank and other details of the payee:**

- 1. Name of the Bank: Central Bank of India.
- 2. Branch Name: Adabari Branch
- 3. Address of the Branch: Adabari Guwahati
- Bank Account No: 3320751655
- 4. IFSC Code No: CBIN0283064.
- 5. PAN No: AAAAL2330M
- 6. GRN No: ..... (Format, WC2)
- 7. GST/Tin No: .....

(For contractors, suppliers and vendors only)

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or misleading or misrepresenting, I may be liable for it.

*MD Akbar Hussain*

Secretary  
Udayan Social Welfare Society  
Guwahati, Guwahati-12

**N.B:- {Contractors, Vendors and Suppliers need to furnish Xerox copy of the front page of Pass Book, PAN Card and GRN Registration Certificate for official processing}**

**FOR OFFICE USE ONLY**

This is issued as annexure to GU Memo No. GU/FIN/Cir & Notification/14914-63 date: 19-10-2016

Supdt.(Finance)  
Gauhati University

UDAYAN SOCIAL WELFARE SOCIETY

Jalukbari, Guwahati-12

Kamrup (Assam)

Regd.No.KAM/240/A-19/291 of 2009

Secretary  
8875983188

To,

Date: ... 03.12.2012

The vice Chancellor of Gauhati University

Guwahati-14

**Sub: Submission of Proposal for Lifting garbage from department as well as hostels.**

Sir,

We are the authorized agency of Guwhati municipal corporation for collecting primary garbage from household and commercial establishes.

So as per your request we have come and wants to provide the facility which was already stopped since last year.

To Recontinue the service you have to pay monthly bill from each

**Hostel : 1000/- Only**

**Department : 600/- Only**

So, I request you to kindly look in to the matter and take action on behalf of this.

Thanking You

Yours Sincerely,

Md. Akbar Hussain

Secretary

Udayan Social Welfare Society  
Jalukbari, Guwahati-12

**AGREEMENT**

This agreement has been made between the FRESH AIR WASTE MANAGEMENT SERVICES PVT. LTD., having registered office at FATASHIL, G.S. COLONY, GUWAHATI 781009 in the district of Kamrup, Assam herein after called the FRESH AIR.

AND

**Gauhati University**, a non-bedded health care facility, having its registered office at Gopinath Bordoloi Nagar, Jalukbari, Guwahati, Assam, Pin-781014 in the district of Kamrup(M) Assam, INDIA hereafter called OCCUPIER.

WHEREAS FRESH AIR owns its Common Bio Medical Waste Treatment Facility at Hazo Bori Panikhaiti, Guwahati 781050, Assam, to treat, store and dispose of Bio Medical Wastes as per the guidelines issued under the Bio Medical Waste Management Rules 2016 and any amended thereof.

WHEREAS OCCUPIER is desirous of getting its Bio Medical Waste disposed of by utilizing the Services of the Fresh Air in accordance with the requirement of applicable laws.

Now therefore these presents witnesseth and it is hereby declared and agreed by and between the parties hereto as follows:

1. The following terms in the agreement shall have the respective meaning assigned to them:

'CBWTF' shall mean Common Bio Medical Waste Treatment Facility.

"SPCB" shall mean State Pollution Control Board.

'BMW' shall mean Bio Medical Waste.

'MSW' shall mean Municipal Solid Waste.

'Rules' shall mean Bio Medical Wastes as per the guidelines issued under the Bio Medical Waste Management Rules 2016 and any amended thereof.

"Services" shall mean collection, transport, treatment, storage and disposal of the Bio Medical Waste.

2. WASTE MANAGEMENT: The solid wastes once generated will be segregated and stored in colour coded waste bags in an isolated place by the OCCUPIER. The BMW will be stored separately by the OCCUPIER who will ensure that BMW and MSW does not comes in contact with each other and both the BMW and MSW stored separately. The loading of the BMW at the vehicles of Fresh Air will be under scope of the OCCUPIER. The Details of the BMW to be collected by FRESH AIR have given in the Schedule for Biomedical Solid Waste to be Collected. FRESH AIR will not collect any waste, which is not segregated.

