



**GOVERNMENT OF KHYBER PUKHTUNKHWA**

**BIDDING DOCUMENT**

**FOR THE WORK**

**“HIRING OF VEHICLES/MACHINERY FOR COLLECTION/  
DISPOSAL OF SOLID WASTES AND CLEARANCE OF DRAINS  
WITHIN JURISDICTION OF ZONE-B WSSP PESHAWAR”**

**May 2020**

**Bid No: WSSP/ OPS/16-06/2020 (REV.)**

**GENERAL MANAGER (HR, Admin & Procurement)  
WATER AND SANITATION SERVICES PESHAWAR  
PLOT NO. 33, SECTOR: E-8, STREET NO. 13, (LCB BUILDING)  
PHASE-VII, HAYATABAD, PESHAWAR.  
Phone#: 091-9219098 Ext: 121**

## **Disclaimer**

Though adequate care has been taken while preparing this document and information provided therein, but it is advised that the bidder must satisfy himself for the corrections and sufficiency of the Data. Information on any discrepancy should be intimated to this office immediately. If no information is received from any of the bidders within the time of submission date, it shall be presumed that this document is correct and complete in all respects. If considered necessary in the interest of work / public, Water & Sanitation Services Peshawar (WSSP) reserves the rights to modify, amend or supplement this document.

## **TERMS & CONDITIONS FOR BIDDERS**

The firms/companies (hereinafter called the “Service Provider”) having relevant experience in the field are hereby invited to submit their tender for “**Hiring Of Vehicles/Machinery For Collection/ Disposal Of Solid Wastes And Clearance Drains Within Jurisdiction Of Zone-B, WSSP Peshawar**” (hereinafter called the “Services”) subject to following terms and conditions: -

1. Those Firms, service providers or Contractors Blacklisted Or Involved in litigation should not apply.
2. The vehicles will be requiring for the period of at least 12 months. The period may vary according to the needs of the client and the contract may be extended for future period with mutual consent of both the parties.
3. The rates should be valid till the contract expiration date. Contract shall be entered with the bidder on least cost basis and no increase, due to any reason, in the rates shall be acceptable during the validity of the contract period.
4. The bidder should have enough fleet with to meet the demand of the concerned Zone as per BoQ and contract agreement.
5. Tenders will be received only along with bidding documents duly signed by Chief Executive/authorized person of the firm.
6. The approved rate under this Contract (as mention in BOQ submitted by Service Provider) shall remain the same during the approved time of this Contract (12 Months). The Firm shall not demand for increase in approved rate during the period of this Contract.
7. The service provider shall be fully responsible for all work and services performed by its employees, and for this purpose the service provide shall employ competent and well-trained employees to perform the services under the Contract. The Service provides shall employee designated field Supervisor who will be responsible for the submission of the daily progress report of the activities performed in the field.
8. Services should be according to the client’s requirement. No amendment in tender form (in specification) will be accepted and such forms/ changes shall be rejected.
9. The bidder should have sufficient fleet to meet the demand of the concerned Zone as per agreed terms and conditions/ BoQ.
10. The payment shall be made after the submission of IPC by the contractor and verification of the Zonal staff through crossed cheque.
11. A rate contract (copy attached) shall be signed by the successful bidder and WSSP and all terms and conditions would be binding on both parties.
12. Bidders are required to submit the sealed tender under Single Stage Single Envelop method at the place, date and time mentioned in NIT / Corrigendum.

