



**GOVERNMENT OF KHYBER PUKHTUNKHWA
(WATER AND SANITATION SERVICES PESHAWAR).**

BIDDING DOCUMENT

FOR

**PURCHASE OF UNIFORM AND ALLIED ITEMS FOR WSSP
STAFF (FY: 2025)**

No: WSSP/OPS/51-01/2025

January 2025.

**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, 9219621,22,23**

Disclaimer

Though adequate care has been taken while preparing this document and the information provided therein, 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 the 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 right to modify, amend or supplement this document.



INVITATION TO BIDDERS

Purchase of Uniform and Allied Items for WSSP Field Operational STAFF.

Water and Sanitation Services Peshawar (WSSP) was established by the Government of Khyber Pakhtunkhwa and formally registered under Section 42 of the Companies Ordinance 1984 to provide integrated and yet improved drinking water, sanitation and solid waste management services in district Peshawar. The Sealed Bids are hereby invited by income tax/sales tax registered bidders with a minimum of 2 years of business experience in the supply of uniform / allied items. As per the following details: -

Lot	Description of Work	Supplier Criteria
1	Stitching and Supply of Uniform for WSSP field operational Staff as per approved specification/design, colour & logo.	original manufacturer / uniform fabricators / authorised dealers and General Order Suppliers (who are involved in cutting and stitching of uniforms).
2	Allied / Safety Items for WSSP Field Operational Staff as per approved Specification / Design, Colour & logo.	Original manufacturer or authorised importers/dealers and General Order Suppliers.

General Terms and Conditions.

1. The Interested and eligible bidders/firms registered with the Income-tax/ KPRA department and having experience in the field, can collect the bidding documents / BOQ from the office of the undersigned on any working day up to the last date of submission of bids.
2. The Bidding documents / BOQ can also be downloaded from the WSSP website <https://wsspeshawar.org.pk> on payment of the tender document fee of Rs. 2500/- (non-refundable). Payable in the name of CEO, WSSP, Bank of Khyber, IBAN Account #: **PK49 KHYB 0083 00200 9152876**.
3. Two per cent (2%) Bid Security of the total bid cost must be accompanied by the tender document in the shape of a call deposit from any scheduled bank in the name of Chief Executive Officer WSSP Peshawar.
4. The pre-bid meeting will be held on **Friday 24th January 2025 at 03:30** pm, the pre-bid meeting aims to educate bidders regarding WSSP uniform and allied items. The Interested parties are advised to attend the pre-bid meetings.
5. Sealed bids duly stamped and signed shall reach the office of the undersigned up to 11:00 AM on **Friday 31st January 2025** preferably through Courier services and will be opened on the same day at 11:30 AM in the presence of the Supplier or their authorized representatives.
6. The rate quoted must be inclusive of all duties/taxes as per directives of the government issued from time to time and delivery at the site within WSSP Jurisdiction.

7. Any disfiguring/overwriting, or manipulation in the tender shall be liable to rejection or Incomplete/conditional / late submitted bids shall not be acceptable.
8. WSSP reserve the right to accept or reject any one or all the bids with cogent reasons, which shall be communicated to bidder on request.
9. The bidders are required to register themselves on the WSSP website via the URL address: **<https://wsspeshawar.org.pk/serv/vendor-registration-from>**

General Manager (HR/ Admin/Procurement)

**Local Government Complex, Khyber Pakhtunkhwa, Plot # 33, Street No. 13, Sector E-8,
Phase-VII, Hayatabad, Peshawar. Office Phone # 091-5890560**



TERMS & CONDITIONS

The Registered firms/companies/ Service Providers hereinafter called the uniform suppliers and having **Relevant Experience** in the field are hereby invited to submit their tender for **PURCHASE OF UNIFORM AND ALLIED ITEMS FOR WSSP STAFF (Lot 1 and 2)** according to the details mentioned in NIT and subjected to following terms and conditions: -