FRESH AIR  
WASTE MANAGEMENT SERVICES PVT. LTD.  
DIFC-10

REGISTRAR  
Gauhati University  
Gopinath Bordoloi Nagar

3. **COLLECTION, TRANSPORTATION AND DISPOSAL:** The FRESH AIR will be fully responsible for collection of BMW from the end point of the OCCUPIER and their transportation, treatment & disposal of BMW strictly in accordance with the instructions issued by PCB, Assam, Guwahati from time to time. Frequency of collection will be agreed upon as per discussion by both the parties. The OCCUPIER shall be responsible for providing parking space to the waste collection vehicle of FRESH AIR at its premises for the purpose of collection BMW. The OCCUPIER shall not hold FRESH AIR responsible if collection of BMW could not be done due parking problems inside the premises of the OCCUPIER.
4. **WASTE DELIVERY & HANDOVER:** The OCCUPIER undertakes to deliver or handover to FRESH AIR only the segregated Bio-Medical Waste generated by the OCCUPIER. Bags should be provided with bar code stickers as per the Rules and Bar Code Guidelines of CPCB. The OCCUPIER will scan the bags before handing over the waste bags to FRESH AIR. General Waste i.e. (MSW is not to be put into the colour coded bags at all). The FRESH AIR shall not collect waste Bags containing un-segregated waste.
5. **DISPOSAL OF NON-REGULAR BMW:** Disposal of discarded linen, mattresses, beddings contaminated with blood or body fluid etc if required, separate arrangement for collection, disposal and payment will be made by both the parties with necessary planning.
6. **PAYMENTS:** The OCCUPIER will pay FRESH AIR monthly subscription charge as per the bills raised by FRESH AIR at the end of every month which will be paid on or before 7<sup>th</sup> day of every month by the OCCUPIER or in case of one-time yearly subscription charge the OCCUPIER will pay FRESH AIR the yearly subscription charge during the time of this agreement. For disposal unsegregated of biopsy sample which come in plastic container immersed in formalin chemical, a separate handling charge will be paid by the OCCUPIER to FRESH AIR. In case of segregated Biopsy sample no extra charge will be taken. The details of the subscription charge is included in the Schedule for Subscription Charge. An increment 10% in the subscription charge will be considered in every financial year.
7. **COLOUR CODED BAGS:** In reference to the item no 5 (n) and 7(8) the OCCUPIER will ask the FRESH AIR for supply of color coded non chlorinated waste storage bags of specific size in advance and the same will be supplied by FRESH AIR within the required period. This said payment shall be separately made by the OCCUPIER as per the bill raised by FRESH AIR.

FRESH AIR  
WASTE MANAGEMENT SERVICES PVT. LTD.  
DIR-COR

GAUSHYAR  
Gaunahi University  
Gopinath Bardoloi Nagar  
Guwahati-781 014



Fresh Air Waste Management Services Pvt. Ltd.  
2nd Floor, Tulip Tower, Chandmari, GNB Road, Guwahati-781003  
Mobile : 9435190238, 9864064319, 8638863157  
Mail : Info@freshairindia.com, partha.p@freshairindia.com., www.freshairindia.com

8. SPECIAL TERMS: In order achieve better compliance of the Rules both the parties agree to permit each other to visit each other's premises on prior information. OCCUPIER will immediately inform FRESH AIR through email at [info@freshairindia.com](mailto:info@freshairindia.com) without any delay if the BMW of the OCCUPIER is not collected on a certain day so that the same can be collected FRESH AIR immediately. FRESH AIR will report to the OCCUPIER if the BMW is not segregated and the OCCUPIER will take immediate measure for rectification.
9. TERM: The agreement will remain in force for a period of from 01/02/2024 to 31/01/2025 and will be renewable one month before expiry of the agreement.
10. VALIDITY: This agreement shall be considered to be valid only with commencement of collection of BMW from the OCCUPIER's premises, the address of which is mentioned in this agreement. The collection of BMW shall be commenced with a clear letter from the authorized person of the hospital. This agreement does not cover any other Health Care Facility or branch or sub center other than the health care facility defined as OCCUPIER.
11. TERMINATION: This agreement may be terminated with a minimum two months clear notice by either of the party or on violation of any of the terms and conditions of this agreement or nonpayment of monthly subscription charge for more than two months.
12. JURISDICTION: Any dispute arising out of the agreement shall be subjected to the jurisdiction of the courts within Guwahati.

DATE: 01/01/2024

For Occupier



Authorised person  
REGISTRAR  
Gauhati University  
Gopinath Bardoloi Nagar  
Guwahati - 781 014