13. Bids shall remain valid for the period of 90 days, in exceptional circumstances prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting his Bid Security. A bidder agreeing to the request will not be required or permitted to modify his bid but will be required to extend the validity of his Bid Security for the period of the extension.
14. The bidder / Supplier should be a registered entity with taxation authorities. The bidder should have sufficient experience in the field.
15. The quoted rates should be inclusive of all applicable taxes and other relevant charges.
16. The company will deduct taxes, duties (Including Stamp duties) and other relevant charges as prescribed and amended from time to time by tax authorities / Government.
17. Competent Authority reserves the right to reject the tender at any stage with cogent reason as per KPPRA rules and regulations.
18. The Firm/ bidder shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc.
19. The Firm/ contractor shall complete the work as per Specification of the Client and in case of poor quality / substandard etc. other than the approved and agreed terms and conditions, the Client has the right to cancel the contract and impose ban for participating in to next bidding process of WSSP and as penalty the Bid security shall be forfeited in favor of WSSP.
20. No Advance payment shall be made to the Successful bidder.
21. In case of providing poor Performance, the client has the right to cancel the contract and impose ban for participating in the next bidding process of WSSP.
22. The Interested parties are advised to attend the Pre-bid meetings if they deem to feel necessary in the case.
23. The Firm/ contractor shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc.
24. Any deviation from above mentioned conditions will automatically lead to cancellation of the Contract.
25. All the terms and Conditions mentioned in Bidding Documents, NIT and detail finalized in Pre-bid meeting are the part of this contact agreement and Supplier is bound to adhere with.

**GENERAL MANAGER (HR, Admin & Procurement)**  
**WATER AND SANITATION SERVICES PESHAWAR**  
**PLOT NO. 33, SECTOR: E-8, STREET NO. 13, (LCB BUILDING)**  
**PHASE-VII, HAYATABAD, PESHAWAR.**  
**Phone#: 091-9219098 Ext: 121**

## **TERMS AND CONDITIONS**

### **FOR FILLING THE BIDDING DOCUMENTS**

Carefully Read below instructions before filling the Bid Documents / BOQ.

1. The Incomplete BID shall not be considered and REJECTED.
2. The Bid documents all pages including BOQ must be **Stamped and signed** by an authorized person of the contractor/firm else the bid will not be considered.
3. Any disfiguring / over writing, manipulation in the tender shall be liable to rejection or incomplete / conditional bids shall not be acceptable.
4. The bidder/ service provider should quote rates of hiring of each vehicle as per nomenclature/ description of items as given in the BoQ.
5. In case, after evaluation, two or more bids are found equal, the lowest bidder shall be decided through Toss amongst them.
6. As per KPPRA Notification, in case of bidders who quoted rates 10% below the Engineering Estimate / BOQ on Rate analysis of PE, the bidders shall deposit additional CDR of 8% of the bid cost, as prescribed, to firm up their bids. The same can be replaced with 10% of bank guarantees of the total bid cost subject to the verification from the issuance bank. These guarantees will be discharged on the expiry of the defect liability period of the contracts.
7. If the successful bidder failed to provide the required Bid Security within the prescribed time or fails to sign the agreement for the work, his bid security shall be forfeited in favor of WSSP and the work will be awarded to the 2nd lowest bidder.
8. The Contractor Bid Security @ 2% shall be verified from the Concerned Bank, if found FAKE OR Expired, his enlistment with WSSP will be cancelled immediately and case shall be submitted to competent Authority for decision, where in the Contractor may be Blacklisted.
9. Bidding Document Fee shall be deposited in Bank of Khyber A/c #: 0742-38 in favor of CEO WSSP. The Bidding documents shall be issued against the submission of application along the BOK deposit slip (No cash Payment shall be entertained).
10. Bidding shall be done on least Cost Basis, and the work order shall be awarded to lowest Responsive bidder in total as per Appendix -A.
11. The bidders are required to quote their total bids costs both in “Figures and Word”.
12. All Provincial/Federal taxes/stamp duty including income tax will be recoverable from the bidder as per directives of Govt. issued from time to time.
13. The rates should be valid till the contract expiration date. Contract shall be entered with the bidder on least cost basis and no increase, due to any reason, in the rates shall be acceptable during the validity of the contract period.

