



**GOVERNMENT OF KHYBER PUKHTUNKHWA**



**(WATER AND SANITATION SERVICES PESHAWAR).**

**BIDDING DOCUMENT**

**Supply and Printing of WATSAN Services Customer Bills  
FY 2023-24**

**September 2023**

**No. WSSP/Fin/ 22-09/ 2023**

**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.**

Water



Peshawar

**WSSP**

## NOTICE INVITING TENDER

Sealed tenders are hereby invited from KPRA / Income tax Registered Firms / supplier having Minimum 3 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, Double Side, Four Color Printing. (As per Approved Design & Sample).	600,000 Pages

### Terms & Conditions

1. Interested and eligible Firms / supplier may obtain bidding documents upon written request from the office of undersigned on providing fee slip of PKR: 1500/- (Non-Refundable) payable in the name of Chief Executive Officer WSSP, Bank of Khyber A/C# 2009152876 Phase –III Chowk Hayatabad, immediately after publishing of advertisement in newspaper upto **Tuesday October 3<sup>rd</sup> 2023** or may be download from WSSP website / E-Bidding portal (<https://wsspeshawar.org.pk/>) in the case of download from the website / E-Bidding portal the slip of fee for Rs. 1500/- must be submitted with bid.
2. The Prebid meeting is scheduled to be held on **Tuesday 26 September 2023, 3:00 pm at WSSP Conference Room** as per below mentioned address, where the interested contractors / firms will be appraised about bid submission on E-bidding System of WSSP and bidder should also apply through E-bidding along with manual submission of bidding documents in near future only submission through E-bidding system will be allowed.
3. The Sealed Bids must be submitted till 11:00 am on **Tuesday October 3<sup>rd</sup> 2023** preferably 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.
4. The supplier will be required to sign a contract with WSSP for the supply of printed bills for the period of one year on the quoted price, any price escalation during contract period will not be entertained and in case of poor performance or noncompliance the bid security of the bidder will be forfeited. The supply will be required on bi-monthly basis as per demand from WSSP with in 10 days of order placement and payment will be made as per actual supply.
5. 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.
6. 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.
7. The firm must be a registered entity with KPRA. (Rule: 37A of KPPRA). Any deviation from specification in delivery shall be printed again. 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 bidders are required to register them self on WSSP website vide URL address: <https://wsspeshawar.org.pk/serv/vendor-registration-from>.

**GENERAL MANANGER HR/Admin/Procurement (WSSP),  
Local Government Complex Plot no 33, Street 13, Sector E-8, Phase-VII, Hayatabad,  
Peshawar. Phone#: 091-5890560.**



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

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 supplier will be required to sign a contract with WSSP for the supply of printed bills for the period one year on the quoted price, any price escalation during the contract period will not be entertained and in case of poor performance, noncompliance the bid security of the bidder will be forfeited, the supply will be on bi-monthly basis as per demand from WSSP. The supplier will be bound to supply the printed bills within 10 days of order placement and payment will be made as per actual supply.
7. The Printing material (Bills) shall be supplied as per demand of WSSP within 10 days or before of such order placement by Manager Billing.
8. 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.
9. The firm must be a registered entity with KPRA. (Rule: 37A of KPPRA). Any deviation from specification in delivery shall be printed again.
10. Any disfiguring / over writing, manipulation in the bid shall be liable to rejection. Incomplete / conditional bids shall not be acceptable.

11. 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.
12. The payment will be subject to Satisfactory supply as per 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.
13. Any deviation from specification in delivery shall be printed again at the cost of supplier on urgent basis.
14. 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.
15. Any disfiguring/overwriting, manipulation in bids unless proper signing shall be liable to rejection.
16. Only filled BOQ shall not be sufficient, all the attached Annexures and appendixes must be filled in and signed by the contractor.
17. Incomplete/conditional or ambiguous and late receipt bids shall not be acceptable.
18. Bids and copy of Call Deposits received through fax will not be acceptable.
19. Besides other securities etc., the successful bidder shall also to deposit the government prescribed amount of stamp duty.
20. 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.

**Contractor Signature**

**Stamp.**

## **Affidavit**

As owner of M/s

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**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 Services and as provided in Bidding documents and Contract for this Work.

If I failed to supply Bills as per need and requirements of WSSP or Substandard quality and in given time, WSSP reserve the right to cancel the contract and impose penalty on the contractor.

Any substandard supply will be replaced by contract immediately.

**SIGNATURE  
WITH STAMP OF THE FIRM**

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

**PROVIDER'S PROFILE**

Company	
Address of Office	
Contact Person / Mobile # (1 <sup>st</sup> Person)	
Contact Person / Mobile # (2 <sup>st</sup> Person)	
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**

<b>S. No</b>	<b>Detail of Job</b>	<b>Printing Qty Per Year (Approx.)</b>	<b>Unit Price (Per Page)</b>	<b>Total</b>
1	Supply & Printing of WATSAN Services Customer Bills on Paper Size: A-4 80 Gms, Double Side, Four Color Printing. (As per Approved Design & Sample).	600,000 Pages		
<b>GRAND TOTAL in Rs.</b>				

**In Words:**

1. The Printing material (Bills) shall be supplied as per demand of WSSP within 10 days or before of such order placement by Manager Billing.

**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 \_\_\_\_\_, 2023 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 “ ” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

AND

M/S .....address (Hereinafter referred to as “Party II” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

WHEREAS;

The Party I 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 as Party II”).

The Party II, 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, bidding documents, and NIT.

NOW, THEREFORE, the Party I, 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 \_\_\_\_\_, 2023 on the terms and conditions agreed below at Total Cost Rs.           /- (Rs.       /Bill.) for a period.....2023-24.

1. The Party II shall supply all material / Printing stuff as per details provided in the BOQ / NIT and as per requirement of the Client i.e., Bi-Monthly Supply of Bills.

2. In the event of failure of the Party I to make payment within the times stated due to circumstances beyond his control, the Party I shall not pay to the Party II any interest or compensation of any sort.
2. That the payment to the Party II shall be made after delivery and verification of bill (Payment shall be made for actual Supply) through cross Cheque as per schedule. 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 Party II 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. Any deviation from specifications in delivery shall be printed again free of cost. The printed bills shall be supplied in properly packed condition as per requirement of Party I.
7. The Contract may be revoked by the Party I (WSSP) at any time in case of unsatisfactory supply, failure to perform services, without serving any notice to Supplier / Party I and all payments will be withheld by the Party I and moreover, Party I reserve the right to move the legal action against the Party I.
8. 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.
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. In case of providing poor quality / Low standard material / printing other than the approved samples / Quality / requirements the client has the right to cancel and reject the supply and impose penalty as per clause 11. The WSSP will debar the contractor if three similar events occurred.

11. Any sub-standard supply /material shall be returned to supplier at his own cost for replacement within 5-7 days. Furthermore, penalty may be imposed for such wrong action, the imposition of penalty will range from 2% to maximum up to 10% of the total contract value.

12. The Printing material shall be supplied as per demand of WSSP within 05-10 days of such order.

13. 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 \_\_\_\_\_, 2023 at Peshawar have signed and sealed or stamped as under.

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

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

WITNESSES:

\_\_\_\_\_