

GUIDELINES FOR HIRING OF AGENCIES BY “BULK WASTE GENERATORS”

1. Waste Management

The Solid Waste Management Rules 2016 identifies entities producing more than 100 kgs of waste per day as Bulk Waste Generators (BWGs). All Bulk waste generators are required to manage their own wet waste in their own premises as SW-2016 compliance and make their own arrangements for dry, bio-hazardous, E-waste management. However, it has been noticed that currently, BWGs in the city lack adequate in-house technical expertise and required infrastructure. To support the BWGs, Municipal Corporation Gurugram (MCG) as prepared recommended criteria for hiring of agencies by “Bulk Waste Generators” (BWG). **These guidelines are for the BWG for selection of waste management agency. However the complete responsibility of waste management lies with the BULK WASTE GENERATOR.**

MCG has defined BWG as any entity generating 100 or more Kgs per day of waste (wet+ dry+ domestic hazardous) and or any entity having more than 5000 sq.mtr of campus.

Following categories of agencies have been made and BWGs can choose any of the categories:-

Category 1: Management of all waste streams - wet, dry, domestic hazardous. This includes.

a) Supply and provide services for wet waste processing equipment and wet waste processing (In-situ and or offsite) through composting/bio methanation. This will not include companies supplying OWC solutions using induced heat mechanisms to process wet waste.

b) Services for collection, transportation, and further processing of Dry and Domestic Hazardous (In-situ and or offsite).

Category 2: Management of wet waste i.e. supply and providing services for wet waste processing equipment and wet waste processing solutions (In-situ and/or offsite) through composting/bio methanation. This will not include companies supplying OWC solutions using induced heat mechanisms to process wet waste.

Category 3: Collection, storage and further processing of e-waste by CPCB/HSPCB authorized e-waste dismantlers/recyclers.

The hiring of a service provider should be valid for a limited time from the date of hiring, subject to modifications/terminations made by BWG from time to time.

Agency hired for wet waste processing (Category 1 or 2) can also provide services for horticulture waste management to the BWGs.

2. Suggested Criteria

The hiring of agency may be done based on its merit, details of which are as follows:

1. The agency should be registered in India either as a Limited, Private Limited Company, Sole Proprietorship, Partnership, LLP, OPC, or public company. Organizations registered as Trust/Society/ Section 25 can also apply for the hiring. The Agency must have Waste Management as its core business. The agencies must submit their MOA /AOA document.
2. The Agency must have a valid GSTN certificate, ESIC and EPF Registrations as applicable.
3. The applicant agency should not be blacklisted/ debarred/ terminated of contract by any Government/ Government Board/ Corporation Agency/ firm/ Statutory Board/ PSU agency/ firm/ Non- Government/ Private agencies and Funding agencies in the last 05 years. Past/present litigations, disputes, if any (submit details separately with the proposal)
4. In respect of any work done earlier for BWG or any ULB in Haryana or any other state, if it is under investigation by any agency/Government, hiring should not be restricted but subject to outcome of the investigation. Outcome should be relatable to the hiring criteria.
5. The Agency should have experience of at least 3 years in handling municipal solid waste for BWGs or will have a waste management expert with minimum 5 years of experience in waste management.
6. For agencies applying for categories 1 or 2, in alignment with SWM 2016 that recommends on-site processing, the Agency must have adequate experience and technology for on-site composting. Out of the 5 nos. of BWG list shared as clients, the agency must have at least 2 for on-site. Even for agencies who have on-site processing experience and technology, their off-site model must incorporate certain level of processing within the premises (secondary segregation, crushing shredding, slurry formation).
7. The agency should be as far as possible engaged to do on site composting as per SWM-2016. If not then permission to be obtained by BWG for offsite composting.
8. **Swachhata fees** as per rules to deposited with MCG.