14. Any disfiguring/overwriting, manipulation in bids unless proper signing shall be liable to rejection.
15. The service provider should quote rates for hiring of each vehicle on monthly basis for set of dumpers while per trip basis for Eid ul Azha operations as mentioned in BoQ. The quoted rate should be inclusive of Driver, wage/food, night charges, cleaning tools etc. The loading / unloading will be the responsibility of the bidders and dumps will be disposed up to the designated dumping yard identified by WSSP.
16. Only filled BOQ shall not be sufficient, all the attached Annexure and appendixes must be filled in and signed by the contractor (Where applicable).
17. A rate contract (copy attached) shall be signed by the successful bidder and WSSP and all terms and conditions would be binding on both parties.
18. Incomplete/conditional and late receipt bids shall not be acceptable.
19. Tenders and copy of Call Deposits received through fax will not be acceptable.
20. Besides other duties & taxes etc., the successful bidder shall also to deposit the government prescribed amount of stamp duty.
21. The Competent Authority reserves the right to reject anyone or all the tenders, the reason / reasons for cancellation shall be shared with Contractor upon request.

**Supplier/ Contractor Signature**

**Stamp.**

**WSSP**

**HIRING OF VEHICLES/MACHINERY FOR THE COLLECTION OF DUMPS/DRAINS WASTE AND CLEARANCE OF DRAINS WITHIN THE JURISDICTION OF ZONE-B WSSP PESHAWAR FOR THE YEAR 2020-21**

**Bill of Quantities**

Sr. #	DESCRIPTION	QTY (No)	Duration (Months)	UNIT	RATE (Rs/ Vehicle/Month)	AMOUNT (Rs)
	<b>Hiring of Vehicles on monthly Rental Basis (A)</b>					
1	Provision of 800 cft Dumpers on monthly basis including all costs for the carriage of Solid Waste (excluding loading) from the Jurisdiction of Zone-B WSSP (any Location) to the designated dumping yard, Ghari Faiz Ullah Shamshatoo. Each Vehicle will Conduct minimum three numbers of trips/day for 30-31 days a month.	6.0	12.0	0		
2	Provision of D-550 Excavator (minimum two numbers) on monthly rental basis for the desilting of drains/ loading and unloading of Solid Waste. (Minimum 9 hours//vehicle/day).	2.0	12.0	0		
3	<b>Sub Total (A)</b>					
4	<b>Hiring of Vehicles on Trips/hours Basis</b>					
5	Provision of Dumper of 800 CFT capacity without loading/unloading mechanically and carriage to the designated dumping yard, Ghari Faiz Ullah Shamshatoo. (For Eid Ul Azha Operations)	300.0	-	Per Trip		
6	Hiring of Excavator D-550 or equivalent for Loading unloading of Solid Waste / Desiltation of Drains	150.0	-	Per hour		

7	Provision of Tractor with Trolley of 300 CFT capacity including loading / unloading and carriage to transfer station or any designated collection point within Zone B, WSSP (For Desiltation and Eid Ul Azha Operations)	1,000.0	-	Per Trip	
8	<b>Sub Total (B)</b>				
9	<b>Grand Total Amount A+B</b>				
<b>Grand Total in Millions</b>					

**Amount in Figure:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Name & Designation :** \_\_\_\_\_

**Company Seal:** \_\_\_\_\_



**Affidavit (For Service Provider)**

As owner of M/s \_\_\_\_\_

**I/We accept the terms and conditions as laid down in tender form and advertisement notice.** I/We shall also observe all the rules/regulations framed by Government of the Khyber Pakhtunkhwa regarding the hired services mentioned in the attached list from time to time.