1. The Bidder / Interested parties must have the relevant experience in the field (Minimum else the Company shall forfeit the Bid Security in case of Poor performance or failure and may be Backlisted for Future business with WSSP.
2. The bidder should quote rates for all Uniform and allied items mentioned in the BOQ, as per the Required Sizes/Colors and Logo of WSSP. Rates must include all applicable taxes and delivery at the site.
3. The Contract with the lowest bidder will be signed for a period of one Year. Any further requirement during the year shall be purchase through Repeat Order to successful Bidder on Need basis in the light of KPPRA Guidelines and after approval from Competent Authority.
4. Each lot will be evaluated separately, and the Contract will be awarded to the lowest bidder in each lot. **The CDR will be provided for each lot separately.**
5. Bidders are required to Submit the sealed tender under the Single Stage Single Envelop method at the place, date and time mentioned in NIT.
6. The bidder / Supplier should be a registered entity with taxation authorities and KPRA for the provision of Services and have sufficient experience in the field.
7. The quoted rates should be inclusive of all applicable taxes and other relevant charges (Delivery at site within the Jurisdiction of WSSP will be compulsory).
8. WSSP has a total 45 Nos of Union Council the successful bidder will be required to collect the actual Sizes of staff from each UC for uniform (Lot# 1) and supply/delivery shall be made directly to respective UC through Zonal Managers.
9. The successful bidder will be required to ensure alternation facility Free of Cost for supplied uniform within the vicinity of Peshawar.
10. The successful bidder will be required to prepare a comprehensive database of all Sized collected UC Wise and share the same with WSSP.
11. 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.

12. The rates should be valid till the contract expiration date. The contract shall be signed with the bidder on least cost basis (Subject to the approval of the Sample, in case of sub-standard, poor supply the order will be cancelled and may be awarded to 2nd lowest bidder) and no increase, due to any reason, in the rates shall be acceptable during the validity of the contract period.
13. Tenders will be received only along with bidding documents duly signed and stamped by an authorized person of the firm.
14. Blacklisted suppliers should not apply.
15. The Competent Authority reserves the right to reject the tenders at any stage with cogent reason as per KPPRA rules and regulations.
16. The Supply should be per the client's requirement. No amendment in tender form (in specification / Supply) will be accepted and such forms shall be rejected.
17. The payment shall be made upon supply within 30 working days after submission of a valid Invoice / Bill and signed delivery note from UC.
18. No Advance payment shall be made to the successful bidder.
- 19. The Goods will be delivered within 45-60 working days or before or after the Submission of Supply request (Purchase Order). Otherwise, a penalty @ 0.05% per day shall be imposed on the supplier, subjected to the final decision approval from the Competent Authority.**
- 20. Further penalty will be imposed if the supply is delayed for more than 60 days including debarment of the firm and cancellation of Purchase order.**
21. In case of providing poor quality / Low standard material or poor substandard stitching, printing of Logo other than the approved samples / Quality / Standard the client has the right to cancel the contract and impose a ban for participating in the next bidding process of WSSP and penalty, which may include the CDR forfeiture.
22. All such sub-standard supplies shall be returned to the supplier at his own cost, and the same will be replaced in 7 working days otherwise the penalty may be imposed for such wrong action and the Bid Security @ 2% shall be forfeited.
23. A rate contract (copy attached) shall be signed by the successful bidder and WSSP and all terms and conditions will be binding on both parties.
24. The bidders are required to provide a warranty of the quoted/supplied items where applicable.

25. **The Interested parties are advised to attend the Pre-bid meetings, as per NIT.**

- pre-bid aims to educate bidders regarding WSSP uniforms and allied items.

26. Sealed bids duly stamped and signed shall reach the office of the undersigned as per the date and time mentioned in NIT, the bids shall be opened in the presence of the Supplier or their authorized representatives.

27. Any disfiguring/overwriting or manipulation in the tender shall be liable to rejection or Incomplete/conditional bids shall not be acceptable.

28. Any deviation from the above-mentioned conditions will automatically lead to the cancellation of the Contract.

GENERAL MANAGER (HR/Admin/Procurement)
WATER AND SANITATION SERVICES PESHAWAR

Supplier's Acceptance.

Name: _____.

Signature: _____

Stamp: _____

Affidavit

As owner of M/s _____

I/We accept the terms and conditions as laid down in the Tender Documents and advertisement notice (NIT).

I/We shall also observe all the rules/regulations framed by the Government of the Khyber Pakhtunkhwa and KPPRA Rules 2014 for Supply of GOODS and that of WSSP for **Supply of Uniform and Allied Items to WSSP.**

**SIGNATURE
WITH THE STAMP OF THE FIRM**

Date: _____

PROVIDER'S PROFILE

Company	
Address of Office	
Contact Person Name	
Contact Person / Mobile #	
Telephone No	
NTN No	
Years of Experience	
No. of Similar items supplied (Purchase Orders)	

Authorized Signature: _____

Name & Designation : _____

Company Seal : _____

BILL of Quantities.