3. Terms and Conditions

1. The Agency shall enter into a written agreement with the BWG to whom it must provide services, in which the responsibilities of the Agency and BWG have been clearly determined for the safe collection/management/disposal of the waste. A copy of the agreement shall be submitted to the MCG.
2. The Selected Agency shall arrange for the transportation of collected waste streams (as per the Category approved) from the Bulk Waste Generators' premises to the authorized and designated processing or recycling facilities with evidence, for which **BWG should be aware of BWG will be held responsible if the agency is found dumping the waste at unauthorized places.**
3. The Agency will ensure that the waste treatment facilities comply with environmental regulations and have the necessary approvals from respective government departments (such as CPCB/SPCB/SBM/DPCB etc.), as and if required.
4. The agencies applying for as authorized e-waste dismantlers / recyclers must have collection and storage system as per e-waste management rules.
5. Agency shall ensure Door-to-Door collection of applicable waste streams from the premises (**only segregated waste to be collected**) with the support of BWG or BWG will ensure in-house door-to-door collection in a segregated manner.
6. Transportation of waste shall be done in properly compartmentalized vehicles to ensure dry, wet and hazardous waste remains segregated. Transportation must be done in covered vehicles, and no waste should be seen flying, leaking, or littering during transportation. The vehicles used for transportation should be GPS enabled and declared to BWG.
7. The agency shall ensure further sorting of the dry waste and sending it to the authorized seller/recyclers. The prescribed certificate for compliance as per rules from the recyclers/resellers shall be obtained by the agency and submitted to BWG along with the monthly report).
8. Agency must segregate e-waste from the collected waste and send it to the authorized e-waste recycler.
9. Sanitary and bio-medical waste should be further dropped off at the secondary collection centre by the agency in a sealed distinguishable bag for disposal by MCG.
10. Inert and reject waste shall be dropped off at the secondary collection centre by the agency for disposal by MCG. Inert and reject waste should not be beyond 10% of the total waste processed by the agency, in case if it exceeds the agency shall pay the charge of INR 1/ Kg for the additional waste.
11. Agency will ensure composting/bio methanation of wet waste at the space provided by the concerned RWA/Society/Bulk Waste Generator or at a decentralized processing unit.
12. Agency must submit samples of compost for testing by valid NABL-certified laboratories designated by MCG on a yearly basis. It will be based on annual sampling picked by the laboratory/ MCG representative. The laboratory should have its office/testing lab in Gurugram / NCR.
13. In case the agency converts Wet-Waste to Biogas/Bio-CNG all necessary compliances as per different government agencies and SWM 2016 must be met. The sole responsibility of compliance lies on the Agency.
14. No construction and demolition waste are to be collected.
15. No dead animals are to be collected.

16. The agency and BWG both will ensure compliance to the guidelines of Solid Waste Management Rule 2016, as well as any order issued by the Hon'ble National Green Tribunal (NGT), Central Pollution Control Board or State Pollution Control Board from time to time.
17. The necessary arrangement required for the installation of any machinery equipment/electric connection/water connection/ space for installation is to be decided mutually by the BWG and Agency. If there is space constraint, the Agency may develop its own decentralized units/Composting centre to provide services.
18. BWG will register in the BWG Portal and submit report in the portal.
19. The Agency shall maintain records of waste collection, waste processing, plant operations, maintenance activities, and performance data and prepare monthly reports per the format given by MCG. This data shall be shared, in the agency portal by the agency on a weekly /daily basis or as specified by MCG.
20. The Agency shall inform MCG of any signing of the contract with BWG within the period of 7 working days.
21. In case of littering or burning of waste etc., statutory action or penalty or both can be imposed by the Municipal Corporation on the BWG, and the Agency involved as per rules.
22. The BWG and Agency agencies will prioritize the adoption of **Zero Waste Practices**, aiming to minimize waste generation and maximize recycling and resource recovery.
23. BWG should have right to change/modify the process of / requirement or eligibility for hiring as service provider, at its discretion. BWG should cancel/terminate the hiring of any or all service providers at any time at its sole discretion if the performance of the agency found unsatisfactory, with a one month notice period.