

**Name of Work:**  
**MINUTES FOR PRE-BID MEETING Hiring of Manpower for Solid Waste and Wastewater Management of Zone- A, B, C, D and E of WSSP**

<b>Date:</b>	<b>30<sup>th</sup> April 2025</b>	<b>Time:</b>	<b>03:00 pm</b>
<b>Venue:</b>	<b>Conference Room WSSP</b>	<b>Chair:</b>	<b>General Manager (Operations).</b>

**Other participants were;**

**Manager Procurement.**

**Contractors (As per the attendance sheet attached)**

The Prebid meeting started with a recitation from the Holy Quran, the chair welcomed all the participants and highlighted the importance and need for Hiring Manpower for Solid Waste and Wastewater Management of Zone- A, B, C, D and E of WSSP.

**The following points were discussed.**

1. All the prospective bidders/participants in the pre-bid meeting were educated on the process of E-Bidding (upload method) and were informed that all interested bidder must submit their bids on EPADS and no manual bid shall be accepted.
2. Bid security (CDR) scan copy must be uploaded on EPADS and the original CDR shall reach this office before bid opening in sealed envelop.
3. The participating bidders were informed that the Zonal team will communicate the list of required staff to each bidder at the beginning of each month, and staff will increase and decrease monthly and on special occasions.
4. The bidders were informed that the payment would be made as per actual attendance duly verified by the WSSP staff and submitted to finance.
5. The bidders were informed that KPRA registration is mandatory, and all applicable taxes will be deducted including KPRA taxes from the invoice. Therefore, the successful bidder should register themselves with KPRA before the award of the contract in case if not registered.
6. On observation it is clarified to all participating bidders that the Wage rate as per the Govt. policy (Notification) shall be followed and it will be reimbursed on demand with proof of the wage payment made to the hired workers (Bank transfer / Bank scroll). No deduction shall be made from Minimum wage rates as announced by the Govt.

7. Medical Insurance, EOBI, ESSI etc. shall be the responsibility of the bidders for all hired and provided staff.
8. The Contract must ensure uniform and tools for deployed workers as per terms mentioned in the bidding document as per WSSP design and logo.
9. The contractor shall ensure payment of salary to their deployed workers without delay in case of non-payment of WSSP due to non-availability of funds maximum up to 3 months.
10. In case of non-compliance, misbehavior, worker found in un fair means etc. shall be reported to the Contractor for prompt replacement and action.
11. On observation from the bidder, it was clarified the Performance certificate is mandatory from the WSSP zonal office, if the contractor supplied manpower to WSSP in last 3- years.
12. Other contractors will provide performance certificates of the firm where a similar nature of services was provided in the last 3 years.
13. The contractor shall collect monthly verified attendance sheet from the Zonal office to raise the invoice for payment accordingly.
14. The Manager Procurement informed for the smooth running of the operational activities the bidders are advised to apply for one or more Packages as per their financial strength and capabilities. In case of poor performance/services, the penalty shall be imposed.

**Manager Procurement.**