For FRESH AIR



FRESH AIR  
WASTE MANAGEMENT SERVICES PVT. LTD.  
DIRECTOR

Director

**Schedule for Biomedical Solid Waste To be Collected**

Yellow

Type of Bio Medical Waste	Storage
(a) Human Anatomical Waste: Human tissues, organs, body parts and fetus below the viability period (as per the Medical Termination of Pregnancy Act 1971, amended from time to time).	Yellow coloured non-chlorinated plastic bags
(b) Animal Anatomical Waste : Experimental animal carcasses, body parts, organs, tissues, including the waste generated from animals used in experiments or testing in veterinary hospitals or colleges or animal shouses.	Yellow coloured non-chlorinated plastic bags
(c) Soiled Waste: Items contaminated with blood, body fluids like dressings, plaster casts, cotton swabs and bags containing residual or discarded blood and blood components.	Yellow coloured non-chlorinated plastic bags
(d) Expired or Discarded Medicines: Pharmaceutical waste like antibiotics, cytotoxic drugs including all items contaminated with cytotoxic drugs along with glass or plastic ampoules, vials etc.	Yellow coloured non-chlorinated plastic bags or containers
(e) Chemical Waste: Chemicals used in production of biological and used or discarded disinfectants.	Yellow coloured non-chlorinated plastic bags
(f) Chemical Liquid Waste : Liquid waste generated due to use of chemicals in production of biological and used or discarded disinfectants, Silver X-ray film developing liquid, discarded Formalin, infected secretions, aspirated body fluids, liquid from laboratories and floor washings, cleaning, house-keeping and disinfecting activities etc.	Separate collection system leading to effluent treatment system (Not to be handed over to Fresh Air
(f) Chemical Liquid Waste : Liquid waste generated due to use of chemicals in production of biological and used or discarded disinfectants, Silver X-ray film developing liquid, discarded Formalin, infected secretions, aspirated body fluids, liquid from laboratories and floor washings, cleaning, house-keeping and disinfecting activities etc.	Separate collection system leading to effluent treatment system (Not to be handed over to Fresh Air
(g) Discarded linen, mattresses, beddings contaminated with blood or body fluid.	Non-chlorinated yellow plastic bags or suitable packing material.
(h) Microbiology, Biotechnology and other clinical laboratory waste: Blood bags, Laboratory cultures, stocks or specimens of micro- organisms, live or attenuated vaccines, human and animal cell cultures used in research, industrial laboratories, production of biological, residual toxins, dishes and devices used for cultures.	Autoclave safe bags or containers

Red

Contaminated Waste (Recyclable): Wastes generated from disposable items such as tubing, bottles, intravenous tubes and sets, catheters, urine bags, syringes (without needles and <i>fixed needle syringes</i> ) and vaccutainers with their needles cut) and gloves.	Red coloured non-chlorinated plastic bags or containers
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White (Translucent)

Waste sharps including Metals: Needles, syringes with fixed needles, needles from needle tip cutter or burner, scalpels, blades, or any other contaminated sharp object that may cause puncture and cuts. This includes both used, discarded and contaminated metal sharps	Puncture proof, Leak proof, tamper proof containers
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Blue

Glassware: Broken or discarded and contaminated glass including medicine vials and ampoules except those contaminated with cytotoxic wastes. Metallic Body Implants	Cardboard boxes with blue colored marking
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*[Handwritten Signature]*  
**REGISTRAR**  
 Gauhati University  
 Gopinath Bardoloi Nagar  
 Guwahati - 781 014



Fresh Air Waste Management Services Pvt.  
 2nd Floor, Tulip Tower, Chandmari, GNB Road, Guwahati-78  
 Mobile : 9435190238, 9864064319, 863886  
 Mail : [Info@freshairindia.com](mailto:Info@freshairindia.com), [nartha.p@freshairindia.com](mailto:nartha.p@freshairindia.com), [www.freshairindia.com](http://www.freshairindia.com)

**Schedule for Subscription Charge.**

Item description	Rate	Amount	Tick
Registration fee for new HCF or HCF with expansion			
Security deposit for time period (to be adjusted in every month bill)			
Cost of Treatment and Disposal	Rs.30000.00	Rs.30000.00	✓
Cost of transportation		Included	✓
Special Condition for (CSR)			

**Total amount payable Per Trip/ Per Month/ Per Year :-**

Total	30000.00
GST	
Grand Total	30000.00

The subscription charge for the service rendered under this agreement will be increased by 10% every year as mentioned in the payment terms of this agreement.

**Special Note:**

1. The above rates are considered for Rs.9.00 per bed per day for bedded hospital with consideration of 60% occupancy of the patients and transportation charge of Rs.5400.00 per month and minimum 12 days of collection in a month and 250 Kg per bed per day generation of BMW. However, for every extra days of collection, if required, beyond 3 days cost of transportation will be chargeable and will be paid by the OCCUPIER at the end of the month as per the bill raised by FRESH AIR.
2. For non-bedded HCF, the above rate is considered for minimum 4 days of collection in a month and upto 20Kg of bio medical waste per month. However, for every extra days of collection, if required, beyond 4 days of collection in a month will be charged by Rs.1450.00 per collection and for every extra kg of weight beyond 50 Kg per month will be chargeable by Rs.20.00 per Kg. Payment for extra collection and weight, if required, will be paid by the OCCUPIER at the end of the month as per the bill raised by FRESH AIR. OCCUPIER will immediately inform FRESH AIR by email without any delay if the BMW collection is not done.
3. For disposal unsegregated of biopsy sample which come in plastic container immersed in formalin chemical, a separate handling charge of Rs.3950.00 per trip will be paid by the OCCUPIER to FRESH AIR. In case of segregated Biopsy sample no extra charge will be taken.

*[Signature]*  
**PROVINCIAL**  
 Gauhati University  
 Gopinath Bardoloi Nagar  
 Juvahati-781 014

**FRESH AIR**  
 WASTE MANAGEMENT SERVICES PVT. LTD.  
*[Signature]*  
 DIRECTOR



4. For other institutions generating BMD the above rate is considered for 1 collection per month

  
REGISTRAR  
Gauhati University  
Gopinath Bardoloi Nagar  
Juwahari-781 014

  
**FRESH AIR**  
WASTE MANAGEMENT SERVICES PVT. LTD.  
DIRECTOR

  
**Fresh Air**

Waste Management Services Pvt. Ltd.