LOT #1 Supply of Uniform for WSSP Saff						
S.No.	Item Description	Colour	Unit	Total Qty	Unit Rate	Total
1	Supply of Safety Jackets with Reflective tape and logo on front & back complete in all respects and as per approved colour and Sample	Orange For Sanitation Staff	Nos	2323		
2	Supply of Safety Jackets with Reflective tape and logo on front & back complete in all respects and as per approved colour and Sample.	Light Gray for Drivers		335		
3	Supply of Safety Jackets with Reflective tape and logo on front & back complete in all respects and as per approved colour and Sample.	Light Blue for Water Supply Staff		1016		
4	Supply of Two Piece cover all fabric (Twill) Yarn PC (65:35: A-Quality) Fabric GSM (250-260) Knitting (14x14:80x52) dyeing reactive disperse printing, direct screen printing with undiluted SECICOL brand water past, (Guaranteed against Color fading and peeling after washing), and as per approved sample & Color. with Reflective tape	Orange	Pair	397		
5	Crew Neck Shirt Half Sleeves PC fabric 180 gsm with past printing of Logo on front and back and as per approved sample.	Orange	Nos	397		

6	Supply of P-Cap, Fabric: Polyester twill, Logo: Embroidered, Eyelets: Embroidered, Fusing: Imported, Peak: Imported sheet with 4-needle top stitching, Button: Imported, Under lining 30:30 denier, Fastener: Velcro, as per approved Sample and colour.	Orange	Nos	397		
Total Lot # 1						

Lot # 2: Allied & Safety Items						
S.No.	Item Description	Colour	Unit	Total Qty	Unit Rate	Total
1	Supply of Face Masks (Good Quality)	Disposable type	No	15024		
2	Long Gums Boots as per Approved Color & Sample	Long Boots	Pair	313		
3	Waders with WSSP Logo as per Approved Sample.	Waders	Nos	313		
4	Long Waterproof, Puncture and Needle Resistant Gloves (Safety Gloves)	Safety Gloves	Pair	313		
Total Lot # 2						
Grand Total						
In Words:						

