



GOVERNMENT OF KHYBER PUKHTUNKHWA



(WATER AND SANITATION SERVICES PESHAWAR).

**BIDDING DOCUMENT**

Supply and Printing of WATSAN Services Customer Bills

June 2020

No. WSSP/Fin/19-06/2020

**WSSSP**

**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#: 091-9217724 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.**

## **NOTICE INVITING TENDER**

Sealed tenders are hereby Invited from KPRA / Income tax Registered Firm / Suppliers having Minimum 5 Years of Printing Experience for the work mentioned below.

S. No	Detail of Job	Printing Qty Per Year (Approx.).
1	Supply & Printing of WATSAN Services Customer Bills on Paper Size: A-4 80 Gms Imported, Double Side, Four Color Printing. (As per Approved Design & Sample).	700,000 Pages

### **Terms & Conditions.**

1. Interested and eligible Firms / supplier may obtain bidding documents upon written request from the office of under signed on providing fee slip of PKR: 1000/- (Non-Refundable) payable in the name of Chief Executive Officer WSSP, Bank of Khyber A/C# 0742-3 Phase –III Chowk Hayatabad, immediately after publishing of advertisement in newspaper up to Monday 13<sup>th</sup> July 2020.
2. The Sealed Bids must be submitted till 11:00 am on Monday 13<sup>th</sup> July 2020 through courier services and will be opened by the Bid preparation and evaluation committee on the same day at 11:30 am in the presence of all the bidders or their authorized representatives, who wishes to attend.
3. The supply will be required on quarterly basis as per demand from WSSP and payment will be made as per actual supply.
4. 2% Bid Security of the total cost in the shape of call deposit in favor of Chief Executive Officer; WSSP must be accompanied with the bid.
5. The bid must be stamped and signed by an authorized person of the firm. All federal and provincial duties/stamp duty/taxes including KPRA Taxes will be recoverable as per directives of the government issued from time to time.
6. The firm must be a registered entity with KPRA. (Rule: 37A of KPPRA).
7. Any disfiguring / over writing, manipulation in the bid shall be liable to rejection. Incomplete / conditional bids shall not be acceptable.
8. The Competent Authority reserves the right to reject anyone or all the bids the reason for rejection shall be communicated to the Contractor / firm upon request.
9. The Bidder is required to submit the sample of paper at the time of Bid which should be used in printing.

**General Manager (HR/Admin/Procurement)  
WATER AND SANITATION SERVICES  
SECTOR E-8, STREET 13 (LCB BUILDING)  
PHASE-VII, HAYATABAD PESHAWAR.**

**TERMES AND CONDITIONS**  
**WATER AND SANITATION SERVICES PESHAWAR.**

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

1. The Bid documents all pages including BOQ must be **Stamped and signed** by an authorized person of the firm.
2. In case, after evaluation / bid opening, two or more bids are found equal, the lowest bidder shall be decided through Toss amongst them.
3. The Call deposit @ 2% of the total bid cost is mandatory and must in the Name of “**Chief Executive Officer WSSP**”, other than the Name of CEO the Call deposited shall not be accepted.
4. The Contractor Bid Security @ 2% shall be verified from the Concerned Bank, if found FAKE OR Expired, he shall be debarred with WSSP and case shall be submitted to competent Authority for decision, where in the firm may be Blacklisted.
5. Bidding shall be awarded to the bidder who quoted lowest rate and subjected to approval of Paper (Sample).
6. The payment will be subject to Satisfactory supply as per Clint requirement, if substandard supply / paper etc. is used in Printing after award of contract the penalty shall be imposed upto 10% of the Contract Value.
7. All Provincial/Federal taxes/stamp duty including income tax / KPRA taxes will be recoverable from the bidder as per directives of Govt. issued from time to time.
8. Any disfiguring/overwriting, manipulation in bids unless proper signing shall be liable to rejection.
9. **Only filled BOQ shall not be sufficient, all the attached Annexures and appendixes must be filled in and signed by the contractor.**
10. Incomplete/conditional or ambiguous and late receipt bids shall not be acceptable.
11. Bids and copy of Call Deposits received through fax will not be acceptable.
12. Besides other securities etc., the successful bidder shall also to deposit the government prescribed amount of stamp duty.

13. 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.

14. All the vendors are informed to provide following information / active and valid addresses all Notices will be served on give address and will be considered as delivered.

1. Mobile No: \_\_\_\_\_.

2. Valid Email \_\_\_\_\_.

3. Valid Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractor Signature**

**Stamp.**

**WSSSP**

**Affidavit**

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 and KPPRA in respect of Printing and as provided in Biding documents and Contract for this Work.

**SIGNATURE  
WITH STAMP OF THE FIRM**

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

**PROVIDER's PROFILE**

Company	
Address of Office	
Contact Person / Mobile #	
Telephone No	
NTN No	
Years of Experience	
No. of Similar items supplied	

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

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

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



**Name of Work:** Supply and Printing of WATSAN Customer

**BILL OF QUANTITIES**

S. No	Detail of Job	Printing Qty Per Year (Approx.)	Unit Price (Per Page)	Total
1	Supply & Printing of WATSAN Services Customer Bills on Paper Size: A-4, 80 Gms Imported, Double Side, Four Color Printing. (As per Approved Design & Sample).	700,000 Pages		
<b>GRAND TOTAL in Rs.</b>				

**In Words:** \_\_\_\_\_

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

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

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



## FORM OF CONTRACT

### Supply and Printing of WATSAN Service Customer Bills

**THIS CONTRACT** is made and executed on this \_\_\_\_\_, 2020 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"** 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 "Supply and Printing of WATSAN Customer Bills " as defined in this Contract (hereinafter called the **"Supplier"**).

The Firm, 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;

**NOW, THEREFORE**, the Client, represented by its Chief Executive Officer on behalf of its Board of Directors and the Firm, represented by its General Manager (HR/Admin/Procurement) WSSP, in order 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 supply all material / Printing stuff as per details provided in the BOQ / NIT and as per requirement of the Client.
2. That the payment to the firm shall be made after delivery and verification of bill (Payment shall be made for actual Supply) through cross Cheque within 10-15 day. No mobilization advance shall be granted to the winner bidder.
3. The approved rate under this Contract shall remain the same during the approved time period of this Contract (One Year) or till completion of Job. The Firm shall not demand for increase in quoted and approved rate during the period of this Contract
4. The Firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their hired employees as per Rules and Regulation of Labor laws / policy..

5. The Client will deduct income tax and sales tax / KPRA Taxes or any other duties and tax (if applicable) as per prescribed rates of the Government.
6. The Contract may be revoked by the Client (WSSP) at any time in case of unsatisfactory supply, failure to perform services, without serving any notice to Supplier / Firm and all payments will be withheld by the Client and moreover, WSSP reserve the right to move the legal action against the firm.
7. The Contract with Successful Bidder shall be signed for the period of One Year; however, the contract may be extended for another period of One year if both the parties agree and on same terms and conditions.
8. 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.
9. In case of providing poor quality / Low standard material other than the approved samples / Quality, the client has the right to cancel the supply, reject and return the supply and impose ban for participating in the next bidding process of WSSP.
10. All such sub-standard supply /material shall be returned to supplier at his own cost, and penalty may be imposed for such wrong action.
11. The Printing material shall be supplied as per demand of WSSP within 05-07 days of such order.
12. Any deviation from above mentioned conditions will automatically lead to cancellation of the Contract.

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

This Agreement on this \_\_\_\_\_, 2017 at Peshawar have signed and sealed or stamped as under.

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

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

**WITNESSES:**

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
  
\_\_\_\_\_