21317

Sl. No.

Date : ..15/08/14..

Received with thanks from Assam University.....

a sum of Rupees Twenty thousand only.....

against Bill No. .... vide Cheque / DD No. .... Cash.....

date 15/08/14.....

**Rs.** 30000/-

  
Authorised Signatory

2nd Floor, Tulip Tower, G.N.B. Road  
Chandmari, Guwahati 781003  
Phone : +91 9435190238, +91 86389 08322  
E-mail: partha.p@freshairindia.com, info@freshairindia.com



**GAUHATI UNIVERSITY**  
**GOPINATH BORDOLOI NAGAR**  
**GUWAHATI-781014**

**Tender Notice**  
**Date:18.07.2023**

Estate Officer, Gauhati University invites bid from the Firms/ Contractors of relevant categories registered under Gauhati University, P.W.D.; C.P.W.D., and any other State or Central Govt. undertaking for the work.

NIT No	Name of Work	Approximate Value of Work
EO/T/23-24/01	Cleaning of wetlands in front of DSW Office, G.U. market, AT-8 & AT-9 Boys Hall	₹ 27,97,979.00

The last date of submission of tender is **up to 2 p.m. on 25.07.2023**. Interested parties may contact office of the undersigned during office hours for further details or visit GU website [www.gauhati.ac.in](http://www.gauhati.ac.in).

Sd/-  
Estate Officer  
Gauhati University

Memo No. EO/T/23-24/01 - 05

Date:18.07.2023

Copy to:-

1. The Registrar, G.U.
2. The Treasurer, G.U.
3. The Superintending Engineer, G.U.
4. The Secy. to V.C., G.U.
5. Notice Board

  
Estate Officer  
Gauhati University



**GAUHATI UNIVERSITY**  
GOPINATH BORDOLOI NAGAR  
GUWAHATI-781014

**Name of Work: "Cleaning of wetlands in front of DSW  
Office, G.U. market, AT-8 & AT-9 Boys Hall"**

**Part A: Technical Bid**

NIT.No. EO/T/23-24/01 Dated: 18.07.2023

(To be submitted in a separate envelope)



**GAUHATI UNIVERSITY**  
**GUWAHATI-14**

**TENDER NOTICE NO. EO/T/23-24/01**

**Dated: 18.07.2023**

Sealed tenders in F-2 form in two bids system is hereby invited from Firms/ Contractors of relevant categories registered under Gauhati University, P.W.D.; C.P.W.D., and any other State or Central Govt. undertaking having adequate experience in similar pond/water bodies cleaning works the following works in view of ravaging waterlogging and flood affecting the residents in general & students & Hostels in particular being unabated. The tender papers will be received at the office of the Registrar, Gauhati University up to 2 p.m. on 25.07.2023 and shall be opened on the same day at 2:30 p.m. The price bid of the technically qualified venders shall be opened on later date which shall be notified to the eligible bidders. The Contractors or their authorized representative may present at the time of opening of tenders.

1	Name of Work	Cleaning of wetlands in front of DSW Office, G.U. market, AT-8 & AT-9 Boys Hall
2	Approximate value of the work	: ₹ 27,97,979.00
3	Time allowed for completion	: 45 (forty five) Days
4	Earnest Money to be deposited	: (i) General Category - ₹ 55,959.00 (ii) ST/SC/OBC/GE/DE Category - ₹ 27979.00
5	Tender Fees	: ₹ 1000.00 (Rupees Five Hundred) Only
6	Ref. to Financial Sanction/Administrative Approval	: Admn. Approval of the V.C Date. 17.07.2023 Pending formal sanction of fund.

**Downloading of tender documents from University's Web site:** Tender papers shall be downloaded from the Gauhati University website [www.gauhati.ac.in](http://www.gauhati.ac.in). Further particulars may be ascertained from the office of the undersigned, Gauhati University during office hours and the site of work may be seen before submission of the tender.