Authorized Signature with Stamp

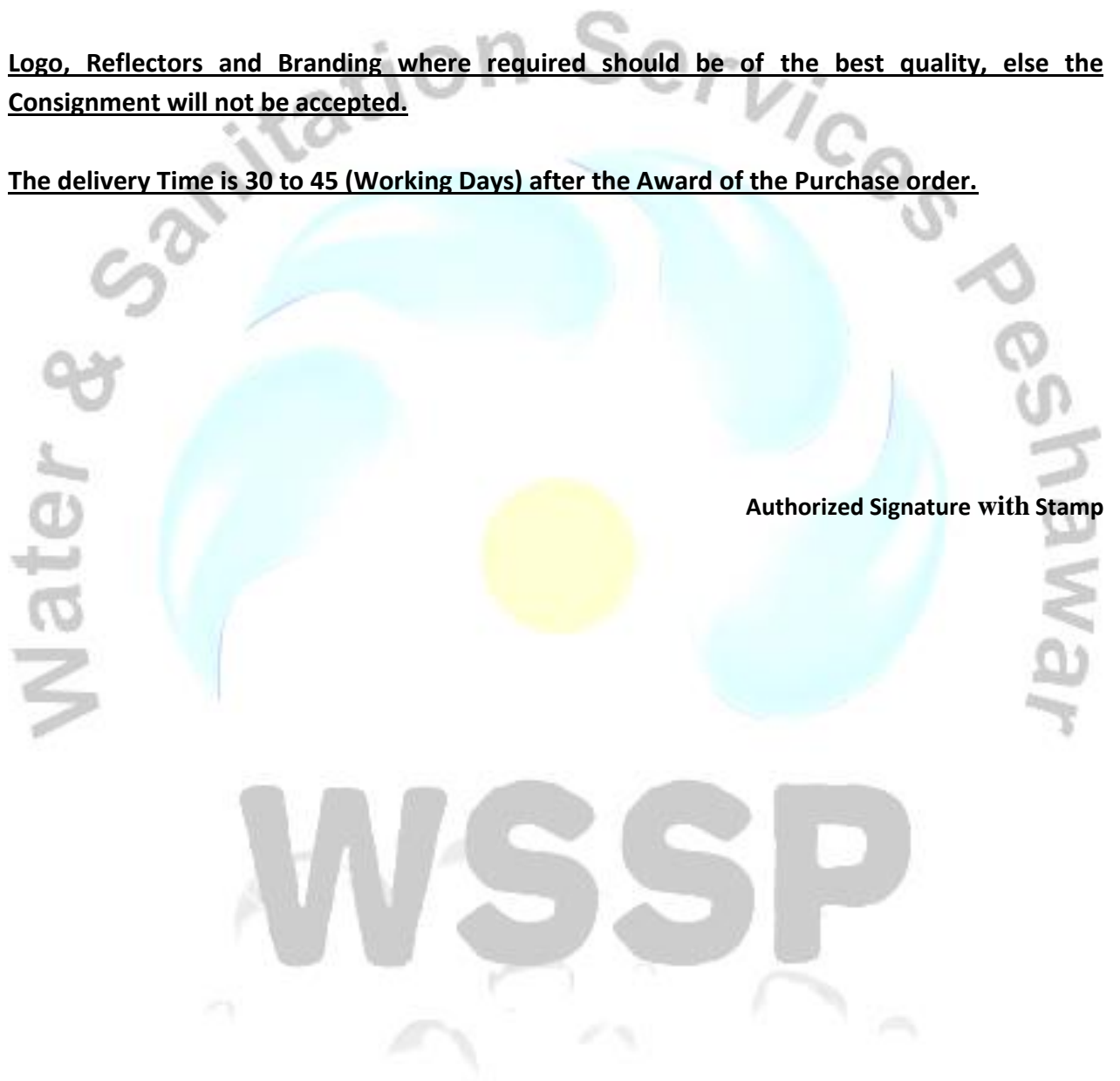
Note

The rate should be inclusive of all taxes and delivery at WSSP's desired location within the jurisdiction of Peshawar.

Logo, Reflectors and Branding where required should be of the best quality, else the Consignment will not be accepted.

The delivery Time is 30 to 45 (Working Days) after the Award of the Purchase order.

Authorized Signature with Stamp



TERMES AND CONDITIONS
FOR FILLING THE BIDDING DOCUMENTS
WATER AND SANITATION SERVICES PESHAWAR.

Please Carefully Read the 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 contractor/firm else the bid will not be considered.
2. In case, after evaluation, two or more bids are found equal, the lowest bidder shall be decided through Toss among them.
3. As per KPPRA Notification, in case of bids below the Engineering Estimate /BOQ on a Market Rate Basis, the bidders shall deposit additional bank guarantees, as prescribed, to firm up their bids. The bank guarantee and call deposits shall be accepted, subject to verification from the issuing bank. These guarantees will be discharged on the satisfactory completion of the Supply / Warranty period.
4. If the successful bidder fails to provide the Additional Bid Security or the Performance Security within the prescribed time or fails to sign the agreement for the work, his bid security shall be forfeited in favour of WSSP and the work will be awarded to the 2nd lowest bidder.
5. The Contractor Bid Securities shall be verified by the Concerned Bank, if found FAKE OR Expired, his enlistment with WSSP will be cancelled immediately and the case shall be submitted to a competent Authority for decision, where the Contractor may be Blacklisted.
6. Bidding Document Fee shall be deposited in Bank of Khyber A/c #: 0742-3 in favour of CEO WSSP. The Bidding documents shall be issued against the submission of the application along with the BOK deposit slip (No cash Payment shall be entertained).
7. WSSP has a total 45 Nos of Union Council the successful bidder will be required to collect the actual Sizes of staff from each UC and supply/delivery shall be made directly to the respective UC through Zonal Managers.
8. Bidding shall be done on the least Cost Basis, and the contract shall be awarded to the lowest successful bidder lot-wise. Subjected to the approval of his sample.