**SIGNATURE  
WITH STAMP OF THE FIRM**

Date: \_\_\_\_\_

## SERVICE PROVIDER PROFILE

Company	
Address of Office	
Telephone No / Mobile #	
NTN No.	
Years of Experience	
No of Trained Staff	
Total Available Fleet (details may be attached as separate document)	

**Authorized Signature:** \_\_\_\_\_

**Name & Designation :** \_\_\_\_\_

**Company Seal :** \_\_\_\_\_

**WATER AND SANITATION SERVICES  
Checklist**

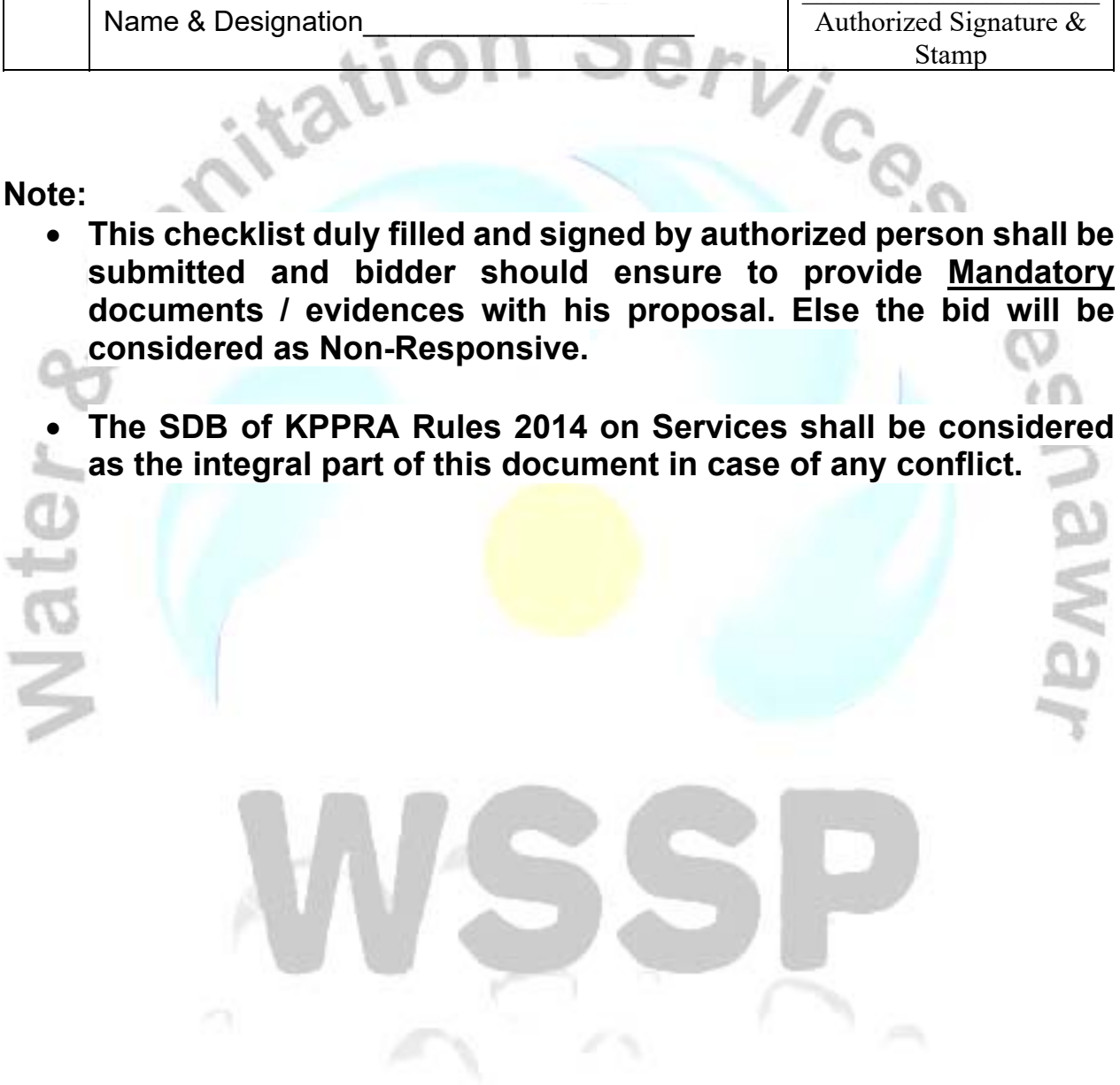
**Hiring of Vehicles / Machinery for the collection of Dumps and Clearance of Drain  
Waste within the Jurisdiction of “Zone-B” Water and Sanitation Services Peshawar  
For the Year 2020-21.**

