



# GOVERNMENT OF KHYBER PAKHTUNKHWA

## BIDDING DOCUMENT

### FOR THE WORK

**“HIRING OF VEHICLES/MACHINERY FOR COLLECTION/  
DISPOSAL OF SOLID WASTES AND CLEARANCE OF  
DRAINS WITHIN JURISDICTION **OF ZONE-E** WSSP  
PESHAWAR FOR EID-UL-AZHA 2024”**

**May 2024**

**Bid No. WSSP/OPS/33-5/2024**

**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 of Drains Within Jurisdiction of Zone-E, WSSP Peshawar for Eid-ul-Azha 2024**” (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. Vehicles will be required for the duration of Eid-ul-Azha. The period may vary according to the needs of the client and the contract may be extended for the future period with the mutual consent of both parties.
3. The approved rate under this Contract (as mentioned in BOQ submitted by Service Provider) shall remain the same for the contract period. The Firm shall not demand an increase in the approved rate during the period of this Contract.
4. The bidder should have enough fleet 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 the Chief Executive/authorized person of the firm.
6. The service provider shall be fully responsible for all work and services performed by its employees, and for this purpose, the service provider shall employ competent and well-trained employees to perform the services under the Contract.
7. The Service provider shall employ 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 requirements. No amendment in tender form (in the specification) will be accepted and such forms/ changes shall be rejected.
9. The payment shall be made after the submission of Invoice by the contractor and verification of the Zonal staff through crossed cheque.
10. 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.
11. Bidders are required to submit the sealed tender under the Single Stage Single Envelop method at the place, date, and time mentioned in NIT / Corrigendum.
12. Bids shall remain valid for the period of 90 days, in exceptional circumstances prior to the 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.

13. The bidder / Supplier should be a registered entity with taxation authorities. The bidder should have sufficient experience in the field.
14. The quoted rates should be inclusive of all applicable taxes and other relevant charges.
15. 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.
16. Competent Authority reserves the right to reject the tender at any stage with a cogent reason as per KPPRA rules and regulations.
17. The Firm/ bidder shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc.
18. The Firm/ contractor shall complete the work as per specification and requirement 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 a ban for participating in next bidding process of WSSP and as a penalty, the Bid security shall be forfeited in favor of WSSP.
19. No Advance payment shall be made to the Successful Bidder.
20. The Interested parties are advised to attend the Pre-bid meetings if they deem to feel necessary in case of any ambiguity/confusion.
21. Any deviation from the above-mentioned conditions will automatically lead to the cancellation of the Contract.
22. All the terms and Conditions mentioned in Bidding Documents, NIT, Contract Clauses and detail finalized in the Pre-bid meeting are part of this contract agreement and the Supplier is bound to adhere with.

**GENERAL MANAGER (HR, Admin & Procurement)**  
**WATER AND SANITATION SERVICES PESHAWAR**  
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**TERMS AND CONDITIONS**  
**FOR FILLING THE BIDDING DOCUMENTS**

