



राष्ट्रीय सिद्धा संस्थान / NATIONAL INSTITUTE OF SIDDHA

आयुष मंत्रालय / MINISTRY OF AYUSH

भारत सरकार / GOVERNMENT OF INDIA

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Dt: 11-02-2026

TENDER NOTIFICATION

The National Institute of Siddha (NIS) invites sealed quotations for the *Daily Collection, Transportation, and Disposal of Solid Waste* at the NIS campus. Details regarding the *Notice Inviting Quotations* are attached. Qualified vendors are encouraged to participate in the tender process.

Prof. Dr. G.Senthilvel
Director

NATIONAL INSTITUTE OF SIDDHA
TAMBARAM SANATORIUM
CHENNAI – 600 047



NOTICE INVITING QUOTATIONS
Quotations Invited For
Daily Collection, Transportation,
And Disposal of Solid Waste at NIS
Campus

Bid Schedule Details		
Sl. No	Event Details	Particulars
1.	Tender publication Date	11-02-2026
2.	Date of pre-bid meeting	18-02-2026, 11.00 am
3.	Tender submission closing (Bid due) date and time	03-03-2026, 5.00 pm

The National Institute of Siddha (NIS), an autonomous institution under the Ministry of Ayush, Government of India, located on a 14-acre campus at Tambaram Sanatorium, Chennai, invites quotation for providing solid waste management services.

This institute, in order to ensure compliance to environmental guidelines set by CPCB, TNPCB, SWM Rules and other applicable regulations, requires the expertise of a reputed, well-established agency, empanelled with the Greater Chennai Corporation or Tambaram Corporation, to manage the daily solid waste collection, transportations, and disposal at NIS. Quotations are invited in sealed covers for the scope of work outlined below.

Instructions for Execution:

1. Scope of Work:

1.1. Waste Collection and Transportation:

- 1.1.1. The agency will collect solid waste (as categorized below) from designated areas/points and transport it off the NIS campus for proper disposal.
- 1.1.2. The NIS housekeeping staff will gather source-segregated waste generated from various buildings and place it at designated collection points/areas within the campus.
- 1.1.3. A supervisor assigned by this Institute will oversee the collection, lifting, and transportation of segregated waste, recording entries in the register provided for this purpose. The agency must submit a challan to the supervisor as proof of each collection.

1.1.4. Waste Categorization:

Biodegradable Waste / Organic Waste / Wet Waste:	Dry Waste/Recyclable Waste:	Domestic Hazardous Waste:
<ol style="list-style-type: none"> a. Kitchen Waste (tea leaves, egg shells, fruit, vegetable peels and leftovers, Meat and bones, Coconut shells etc. b. Garden/Nursery/Horticulture Waste and leaf litter including flowers, fallen leaves, plant and tree trimmings (except big branches of trees) etc. c. Floor sweeping dust d. Ashes etc. 	<ol style="list-style-type: none"> a. Soiled paper b. Packing Materials c. Paper plates, Paper Cups etc. d. Glass bottles/containers e. Liners, wrapping materials etc. f. Styrofoam/Thermocol and other soft foam packing materials g. Plastic Spoons/food trays etc. h. Aluminium foils etc. i. Waste Rexine, pillow covers, bedspreads, pillows, mattresses etc. 	<ol style="list-style-type: none"> a. Broken Glass etc. b. Lightbulbs, tube lights and Compact Fluorescent Lamps (CFL) etc. c. Diapers, Sanitary Napkins etc.

- 1.1.5. **Daily Collection:** The agency must collect waste every day, including holidays, as per mutually agreed timing between 10:00 AM - 2:00 PM.
- 1.1.6. The agency shall ensure uninterrupted daily collection of waste as per the contract conditions. Failure to collect waste on any day shall be treated as a lapse in service. In such cases, the agency shall remove the accumulated waste along with the next scheduled collection. However, such lapse shall be permitted only up to three (3) occasions in a calendar month. Any lapse beyond the permissible three occasions shall result in proportionate deduction of payment, in addition to any other penalty as per contract terms, for each day of non-collection.
- 1.1.7. **Training Requirements:** The successful bidder must provide initial and refresher training for NIS housekeeping staff at least once every three months. Training should include guidance on source segregation, safe handling of hazardous waste, and best practices etc. Initial training must be scheduled within the first week of receiving the work order.
- 1.1.8. **Exclusions:** The contract excludes biomedical waste, PET bottles, plastic containers, and cardboard, which are managed separately. The vendor should collect the solid waste only from the designated points/areas and should not remove/collect anything from the other areas.
- 1.1.9. The vendor should collect the solid waste only from the designated points/areas and no waste should be collected from any other areas within the campus.
- 1.1.10. The vendor should not remove any type of waste other than those mentioned in this tender (under '1.1.4. Waste Categorization' tabulation)

2. Terms & Conditions:

- 2.1. The contractor will be solely responsible for the disposal or recycling of waste outside the Institute premises, in compliance with all applicable laws. The Institute will not bear any liability in this regard.
- 2.2. The selected agency is responsible for waste collection, vehicle and manpower arrangements, documentation, and other logistical requirements necessary to fulfill the service.
- 2.3. **Waste Generation Estimates:** Daily average waste generation at NIS is approximately **350 kgs** per day (all categories viz. Wet, Dry and Garden Waste combined). The quantity of waste may vary every day.
- 2.4. **Commencement of Work:** The selected bidder must begin work within 10 days of the work order issuance.
- 2.5. **Payment Terms:** Payment will be done on a monthly basis based on service days. Payment for the previous month will be made upon production of the Invoice for the service rendered. **Payment will be made on the actual number of days in which solid waste is collected.**

2.6. National Institute of Siddha reserves the right to cancel, reject or scrap the contract without assigning any reason.

3. Submission of Quotation:

3.1. Quotation Submission Format:

Service Description	Daily Rate (including all charges, transportation, manpower etc. excluding GST) (a)	GST % (b)	Grand total (a+b)
Collection/lifting, loading, transportation and disposal of waste at NIS Campus as per the Scope of Work and Terms & Conditions of the Contract	Rs. _____ per day		

3.2. **Quotation Submission:** Sealed quotations must be received by [03-03-2026][05.00 PM] which is the last date for submission of quotation. The cover containing the quotation shall be superscribed as “**Quotation for Solid Waste Management at NIS Campus**”

3.3. Quotations should be submitted only in closed cover/envelope. Open quotations will be rejected.

3.4. **Validity of Rates:** Rates will remain fixed for one year from the date of the work order.

3.5. Vendors must clearly specify the applicable taxes and duties. Offers stating 'as applicable' will be considered vague and may be rejected.

3.6. Documents to be submitted along with the Quotation:

3.6.1. A copy of the empanelment letter/certificate issued by the **Greater Chennai Corporation or Tambaram Corporation** for providing solid waste management services must be submitted along with the quotation.

3.6.2. The vendor must submit a copy of their **Permanent Account Number (PAN) and GST Certificate** along with their quotation.

3.6.3. Bid Security Declaration

3.6.4. Other documents as per this tender

4. **PERFORMANCE SECURITY:**

- 4.1. The contractor will be required to furnish Performance Security in the name of the “Director, National Institute of Siddha, Chennai”, for 3% of the annual value of the contract (total amount payable for 12 months) before commencing the work under the contract.
- 4.2. The performance security will remain with the Institute as long as the contract is in force and will remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
- 4.3. The security amount is liable to be forfeited fully or in part thereof, in case of breach of any of the conditions mentioned in the contract agreement.
- 4.4. The performance security deposit is refundable on successful completion of the contract.
- 4.5. Performance Security can be submitted in any of the following formats: Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e-Bank Guarantee) from a Commercial Bank or online payment.

5. **Contract Duration:** The contract will initially be awarded for a period of one year, extendable up to three years on a yearly basis, based on mutual consent, subject to satisfactory performance. For each contract extension, an annual increment not exceeding 5% of the quoted rate may be provided, based on mutual consent and performance review.

6. **Statutory Compliance:**

- 6.1. The selected agency must ensure complete compliance with the statutory requirements for pollution control/pollution prevention as per the requirement of SWM Rules and conditions imposed by the State and/or Central Pollution Control Boards.
- 6.2. The agency must ensure that the waste is not misplaced and properly disposed of in compliance with the statutory requirements.

7. **Penalties for Breach of Contract Terms & Conditions:**

- i) Penalties, as mentioned below, will be levied on the service provider, for the violation of the Terms & Conditions of this contract:
 - (1) Violation of Terms & Conditions of this contract for the 1st Instance – Penalty of 1% of Contract Value
 - (2) Violation of Terms & Conditions of this contract for the 2nd Instance – Penalty of 2% of Contract Value
 - (3) Violation of Terms & Conditions of this contract for the 3rd Instance – Penalty of 3% of Contract Value

- ii) This Institute shall have the right to forfeit the Performance Guarantee and terminate the contract immediately if there is a repeated breach of Terms & Conditions beyond 3 instances in the entire contractual period.
8. **Tax Deduction at Source (T.D.S.):** T.D.S. (if applicable) will be deducted in accordance with current provisions of the Tax Department, subject to amendments. NIS will provide the Service Provider with a T.D.S. certificate.
 9. **Safety Measures:** The contractor is responsible for implementing safety precautions for all personnel under their supervision. Any liability for mishaps or compensation payments arising from incidents during the work execution will be solely the contractor's responsibility. The contractor must provide the necessary personal protective equipment (PPE). In case of any loss or damage to the contractor's personnel or property, the contractor shall indemnify and hold the National Institute of Siddha harmless from all such losses.
 10. **Subletting and Assignment of Contract:** Subletting, transferring, or assigning the contract or any part thereof is strictly prohibited.
 11. **Compliance of Transport Vehicles:** All transport vehicles engaged in this contract must conform to relevant government regulations.
 12. **Waste Incineration Prohibition:** Burning waste within the premises of this Institute is strictly prohibited. Violations will result in penalties.
 13. **Statutory Compliance:** The agency is responsible for ensuring compliance with all statutory requirements related to its employees, including provisions for Employee Provident Fund, insurance, etc.
 14. The Institute will not provide food or snacks for labourers and/or drivers involved in waste collection and transportation. The agency is responsible for providing these provisions to its staff as needed.

Post completion of the work order, your bill, duly pre-receipted may kindly be sent to this Institute on Monthly basis for claiming payment.