S.No	Particulars	
1	Company Profile.	
3	Audit & Financial Statement OR Tax Return of previous years.	
4	NTN Certificate <b>Mandatory</b>	
5	KPRA Registration Certificate <b>(Mandatory) Active Status</b> ).	
6	Proof of Relevant Experience. (Purchase Orders / Contract Copy, at least two <b>Relevant Contract</b> to be attached) <b>Mandatory</b> .	
7	Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the: a. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities. b. Firm/Vender is/was not involved in any Litigation / arbitration and that no work as rescinded in the past. <b>Mandatory</b>	
8	Called deposit / Bank DD @ 2% of total bid cost in favor of CEO, WSSP. <b>Mandatory</b>	
9	Work Satisfactory Performance Report of Previous Employer. (The Certificate should be from Zonal Office WSSP. If the same Services are previously provided to WSSP). <b>Mandatory</b>	

10	Contact Person Name & Designation _____	Authorized Signature & Stamp

**Note:**

- This checklist duly filled and signed by authorized person shall be submitted and bidder should ensure to provide **Mandatory** documents / evidences with his proposal. Else the bid will be considered as Non-Responsive.
- The SDB of KPPRA Rules 2014 on Services shall be considered as the integral part of this document in case of any conflict.



## **FOARM OF CONTRACT**

### **HIRING OF VEHICLES/MACHINERY FOR COLLECTION OF DUMPS AND CLEARANCE OF DRAINS WITHIN THE JURISDICTION OF ZONE-B WSSP PESHAWAR**

**THIS CONTRACT** is made and executed on this \_\_\_\_\_, 2020-21 by and between:

**Water and Sanitation Services Peshawar**, a company duly incorporated under the provisions of Companies Ordinance, 1984 having its registered office at Plot #33, Street 13, Local Government Governance School, Phase 7, Hayatabad, Peshawar through its Chief Executive Officer (CEO) on behalf of its Board of Directors (Hereinafter referred to as “**Client**” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

**AND**

M/S \_\_\_\_\_ (Hereinafter referred to as “**Firm/ Contractor**” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

#### **WHEREAS.**

The Client advertised a Tender Notice in the national press for **Hiring of Vehicles/Machinery for Collection/ Disposal of Solid Wastes and Clearance of Drains Within Jurisdiction Of Zone- B WSSP Peshawar** (hereinafter called the “**Client**”

The Firm/ contractor, being the lowest bidder, has been selected and is willing to provide the Supply / Services on the terms and conditions set forth in this Contract, NIT and Bidding Documents.

**NOW, THEREFORE**, the Client, represented by its Chief Executive Officer on behalf of its Board of Directors and the Firm, represented by the concerned Zonal Manager WSSP, to synergize their efforts for achieving the intended results, have decided to enter into this Contract today on \_\_\_\_\_, 2020 on the terms and conditions agreed below.

1. The Firm shall complete the work as per details provided in the BOQ / NIT and as per requirement of the Client set forth in Pre-Bid Meeting.
2. The contractor will mobilize its fleet within one week (7 days) from the date of issuance of work order. In case of non-compliance, the client will have the right to impose penalty @ RS. 5000 to 20,000/day or may exceed this limit in case of noncompliance for more than 5 days.
3. The contractor shall provide supervisor/ contractor representative who will be available for 24 hours in CMU office or any other location/ office designated by the manager.
4. The contractor will be responsible for installation of tracking system on 800cft dumpers mentioned in serial no.1 of BoQ (dumpers hired on monthly basis).