9. The Bidder shall ensure to supply Goods as per approval sample in case of substandard supply/ poor quality of the goods. Such supply will be rejected at the cost of the supplier, and a penalty will be imposed for such wrong action.
10. The bidders are required to quote their total bid costs both in "Figures and Word".
11. 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.
12. Any disfiguring/overwriting, or manipulation in bids unless proper signing shall be liable to rejection.
13. Only filled BOQ shall not be sufficient, all the attached Annexures and appendixes must be filled in and signed by the contractor (Where applicable).
14. Incomplete/conditional and late receipt bids shall not be acceptable.
15. Tenders and copy of Call Deposits received through fax will not be acceptable.
16. Besides other duties & taxes etc., the successful bidder shall also to deposit the government-prescribed amount of stamp duty.
17. The CDR of the unsuccessful bidders shall be deposited in the Bank and will be released after the Award of the Contract to the successful bidder through Cross cheques on demand/request.
18. The Competent Authority reserves the right to reject anyone or all the tenders, the reason/reasons for cancellation shall be shared with the Contractor upon request.

Contractor Signature

Stamp.

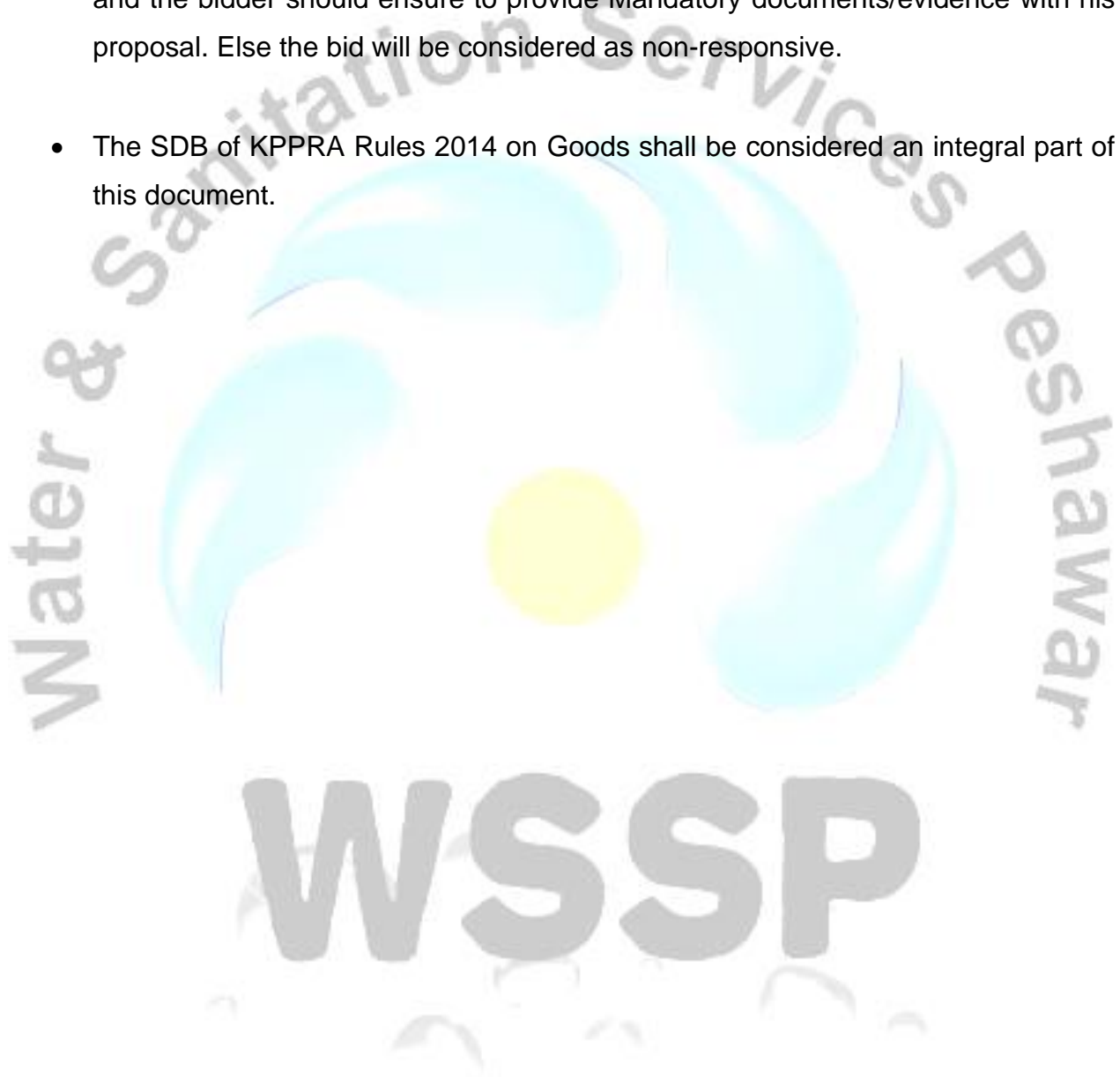
WATER AND SANITATION SERVICES Checklist

The Bidders are required to fill and provide the following information with their proposal, the below Checklist must be stamped and Signed by the bidders.