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

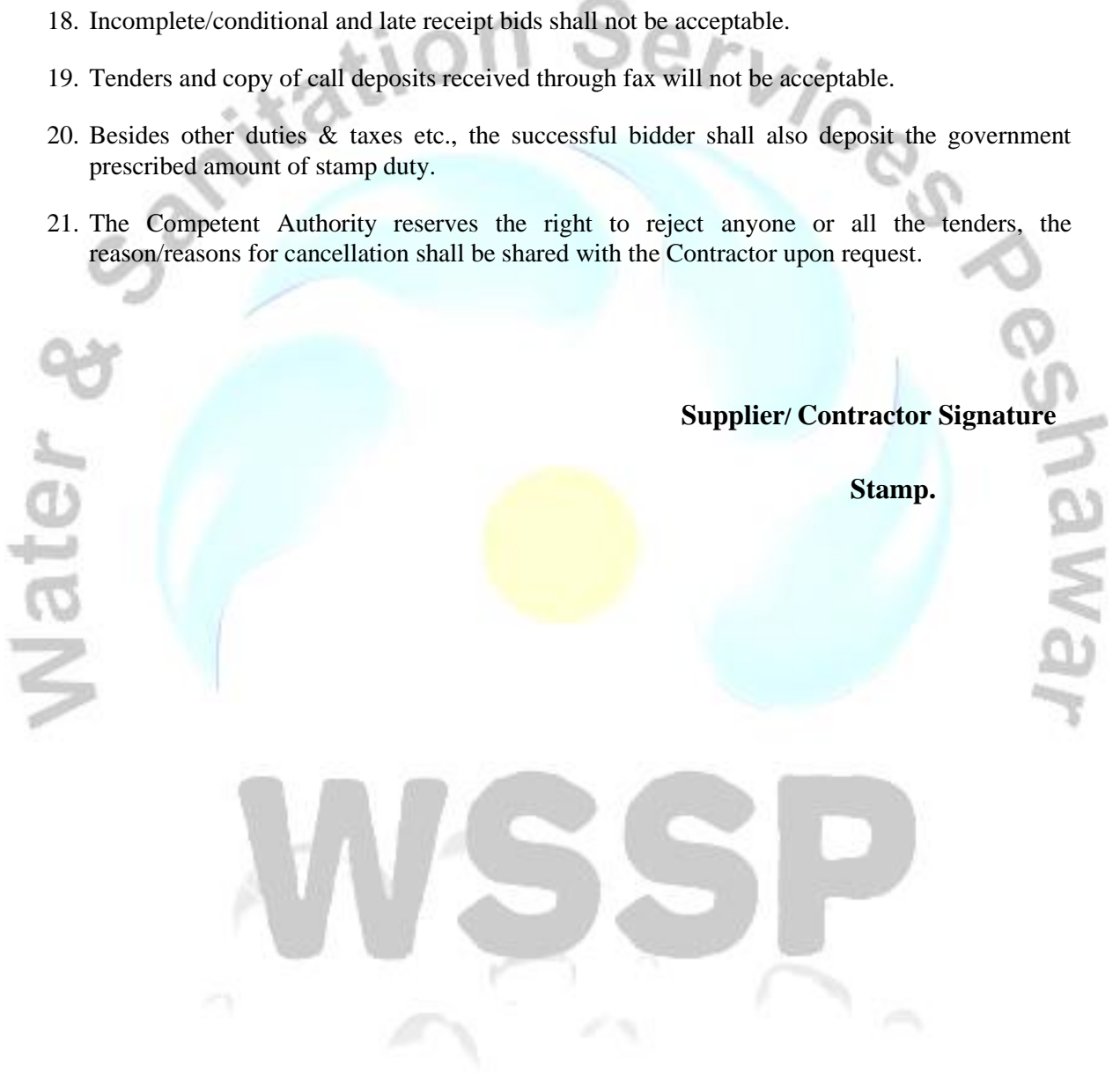
1. The Incomplete BID shall not be considered and REJECTED.
2. The Bid documents on all pages including BOQ must be **Stamped and signed** by an authorized person of the contractor/firm else the bid will not be considered.
3. Any disfiguring / overwriting, manipulation in the tender shall be liable to 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. Bid security or any additional security/performance guarantee shall be dealt with as per latest KPPRA Notification.
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 canceled immediately and the case shall be submitted to competent authority for decision, wherein the Contractor may be Blacklisted.
9. Bidding Document Fee shall be deposited in Bank of Khyber account (IBAN # PK49 KHYB 0083 0020 0915 2876) in favor 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).
10. Bidding shall be done on the least Cost Basis, and the work order shall be awarded to the lowest responsive bidder in total as per Appendix -A.
11. The bidders are required to quote their total bid 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. The contract shall be entered with the bidder on a 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 the hiring of each vehicle on Trip/Per Hour basis. 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 off in the designated dumping yard identified by WSSP (Ghari Faizullah Shamshatoo).



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 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 the Contractor upon request.

**Supplier/ Contractor Signature**

**Stamp.**



**Hiring of Vehicles/Machinery for Collection/ Disposal of Solid Waste Within Jurisdiction of **Zone-E** WSSP  
Peshawar for Eid-ul-Azha 2024**

**ESTIMATED COST**

Sr. #	DESCRIPTION	Unit	Quantity	RATE (Rs/ Vehicle)	AMOUNT (Rs)
	<b>Hiring of Vehicles/ Excavator etc. on Trips/hours basis</b>				
1	Provision of Dumper of 800 CFT capacity with loading/unloading through Excavator from <b>Zone E</b> and carriage to the designated dumping yard, Ghari Faiz Ullah Shamshatoo. (For Eid Ul Azha Operations and other special events). The trip rate includes all type of cost including POL and maintenance etc.	Per Trip	90		
2	Provision of Tractor Trolley (300 CFT capacity) without loading and carriage from collection points to transfer station or any designated collection point within jurisdiction of <b>Zone E</b> , WSSP (Eid Ul Azha Operation & Desiltation). The trip rate includes all type of cost including POL and maintenance etc.	Per Trip	320		
3	Tractor Shovel (For Eid Operations) in Zone Jurisdiction for loading of vehicles mentioned in Sr. No. 02 or any other location where required. The rate is inclusive of all type of expenses (vehicle, driver, POL charges & taxes etc.) within Jurisdiction of Zone E.	Per hour	200		
4	Hiring of Excavator (D-55 or equivalent) for Loading unloading and desiltation of Drains including the cost loading/unloading, POL, transportation to site, maintenance etc. in <b>Zone-E</b> .	Per hour	30		
	<b>Total</b>				