5. Bill/ IPC verification will be made through data of tracking system. Contractor will be responsible for all costs incurred with installation/ operation of tracking system during contract period.
6. The dumpers hired on monthly basis (as mentioned in serial no.1 of BoQ) will carry minimum 80 and maximum 90 trips per month per dumper from zone-B to disposal site.
7. Less than 80 trips/ month will be deducted from contractor IPC @ 2.5 trips/ day for vehicles (800cft dumpers) mentioned in serial No.1 of BoQ.
8. The tractor shovel hired on monthly basis (as mentioned in serial No.2) will work for 8 hours/ day. In other words, he is fill/ load at least 9 trips of 800cft dumpers. Less than that will be deducted accordingly.
9. The Excavator hired on monthly basis shall work for minimum 7-8 hours/day for loading unloading of dumpers 800cft.
10. The bidder shall be liable to provide alternative driver/helper and backup vehicle within three hours in case of any emergency.
11. In case of break down alternative vehicle should be arranged within three-hour time failing which shall lead to penalty of 6000 Rs/hour.
12. In case of break down alternative vehicle should be arranged within three-hour time failing which shall lead to deduction of the idle times (Hours) from IPC and may also lead to imposition of penalty @ Rs. 1000- 3000/hour.
13. The Set of dumpers, each dumper shall conduct minimum three trips/day otherwise deduction shall be made.
14. In case of breakdown if the already provided vehicle is unable to conduct 3 trips/day or minimum hours/day then the backup vehicle provide shall complete the trips/hours. In case of non-compliance and failure deduction @ 6000 Rs/hour shall be made form the contractor.
15. Transportation/ machinery shifting, and idle time will not be counted/ calculated in working hours for machinery mentioned in serial no. 5 & 6.
16. For rental vehicles, the contractor should be responsible for establishment of parking yard within the jurisdictions of Zone-B WSSP.
17. The contractor shall dispose the collected waste into the designated dumping site / notified point otherwise the strict disciplinary action along with deduction of the disposed trips other than designated DS shall be made.

18. That the payment to the firm shall be made after delivery/ completion of services and verification of bill (Payment shall be made for actual work) through cross Cheque within 20 day otherwise in case of any delay, the contractor will be informed accordingly.
19. No mobilization advance shall be granted to the contractor.
20. The contractor will be responsible for installation of tracking system on 800cft dumpers mentioned in serial no 1 (vehicles hired on monthly basis) of BoQ. Bill/ IPC verification will be made through tracking system. Contractor will be responsible for all costs incurred with installation/ operation of tracking system during contract period.
21. The Firms will complete the work as per approved Specifications desired, no deviation in this respect shall be accepted.
22. For rental vehicles, the contractor should be responsible for establishment of parking yard within the jurisdictions of the concerned Zone of the WSSP.
23. The contractor shall collect waste from the location as directed by the site in-charge (Assistant Manager (SWM) or his representative) and dispose it at designated dumpsite or as directed by assistant Manager (DS) or his representative, otherwise the strict disciplinary action will be taken that may be deduction of trip, imposition of fine etc. may be made from the contractor IPC.
24. The contractor will provide enough fleet depending upon requirement and need of the client specially during the special events and festivals such as Eid Ul Azha, Muharram ul Haram etc. failing may lead to, imposition of penalty, termination of contract and, which may also lead to blacklisting of the firm.
25. The Client will deduct income tax and sales tax or any other duties and tax (if applicable) as per prescribed rates of the Government.
26. The Contract may be revoked by the Client at any time in case of unsatisfactory performance, failure to perform services, without serving any notice to Firm and all payments will be withheld by the Client, the Bid Security shall be forfeit and moreover, WSSP reserve the right to move the legal action against the firm.
27. The Client reserves the right to revoke the Contract at any time without assigning any reason thereof and there shall be no appeal before any court or authority against it.
28. That the completion period of this Contract shall be 12 months, commencing from the date of work order or as per Client's directions / Request.
29. The contractor will be responsible for taking and provision of all kind of safety measures required on site/ during site operations.
30. In case of poor Performance during services delivery by the contractor, the client has the right to cancel the contract and impose ban for participating in the next bidding process of WSSP.