1	Name of the Firm Address (Telephone, Fax & E-mail)	
2	Year of Establishment / Commencement of Business (Provide Proof)	
3	Audit & Financial Statement OR Tax Return of previous years.	
4	NTN Certificate	
5	KPRA Registration Certificate	
6	Proof of Relevant Experience (Purchase Orders / Contract) Copy At least 2 Certificates.	
7	An affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the: a. Firm/Vendor has neither been blacklisted by any agency nor is involved in any subversive activities. b. Firm/Vendor is/was not involved in any Litigation/arbitration and no work as rescinded in the past	
8	Called deposit @ 2% of total bid cost in favour of CEO, WSSP	
9	Work Satisfactory Performance Report of Previous Supply.	
10	Relevant Proof in respect of Manufacturer / Authorized dealer/ Importer etc. as per NIT " Supplier's Criteria " for the Lot applying. Mandatory	
11	Contact Person Name & Designation _____	_____ Authorized Signature & Stamp

Note:

- This checklist duly filled and signed by an authorized person shall be submitted and the bidder should ensure to provide Mandatory documents/evidence with his proposal. Else the bid will be considered as non-responsive.
- The SDB of KPPRA Rules 2014 on Goods shall be considered an integral part of this document.



CONTRACT

FOR PURCHASE OF UNIFORM AND ALLIED ITEMS FOR WSSP STAFF

THIS CONTRACT is made and executed on this _____, 2025 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, include its successors-in-interest and permitted assigns)

WHEREAS;

The Client advertised a Tender Notice in the national press for PURCHASE OF UNIFORM AND ALLIED ITEMS FOR WSSP STAFF Lot # _____, (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 outlined 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 its General Manager (Operations) WSSP, in order to synergize their efforts for achieving the intended results, have decided to enter into this Contract today on _____, 2021 on the terms and conditions agreed below.

1. The Firm shall supply Uniform and Allied items as per details provided in the BOQ / NIT and as per the requirement of the Client outlined in the Pre-Bid Meeting.
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 30 day. No mobilization advance shall be granted to the winning bidder.
3. The Firms will provide the Uniform and allied items as per approved Sample / Design/ Color/ Size and Specifications desired, no deviation in this respect shall be accepted.

4. The approved rate under this Contract (as mentioned in BOQ submitted by Supplier) shall remain the same during the approved time of this Contract (One Year). The Firm shall not demand for increase in the approved rate during the period of this Contract.
5. The Firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc.
6. Bids shall remain valid for 60 days, in exceptional circumstances before 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.
7. The Client will deduct income tax and sales tax or any other duties and tax (if applicable) as per prescribed rates of the Government.
8. The Contract may be revoked by the Client 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, the Bid Security shall be forfeited and WSSP reserves the right to move the legal action against the firm.
9. 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.
10. That the delivery period of this Contract shall be 45-60 working days or before, commencing from the date of the work order or as per Client's directions / Request.
11. WSSP has a total 45 Nos of Union Council the successful bidder will be required to collect the actual Sizes of staff from each UC and supply / delivers shall be made directly to respective UC through Zonal Managers and all such data/information shall be shared with WSSP.
12. The Firm shall supply Uniform and Allied items as per the Specification of the Client with in the stipulated time and in case of poor quality / substandard supply etc. other than the approved sample, the Client has the right to cancel the contract and impose a ban for participating in next bidding process of WSSP and as penalty the Bid security shall be forfeited in favour of WSSP.
13. All the terms and Conditions mentioned in the Bidding Documents, NIT and details finalized in the Pre-bid meeting are part of this contract agreement and the Supplier is bound to adhere to.
14. The SBD on the KPPRA Website for the Supply of Goods shall be considered as part of this contract and may be approached/followed in case of any conflict.

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

This Agreement on this _____, 2025 at Peshawar have signed and sealed or stamped as under.

For WSSP, Peshawar

For and on Behalf of Firm

WITNESSES:

