

**International Islamic University, Islamabad**  
**Office of Estate Management**

IIU/EM/1316

July 18, 2024

**Tender for Regular Collecting of Garbage from IIUI (Campuses)**

1. The International Islamic University, Islamabad (IIUI) is an autonomous body, which invites Expression of interest (EOI) from the Firms / individuals dealing in collecting garbage i.e. Plastic, Organic Food waste, Glass and plastic Bottles, paper waste in dustbins, Rappers, disposal items etc.
2. The Interest Firms / Individuals based in Islamabad must be registered with Government Sales Tax / Income Tax departments can apply through and expression of interest reflecting their expenses in the desired area.
3. As per PPRA Rules, the method of selection shall be **“Single Envelop procedure”**.
4. The detailed terms and conditions shall be mentioned in the bidding documents as enclosed amount of Rs. 1000/- per tender on the working days during office hours till a day earlier from the opening of the tender.
5. Sealed EOI prepared in accordance with the instructions in the bidding documents must reach on or before 10:30 am dated August 13, 2024 which shall be opened on the same date at 11:30 am in presence of bidders or their authorized representatives at the office of Estate Management (Admin Block II, Basement).
6. The fee quoted in the proposal should be inclusive of all taxes.
7. The Refundable bid security / earnest money for amount not less than 3 months advance payment of per month quoted price in shape of bank draft / call deposit / pay order issued by any scheduled bank of Pakistan should be submitted along- with expression of interest in the name of **International Islamic University Islamabad**.
8. The International Islamic University, Islamabad reserves the right to accept or reject any / all expression of rights in terms of PPRA Rules.

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**International Islamic University, Islamabad**  
**Office of Estate Management**

IIU/EM/1318

July 18, 2024

**Term of Reference for Garbage Collection for Private Vendor**

The primary objective of this TOR is to ensure the proper collection and disposal of garbage to maintain cleanliness hygiene and public health in the municipality this includes ensuring timely and regular collection of garbage reducing litter and illegal dumping. Promoting recycling and proper waste segregation.

**1. Types of Garbage:** - Garbage that are included are:

Plastic, Organic Food Waste, Glass and plastic Bottles, paper waste in dustbins, Rappers, disposable items etc.

**2. Quantity and Frequency:** - Expected quantities of garbage to be collected and the frequency of transactions. For example, on the first day at one female hostel, the approximate segregation will be::

- Day 1 segregation
- Hostel Block A
- Paper: 1 kg
- Food waste: 3 kg
- Plastic: 1 kg
- Glass: 1 kg
- Card board: 2 kg
- Polythene bag/rapper: 1/5 kg
- Disposable: 3 gram
- Hostel Block E
- Paper: 1 kg
- Cardboard: 1/5 kg
- Polythene bag/rapper: 1 kg

**3. Selection Criteria:**

The tender will be awarded to a well-reputed firm with vast experience or one that can provide quality services.

**4. Scope of Services:**

The selected vendor/firm will provide services to all academic faculties, male (old and new campuses), and female hostels.

**5. Technical Proposal:**

The selected firm must define its mechanism for performing duties to the notified committee before being awarded the tender or submitting a technical proposal.

**6. Installation of Dustbins:**

The selected firm must install dustbins at points identified by the committee.

**7. Preference for Higher Bidders:**

Preference will be given to higher bidders, including those who provide additional complementary services.

**8. Communication and Clarifications:**

Committee will provide contact information for inquiries and clarifications regarding the TORs and the proposal submission process.

**9. Monitoring and Reporting:**

Committee will continuously monitoring the firm's performance, such as regular inspections, reporting mechanisms, and feedback to address any issues or concerns promptly.

**10. Compliance with Regulations:**

Firm will complies with all relevant environmental regulations, health and safety standards, and waste management guidelines set forth by local authorities.

**11. Collection and Transportation:**

Regular collection of garbage from designated areas as per the agreed scheduled. Provision of appropriate and sufficient garbage bins/ containers in designated areas. Transportation of collected waste to designated disposal sites. Implementation of waste segregation at the source, if required

**12. Maintenance and Cleaning:**

Regular cleaning and maintenance of garbage bins/ containers and collection points. Immediate response to the complaints regarding missed collection and spillage.