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

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

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

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

## **Affidavit (For Service Provider)**

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 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 :** \_\_\_\_\_

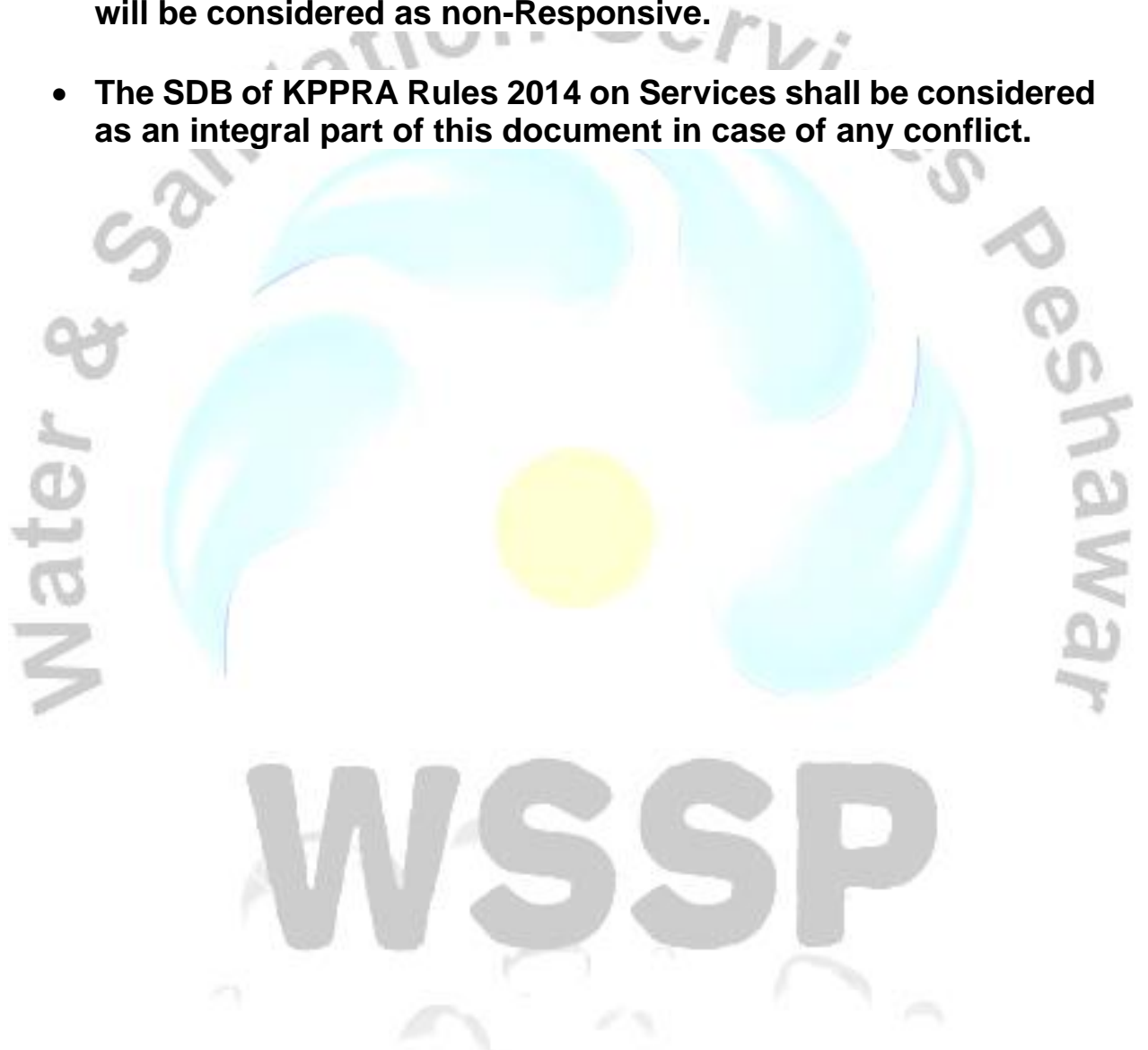
## WATER AND SANITATION SERVICES Checklist

**The hiring of Vehicles/Machinery for Collection/ Disposal of Solid Wastes and Clearance of Drains Within Jurisdiction of **Zone-E** WSSP Peshawar for Eid-ul-Azha 2024.**

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: <ul style="list-style-type: none"> <li>a. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.</li> <li>b. Firm/Vender is/was not involved in any Litigation / arbitration and that no work as rescinded in the past. <b>Mandatory</b></li> </ul>	
8	Call deposit Receipt (CDR) / 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 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 Services shall be considered as an integral part of this document in case of any conflict.