1. Tenders shall be submitted in the approved format along with the requisite earnest money deposit & tender fee. The Earnest Money & Tender fee shall be deposited separately online using <https://www.onlinesbi.com/sbicollect/collecthome.htm> to the Gauhati University and the Bank's receipts of EMD & Tender Fee shall be attached to the Tender. **The tender fee has to be submitted through SBI Collect Only.** The bidder may also submit the earnest money deposit (EMD) in favour of Registrar, Gauhati University, Guwahati in the form of Demand Draft, Banker's Cheque, Fixed Deposit Receipt, Term Deposit Receipt issued by any Nationalized /Schedule 'A' Indian Bank in favour of Registrar, Gauhati University payable at Guwahati. The Tender without Tender fee and Earnest Money will not be taken into consideration. Tenderers shall submit the certificate of past experience, copies of work orders and proficiency duly attested by a Notary/Gazetted officer in support of execution of similar type of work along with his valid registration certificate. The formal tender shall be executed on Non-Judicial Court paper of Rs.20/- (twenty) to be purchased by the contractor
2. **Qualification criteria for acceptance of tender**
  - a) *The Bidder must have a sound financial position (Banker's Certificate on overdraft/credit facilities, issued by issued by any Nationalized /Schedule 'A' Indian Bank not beyond 6 (six) months from the date of this tender as per Annexure-III in support of sound financial position shall be submitted)*
  - b) Experience of successfully completing of similar type of pond/ wetland cleaning works during last 7 (seven) years ending 31.03.2023 in Govt. /Semi Govt. Department, Autonomous Body.
    - i. One work value not less than Rs. 8,00,000.00 (Rupees Eight lakhs ) only against single work order **or**
    - ii. Two work value not less than Rs.4,00,000.00 (Rupees four lakhs) only each against Two separate work order **or**List of similar type of pond/ wetland cleaning works completed in last 7 (seven) years as per Annexure- II along with the Proof of completion of the job must be produced viz. completion certificate from clients.

**Work under private sectors will not be considered**
- 3) Further, the bidder must furnish all documents of their firm as mentioned below
  - A. Acknowledgement letter of the bidder as per Annexure-IV
  - B. Particulars of the Tenderer: As per Annexure-I



**GAUHATI UNIVERSITY**  
**GUWAHATI-14**

- C. EMD & Tender fee
- D. Copy of valid Firm Registration certificate under Gauhati University, P.W.D.; C.P.W.D., and any other State or Central Govt. Undertaking.
- E. Caste Certificate if applicable
- F. Certified copies of the following document
  - i. Copy of the certificate of incorporation together with certified Memorandum of Articles of Association and a list containing names and addresses of all the partners/directors in case Company.
  - ii. Copy of the Partnership deed together with a certified extract from the register of firms in case of the partnership firm
  - iii. Power of Attorney in the name of person who signed in the tender document in case of the partnership firm/Company
  - iv. Affidavit of the proprietorship duly attested by a Notary in case of proprietorship firm
- G. Copy of the PAN Card
- H. Copy of valid GST Registration
- I. A copy of valid labour license
- J. Documents in support of qualifying criteria for acceptance of the tender
  - a) **Financial soundness certificate:** Banker's Certificate on overdraft/credit facilities, issued not beyond 6 (six) months from the date of this tender as per Annexure-III.
  - b) Annexure-II duly filled up mentioning the list of similar works along with the supporting documents viz copies of work orders, Completion certificates ( **If the Annexure-II is not filled up by the bidder giving the details of similar work done in the past in support of his experience, the tender may be considered as incomplete and same may be rejected.**)
- K. Original set of tender duly signed by the bidder on all pages.
- L. Any other information/documents as sought in this tender

**Bidders are requested to arrange their Technical bid in the above order.**

**The bidder must ensure submission of all the documents. In the event of receipt of sufficient number of technically qualified bids, the Gauhati University may decide to reject other bids with shortfall documents without giving chance to submit the same.**

- 4) The tender document shall be submitted **In 2 (two) parts – Part-A: Technical bid** Containing NIT signed in all pages by the bidder, Technical specifications, General Conditions of Contract, Special Conditions of Contract, Receipts of EMD, Tender Fee etc. **Part-B: Price bid** containing the price bid for execution. Price bid of those tenders whose technical bid (Part-A) found acceptable shall be informed and will be opened subsequently. The Contractors or their authorized representative may present at the time of opening of tenders.

Part-A Shall be opened at the conference room (ground floor) of Hon'ble V.C.G.U. Office, Gauhati University in presence of the intending tenders or their authorized representative. Part-B of the tender of those tenders who are found to be not qualified after opening of the Part-A shall be returned.

Bidders must submit tenders including queries if any, at the following office:

**The Office of the Registrar.**  
**Gauhati University**  
**GopinathBordoloi Nagar, Guwahati – 781 014**

***N.B.**The bidders must ensure that their tender reaches at the above address on or before specified time & date. Tenders received after due date & time will be summarily rejected. The Gauhati University takes no responsibility for any postal delay*

- 5) Submission of Tender: The Tenderers shall submit their technical bid as well as the price bid in two separate envelopes marking one envelope as Part-A: Technical bid & other as Part B: Price Bid. These two envelopes shall be placed inside another envelope with the name of work & bidder's name & full address on it. The Part-A & Part-B envelopes should also mention the name of work & bidder's name & full address on it



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**GUWAHATI-14**

- 6) The Tenders shall be submitted for whole items of work and the rates expressed both in figures and words, and the unit written in words. Every page of the tenders and every correction shall be attached by dated initial of the contractor. The rates shall be quoted against every individual item of schedule of works as attached and should include the cost of the complete item of work including cost of materials, labour, forest royalty and other incidental charges if any.
- 7) All work shall be executed as specified & directed by the department and completed within the specified time. In the event of delay in commencement of execution of the work the contractor shall be liable to penalty and the earnest money shall be forfeited to the University.
- 8) Tenders submitted by the bidders shall remain valid for acceptance for a period of 180 (One hundred eighty) days from the date of opening of such tenders. The bidder/s shall not be entitled to revoke or cancel his/ their / tender/s or to vary any of the terms thereof during the said period of validity.
- 9) The period of liability shall be 12(Twelve) months reckoned from the date of issue of completion certificate on virtual completion of the work. Bidder will maintain the pond/ water bodies and carry out the periodic cleaning work regularly during this period. The bidder's rate should be inclusive of this one year maintenance cost.
- 10) Tenderers are requested to go through the General Rules & instructions given in the F-2 form before submission of the tender.
- 11) The Tenderer shall super inscribe the name of the work on the envelope. Full address & contact no. etc. of the Tenderer should be written in tender.
- 12) The Tenders not properly sealed shall not be considered.
- 13) No modification and enhancement of rates shall be considered after opening of tenders.
- 14) GST & Income Tax will be deducted from total bill value as per prevailing Govt. Rule.
- 15) Quoted rate shall be inclusive of GST.
- 16) Payment of royalty on forest produces.  
  
The contractor will have to submit Forest royalty Clearance Certificate from the concerned D.F.O. against the forest products such as sand, gravel, timber, soil etc. used in the construction before release of final Bill failure in which the final payment shall be held up. In this connection, Bidders attention is drawn to the Notification No BB.56/2000/1 Date: Dispur the 17th June'2000 issued by Finance (Budget) Department, Govt. of Assam placed at Annexure-V
- 17) For clarification regarding site conditions, items of work or any other related to this tender, the bidder may contact office of the Estate Officer by e-mail [hkdas@gauhati.ac.in](mailto:hkdas@gauhati.ac.in)
- 18) The acceptance of tender will rest with the authority of Gauhati University who does not bind itself to accept the lowest tender and reserve to itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the University.
- 19) Source of Fund  
  
Approval of Hon,ble Vice-Chancellor, Gauhati University pending formal Sanction of fund. In the event of non-receipt of financial sanction for the amount from the Authority, the project may be cancelled or execution of work may be restricted and no claim whatsoever on this account shall be entertained from the bidder
- 20) Considering the urgency of the work, the work may require to be started immediately after opening of the tender.

  
Estate Officer  
Gauhati University

**ANNEXURE-I**

**Particulars of Contractor:**

1. Name of Contractor / Firm :
  
- Full Contact Address :
  
- Telephone No./Mobile no :
- Fax No. :
- Email: :
2. Whether the firm is individual/partnership/ private/public limited/proprietorship (attested copies of deed for Articles of Association/ copy of the partnership deed/affidavit of the proprietorship duly attested by a Notary or Gazatted officer to be enclosed) :
3. Name of person holding the power of attorney :  
(copy of power of attorney attested by a notary or Gazatted officer to be enclosed )  
State his present nationality and liabilities
4. Name of partners, their present nationalities :  
with their liabilities (copy of partnership deed attested by a notary or Gazatted officer to be enclosed)
5. Name & Address of Bankers :
6. Other details:
  - a. PAN no.
  - b. GST Registration No.(Copy of same shall be submitted)

I / We authorize Gauhati University to make any investigation to verify the correctness of the statements and documents submitted with this application and obtain clarifications or information on the technical and financial aspects of the applicant.

Signature & Seal of Company/ Contractor

Date :.....



**ANNEXURE-II**

**List of Similar Works (as per Cl. 2b) executed during last 7 (Seven) years:**

Sl. No	Full Postal Address of client & Name of Officer-in-Charge	Description of the work	Value of contract	Date of Commencement of work	Date of completion	Remarks

**Note:** Original or attested copies of work order and completion certificates from the client should be attached by the applicant without which information furnished shall be considered null and void. Extra sheet may be added if required.

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**ANNEXURE-III**

**Banker Certificate on overdraft/credit facilities**

**SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR  
AVAILABILITY OF CREDIT FACILITIES**

**BANK CERTIFICATE  
(To be submitted In Bank's Original Letterhead)**

This is to certify that M/s \_\_\_\_\_ is a  
reputed company with good financial standing. If the contract for the work is awarded to the above  
firm, we shall be able to provide overdraft/credit facilities to the extent Rs.  
\_\_\_\_\_ to meet their working capital requirements  
for executing the above during the contract period.

\_\_\_\_\_  
(Signature)  
Name of the Bank  
Senior Bank manager  
Address of the Bank

(The minimum value of over draft / credit facilities shall be 10% of Contract Value certified by the  
Bankers Not more than six Month old)

---

**ANNEXURE-IV**  
**PROFORMA FOR ACKNOWLEDGEMENT LETTER OF BIDDING DOCUMENT**  
**(TO BE SUBMITTED IN BIDDER'S OWN LETTER HEAD)**

Ref. No.

Date.

To

The Estate Officer  
Gauhati University,  
GopinathBordoloi Nagar,  
Guwahati - 781 014,  
Assam, India

**Sub: "Cleaning of wetlands in front of DSW Office, G.U. market, AT-8 & AT-9 Boys Hall."**

Ref. NIT.No. T/23-24/01

dtd.18.07.2023

**Dear Sir,**

We hereby acknowledge receipt of a complete set of bidding document along with all enclosures for the subject work for preparation and submission of the Bid. We undertake that the contents of the above Bidding document shall be kept confidential, further that specifications and documents shall not be transferred, and that the said documents are to be used only for the purpose for which they are intended. We intend to tender as requested and furnish following details with respect to our quoting office:

i) Postal address :  
ii) Telephone no. :  
iii) Mobile No. :  
iv) Fax no. :  
iv) Contact person :  
vi) Designation :  
vii) E-mail :  
viii) Registered Office :

Bidder's Name :  
Signature :  
Name :  
Designation :  
Date. :

(Signature of the Bidder & seal)



**GAUHATI UNIVERSITY**  
GOPINATH BORDOLOI NAGAR  
GUWAHATI-781014

Name of Work: **"Cleaning of wetlands in front of DSW Office, G.U. market, AT-8 & AT-9 Boys Hall."**

**Part B: Price Bid**

NIT.No. EO/T/23-24/01 Dated: 18.07.2023

(To be submitted in a separate envelope)

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**GAUHATI UNIVERSITY**  
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<b>NON-SCHEDULE ITEMS</b>					
	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b> (rate quoted should be quoted per sqm and inclusive of GST on work contract both in figure and words.	<b>Amount</b>
1	Removing of Grass,bushes shrubs and saplings and weeds from the wetland of G.U campus including uprooting and shifting of the debris/unserviceable materials with the help of tractor/Dumper/JCB to a safer place within G.U Campus complete as directed by the Department.	sqm	53890.00		
<b>Sub-Total (Non-Schedule Items) -</b>					
<b>Grand Total:</b>					

Date & Seal:

Signature of the Contractor



**NOTIFICATION**

This is notified for information of all concerned that a Spot Purchase Committee with the following members is hereby constituted for procurement of Last Waste Bins to be used for disposal of garbages in the University Campus.

- |                                  |   |          |
|----------------------------------|---|----------|
| 1. Superintending Engineer, G.U. | - | Member   |
| 2. Deputy Registrar, G.U.        | - | Member   |
| 3. Estate Officer, G.U.          | - | Convener |

This has approval of the Hon<sup>ble</sup> Vice Chancellor, G.U. dated 11.05.2021.

Sd/-  
Registrar  
Gauhati University

Dated: 22-6-21

Memo No. GU/G/ 1122 - 22  
Copy forwarded for information to:

1. Treasurer, G.U.
2. Members Concerned
3. Secretary to the Vice Chancellor, G.U.
4. Office Copy

  
Registrar  
Gauhati University

Report of the spot Purchase Committee constituted  
vide Notification No.GU/G/1186-88 dated-11-05-2021  
for the procurement of Waste Bin

Date: 05.07.2022

**Members present:**

1. Deputy Registrar, G.U.
2. Superintending Engineer, G.U.
3. Estate Officer, G.U.

**Resolutions:**

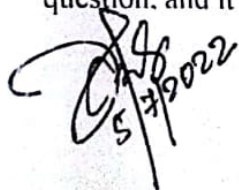
In view of the urgent requirement of Waste Bin in the G.U. Campus and as per the resolution of the Town Advisory Committee meeting held on 30.03.2022 and approval of the Hon'ble V.C.,G.U. dated 07.04.2022, the spot purchase committee formed as per the approval of the Hon'ble V.C.,G.U. dated 12.05.2022 decided to procure the items at the earliest through an immediate market survey and accordingly quotations were being collected from the following suppliers viz. M/S Furnishing Point, M/S R.L. Associates, M/S Disha Marketing and a comparative statement is being prepared accordingly.

SL.	Supplier Name	Rate Quoted		
		2(Two) 60/65 litres Wastebin with Stand	240 litres	360 litres
1	Furnishing Point	6710	5200	14500
2	R.L. Associates	5100	-	10200
3	Disha Marketing	6160	-	16500
4	Bharali Variety store	4300	4720	-

The rate quoted by Bharali Variety Store for 240 litres Waste Bin for Rs. 4720/- and 2(Two) 60 litres Wastebin with Stand for Rs.4300/- appears to be lowest with assured quality and standard by the brand Nilkamal. Further, the online prices of the items are also being compared with the quoted price and both are justified.

In consideration of all these factors, the committee recommends the procurement of necessary items at the rate quoted (for 240 litres and 2(Two) 60 litres Wastebin with Stand only) by Bharali Variety Store.

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."

  
5/7/22

  
5/7/22

  
5/7/22



GAUHATI UNIVERSITY

Asst. Info. Officer

No. CIV/EO/2022/605  
Office/Department/Branch.....  
Subject: Approval of report of Spot Purchase of Waste Bin..... Note Sheet No.....

Notes & Orders

Approval/Comment from Competent Authority

V.C. GU  
forwarded for  
necessary approval.  
06/07/22

Approved  
R.H.  
07/07/22

RO  
17/7/22

Registrar  
Gauhati University

This is for the information that please find herewith the Report of the Spot Purchase Committee constituted for the procurement of Waste Bin in view of the urgent requirement of Waste Bin in the G.U. Campus and as per the resolution of the Town Advisory Committee meeting held on 30.03.2022 and approval of the Hon'ble V.C.,G.U. dated 07.04.2022. the spot purchase committee formed as per the approval of the Hon'ble V.C.,G.U. dated 12.05.2022. The rate quoted by Bharali Variety Store for 240 litres Waste Bin for Rs. 4720/- and 2(Two) 60 litres Wastebin with Stand for Rs.4300/- appears to be lowest with assured quality and standard by the brand Nilkamal. Further, the online prices of the items are also being compared with the quoted price and both are justified.

Forwarded for your kind information and necessary approval please.

Encl:

- 1. copy of the report of the committee
- 2. approval copies of the committee formation

Signature  
Estate Officer  
Gauhati University



  
GAUHATI UNIVERSITY  
GUWAHATI-781014  
FINANCE DEPARTMENT

344

No. F.I/SE/ 1966

Date....30.08.2022

From : Treasurer  
Gauhati University

To,

The Estate Officer, G.U.  
Estate Office, Gauhati University  
Sanction for procurement of Waste Bin (Two Different  
Size).  
636 dt.16.08.2022

Sub : *Proposal for.*

Ref : Your Memo No.

Sir,

With reference to your above mentioned letter : I am to inform you that the proposal has been approved at an estimated cost of Rs. 2,49,840/- and an amount of Rs. 2,49,840/- (Rupees. Two Lakhs Forty Nine Thousand Eight Hundred Forty) only has been Sanctioned for the purpose from the current year's budget.

Part	: I
Major Head	: Revenue / Estate Deptt.
Sub Head	: Maint. of Campus
Minor Head	: --
Head of Account	: 557

Please note that assets acquired wholly/partly with the aid of U.G.C. grant should be entered into a separate Stock Register and a return should be submitted with details at the end of the financial year. No such property should be disposed of without prior approval from the University Grants Commission.

In case of construction/repairs of buildings, roads, tanks, pipelines etc. Administrative approval and financial sanction of the Construction Committee and the Executive Council will be required if the amount involved exceeds Rs. 1,00,000/- or Rs.10,00,000/- respectively. No work should be undertaken until formal sanction is accorded by the Construction Committee Council as the case may be.

A statement showing the probable saving out of the sanctioned estimate on the basis of accepted quotation/tenders may kindly be furnished in due Course.

The relevant papers like, quotation Comparative statement etc. Submitted with the proposal are returned herewith for your necessary action. While forwarding the bill reference to this letter may kindly be quoted.

Tender/Quotation are to be invited if not already done and the rates should be accepted by the competent authority before orders are placed Tender/Quotations for works/supplies which involve an estimated cost exceeding Rs.5000/- relating to any department except for the construction/repairs of building, road, tanks, pipelines etc. Are to be placed before the Tender Committee for acceptance.

Yours faithfully

Encl.

Memo No.FI/SE/

Date.....

(Copy forwarded for information & necessary action to)

1. Supdt.of Accounts Department, G.U.
2. Supdt. (Finance)

Treasurer

26-08-2022

Treasurer  
Gauhati University

**BILL OF SUPPLY**

**BHARALI VARIETY STORE**  
**BIPUL COMPLEX ,MALIGAON CHARIALI**  
**Guwahati-781012 , Assam , Kamrup (M)**

PH: 9957238173, 7002329553 , EMAIL : pulakesh2@gmail.com

GSTIN: 18AGPPB5187J2ZW

TO, **GUWAHATI UNIVERSITY**

Date: 10/08/2022

Sr#	Product	RATE	Qty	Price
1	Model No. WB240L , NILKAMAL WASTEBIN, 240 LITRES, (with wheel and lid)	47.00	42	1982.40
2	Model No-FLB60L , NILKAMAL WASTE BIN, 60 LITRES X 2( WITH STAND FOR 2 BINS )	410.00	12	51120.00
			<b>TOTAL</b>	<b>249840</b>

- \* VALID FOR ONLY 7 DAYS.
- \* ALL RATES ARE INCLUSIVE OF GST @18%
- \* RATES ONLY FOR BULK PURCHASE.
- \* FREIGHT CHARGES INCLUDED FOR 10KMS ON

**Account Details:**

Account Holder Name: BHARALI VARIETY STORE

Account Number: 201000325663

Bank Name: IndusInd Bank

IFSC CODE: INDB0000762

**BHARALI VARIETY STORES**

**MALIGAON CHARIALI**

**CITY**

FOR, *S. Pulakesh*  
**BHARALI VARIETY STORES**

Thank you. Please do come again