31. The vehicles will be requiring for the period of twelve months. The period may vary according to the needs of the client and the contract may be extended for future period with mutual consent of both the parties.

32. In case of provision of poor-quality service/not abiding by the instruction of the client the penalty up to Rs. 3000 to 10000/- per day can be imposed on the contractor.

**IN WITNESS, WHEREOF;** the authorized representatives of both the parties have executed and entered into

This Agreement on this \_\_\_\_\_, 2020 at Peshawar have signed and sealed or stamped as under.

\_\_\_\_\_  
For WSSP, Peshawar

\_\_\_\_\_  
For and on Behalf of Firm

**WITNESSES:**

\_\_\_\_\_

**WSSP**





**Government of Khyber Pakhtunkhwa,  
Khyber Pakhtunkhwa  
Public Procurement Regulatory Authority**

**NOTIFICATION**

Dated Peshawar, the May 24, 2016

**No. KPPRA/M&E/Estt:/1-5/2016** In supersession of Finance Department Notification No. SO(FR)/FD/9-7/2011/Vol-II dated 05.11.2014, the Competent Authority has been pleased to approve the following amendments in SBDs for procurement of Goods, Works & Services.

1. The Contractors/bidders who quote their bids/rates more than 10% below the Engineer's Estimate shall submit an Additional Security in the form of call deposit equal to 8% of the bid cost. After commencements of work by the successful bidder 8% call deposit may be replaced with a bank guarantee of the same amount from the scheduled bank.
2. The additional security shall be released to the contractor in four installments i.e. 25% to be released after completing 25% of the project, 50% to be released upon 50% completion, 75% to be released upon 75% completion and the remaining amount to be released after completion of the project. In case the bidder quotes more than 10% below the bid cost and the bid is not accompanied by the additional security then the bid shall be considered as non-responsive and the 2<sup>nd</sup> lowest bidder and so on will be considered accordingly.
3. The **Item Rate System** is replaced by **Above-Below System** on BOQ based on MRS applicable. All tenders shall be processed according to "**Above/Below System**" based on the Market Rate System. In case of donor-assisted projects, the procurement guidelines of the Donor Agency, where required under international obligation, shall be followed in all issues related to procurement of works.

-Sd-  
Managing Director  
Khyber Pakhtunkhwa  
Public Procurement Regulatory Authority

**ENDST: No. KPPRA/M&E/Estt:/1-5/2016**

**Dated Peshawar, the May 24, 2016**

**Copy of the above is forwarded to:-**

- 1) All Administrative Secretaries in Khyber Pakhtunkhwa with the request to circulate the same to their lower formations.
- 2) Senior Member Board of Revenue, Khyber Pakhtunkhwa.
- 3) Principal Secretary to Governor, Khyber Pakhtunkhwa, Peshawar.
- 4) Principal Secretary to Chief Minister, Khyber Pakhtunkhwa, Peshawar.
- 5) Secretary Provincial Assembly, Khyber Pakhtunkhwa.
- 6) The Accountant General, Khyber Pakhtunkhwa.
- 7) Registrar, Peshawar High Court, Peshawar.
- 8) All Commissioners in Khyber Pakhtunkhwa with the request to circulate the same to their lower formations.
- 9) PSO to Chief Secretary, Govt. of Khyber Pakhtunkhwa.
- 10) PS to Additional Chief Secretary, Govt. of Khyber Pakhtunkhwa, P&D Department.
- 11) The Director, Treasuries & Accounts with the request to circulate the same to all District Accounts' Officers & Treasuries Officers in Khyber Pakhtunkhwa.
- 12) The Director, Information Khyber Pakhtunkhwa with the request to publish the same in print media.
- 13) The Manager, Stationery and Printing Press Khyber Pakhtunkhwa, for printing in the official gazette.

  
(Khali Ahmad)  
Assistant Director (M&E) 24/5/16  
KPPRA