## **FORM OF CONTRACT**

**The hiring of Vehicles/Machinery for Collection/ Disposal of Solid Wastes and Clearance of Drains Within Jurisdiction of Zone-E WSSP Peshawar for Eid-ul-Azha 2024.**

**THIS CONTRACT** is made and executed on this \_\_\_\_\_, 2024 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-E WSSP Peshawar for Eid-ul-Azha 2024** (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 \_\_\_\_\_, 2024 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 as per the requirement of the zonal office. Zonal Office will provide list of the required machinery along with details of driver names, driving license and CNIC copies) which shall be provided by the contractor to the zonal management for inspection prior a day or two days of Eid ul Azha.
3. The contractor shall provide a supervisor/ contractor representative who will be available for working hours in the Zonal office/CMU office or any other location/ office designated by the manager.
4. If deemed necessary, for monitoring purposes, the contractor will be responsible for the installation of a tracking system on 800cft dumpers mentioned in serial no.1 of BoQ on the requirement of the Zone. The contractor will be responsible for all costs incurred with the installation/ operation of the tracking system during the contract period.

5. Bill/ IPC will be verified from dumping site data duly signed by Assistant Manager (DS) and concerned Manager/Assistant Manager SWM”.
6. If required, disposal of special wastes (De-silted material, construction material) may be dumped at locations other than landfill sites. However, for this activity, prior approval of the concerned Manager/ Zonal Manager will be required.
7. The bidder shall be liable to provide three vehicles each (Shovel, Dumper) as a backup vehicle during the Eid ul Azha three days campaign or the contractor shall provide backup vehicle within **One Hour** for smooth execution of the Eid Ul Azha Operations.
8. The contractor shall be responsible for covering vehicles through tarpaulin sheet during haulage/transportation of Solid waste to the Dumping Site. In case of non-compliance, Rs.1500 per trip will be deducted after the approval of the concerned Zonal Manager/Manager (SWM).
9. Contractor shall provide helper to each vehicle to avoid any accident or mishap during the loading / unloading of solid waste in TS and DS.
10. The concerned dumpers and Shovel drivers should behave in proper manner with the WSSP staff especially TS and DS staff. In case of any miss behavior reported by the WSSP official, the said driver shall be banned along with deduction of one trip per complaint.
11. If the contractor failed to provide enough machinery, imposition of penalty at rate of Rs. 10,000/hour/vehicle, termination of contract or the firm shall be blacklisted. In case of break down alternative vehicle should be arranged within one hour, failing which shall lead to a penalty of Rs. 10,000/hour/Vehicle.
12. Clearance of passages / routes inside the transfer station shall be the responsibility of the contractor for which the contractor shall provide extra machinery.
13. The contractor or his representative shall be physically available throughout the three days Eid ul Azha Campaign.
14. The contractor shall be responsible for disposal of waste in proper place/ on designated point at dumping site or as instructed/ directed by the concerned Assistant Manager-DS/Supervisor. In case of noncompliance, the contractor shall be responsible for the lifting of the waste and transport to proper designated or as directed by Assistant Manager-DS otherwise, penalty of per trip at Double Cost will be imposed by the Zonal management and trip will be deducted from Bill.
15. Based on the need and requirement the solid waste disposal timings at TS and DS shall be notified by the concern Zonal Management. The contractor shall comply to the timings notified otherwise deduction of the trips conducted after or before the notified timings shall be made after the approval of Zonal management.
16. 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 30 days otherwise in case of any delay, the contractor will be informed accordingly.
17. No mobilization advance shall be granted to the contractor.

18. The Firms will complete the work as per approved specifications desired, no deviation in this respect shall be accepted.
19. The Client will deduct income tax and sales tax or any other duties and tax (if applicable) as per prescribed rates of the Government.
20. 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.
21. 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.
22. The approved rate under this Contract (as mentioned in BOQ submitted by Service Provider) shall remain the same for the mentioned contract period. The Firm shall not demand an increase in approved rate during the period of this Contract.
23. The contractor will be responsible for taking and provision of all kinds of safety measures and shall ensure provision of personal protective equipment to their staff required on-site/ during site operations.
24. The lowest bidder in each zone may be asked to carry out work of other zones on the same quoted rates in case of any emergency/requirement.

**IN WITNESS, WHEREOF;** the authorized representatives of both the parties have executed and entered into this Agreement on this \_\_\_\_\_, 2024 at Peshawar have signed and sealed or stamped as under.

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

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

**WITNESSES:**

\_\_\_\_\_

\_\_\_\_\_