



GOVERNMENT OF KHYBER PUKHTUNKHW/



(WATER AND SANITATION SERVICES PESHAWAR).

BIDDING DOCUMENT

**Supply and Printing of WATSAN Services Customer Bills
for year 2024-25**

September 2024

No. WSSP/Fin/47-09/ 2024

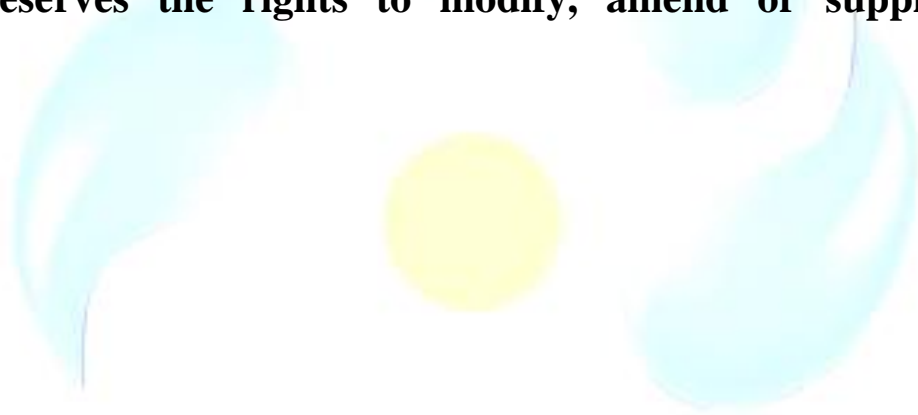
WSSP

**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#: 091-5890560.**

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



Shawar

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 (Imported), double Side, four Color Printing – (Only printing without data) Packing: 1000 Pages per Bundle. Delivery: Monthly by 25 th of each month as per ordered quantity for the month out of 17,00,000. (As per Approved Design & Sample).	17,00,000 Pages

Terms & Conditions:-

1. Interested and eligible firms / suppliers may obtain bidding documents upon written request from the office of undersign on providing fee slip of PKR: 2000/- (Non-Refundable) payable in WSSP Bank Account in the name of Chief Executive Officer WSSP, Bank of Khyber Phase-III Chowk Hayatabad (IBAN # PK49 KHYB 0083 0020 0915 2876), immediately after publishing of advertisement in newspaper up to **Tuesday 15th October 2024**. The Bidding documents can also be downloaded from WSSP website.
2. The Sealed Bids must be submitted till 11:00 am on **Tuesday 15th October 2024** 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.
3. The supplier will be required to sign a contract with WSSP for the supply of printed bills for the period one year (under frame work contract) on the quoted price, any price escalation during the contract period will not be entertained and in case of poor performance, non-compliance the bid security of the bidder will be forfeited.
4. The supply will be made on monthly basis as per demand from WSSP. The supplier will be bound to supply the printed bills within 7 days of order placement and payment will be made as per actual bill supplied no advance payment will be entrained.
5. Two (2%) Bid Security of the total bid cost in the shape of call deposit (CDR) 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. The firm must be a registered entity with KPRA. (Rule: 37A of KPPRA).
7. Any deviation from specifications or substandard delivery will be printed again at the cost of suppliers.
8. Any disfiguring / over writing, manipulation in the bid shall be liable to rejection. Incomplete / conditional bids shall not be acceptable.
9. The Competent Authority reserves the right to reject anyone or all the bids the reason (s) for rejection shall be communicated to the Contractor / firm upon request.

GENERAL MANANGER HR/Admin/Procurement (WSSP),

TERMES AND CONDITIONS
WATER AND SANITATION SERVICES PESHAWAR.

The WSSP billing department intends to be supplied with the printed bills (without data) as per below terms and condition: -

1. The Bid documents all pages including BOQ must be Stamped and signed by an authorized person of the firm applying for.
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 to be provided with bid. It 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 issuance Bank, if found FAKE OR Expired. The bidder shall be debarred with WSSP and case shall be submitted to competent Authority for decision, where in the firm may be Blacklisted.
5. The contract shall be awarded to the bidder who quoted lowest rate as per given specification and subjected to approval of component authority
6. If required the contract will provide sample of paper before order placement or supply.
7. The supplier will be required to sign a contract with WSSP for the supply of printed bills for the period one year under (Frame work contract) on the quoted price. Any price escalation during the contract period will not be entertained.
8. In case of poor performance/ supply, non-compliance with the requirements. The bid security of the bidder will be forfeited along with imposition of penalty.
9. The supply will be on monthly basis as per demand raised from WSSP (Billing department). The supplier will be bound to supply the printed bills latest by 25th of each month, the monthly required quantity will be communicated by Manager Billing.
10. The late supply will be penalized in shape of deduction from the running bill (s) (as per clause #23). Any vendor if repeatedly delivered bill after due date i-e 25th of the month, his contract may be terminated with penalty and debarment.
11. In case monthly required quantity of bills to be printed and supplied is not communicated by WSSP (Manager Billing). The contractor should ensure to contact WSSP- Manager Billing for supply on or before 15th of the month to inquire the quantity to be printed. So, that the delivery is ensured by 25th of the month.
12. The contractor will be bound to pack and supply printed bills at WSSP head office (phase-7 Hayatabad) all the transportation / packing cost shall be paid by contractor.
13. The bills will be supplied in packing of 1000 bills. Each pack must be properly packed and sealed. Any damaged caused during transportation will be replaced by the contractor.

14. The printed bills supplied in loss (without packing) will not be accepted and shall be rejected / returned to supplier.
15. The successful bidder will be required to supply printed bills only, without any consumer data / information. Which will be entered by WSSP.
16. The bidders will be required to submit Invoice (stamped and signed) along with proper delivery note at the time delivery to Billing Section of WSSP. The submitted invoice after verification shall be processed for payment.
17. The payment will be made after 20 days of such delivery, subjected to the availability of funds. The payment may be delayed only in case if transfer of funds is delayed from the finance department Govt. of KP.
18. The bidding document 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. The firm must be a registered entity with KPRA. (Rule: 37A of KPPRA).
19. Any deviation from specification in delivery / late delivery shall be penalized.
20. Any disfiguring / over writing, manipulation in the bid shall be liable to rejection. Incomplete / conditional bids shall not be acceptable.
21. Any deviation from specification / sub-standard will be printed again at the cost of supplier on urgent basis.
22. 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.
23. The payment will be subject to satisfactory in-time supply as per requirements, if sub-standard supply / paper etc. is used in printing after award of contract. WSSP will impose penalty maximum up to 10% of the total contract value (Which ranges from 2% to 10%).
24. Incomplete/conditional or ambiguous and late submitted bids shall not be acceptable.
25. Bids and copy of Call Deposits received through fax / email etc. will not be acceptable.
26. Besides other securities/ taxes etc., the successful bidder shall also be required to deposit the government prescribed amount of stamp duty
27. 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 _____

I/We accept the terms and conditions as laid down in bidding document, Contract 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 st Person)	
Contact Person / Mobile # (2 st Person)	
Telephone No	
NTN No	
Years of Experience	
No. of Similar items supplied	

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 – (Only printing without data) Packing: 1000 Pages per Bundle. Delivery: Monthly by 25 th of each month as per ordered quantity for the month out of 17,00,000. (As per Approved Design & Sample).	17,00,000 Pages		
GRAND TOTAL in Rs.				

In Words:

1. The Printing material (Bills) shall be supplied as per demand of WSSP by 25th of Each month.
2. The rate should be inclusive of all taxes. Delivery at WSSP office, Phase-7 Hayatabad.

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 _____, 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 "Party I" which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

AND

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

WHEREAS;

The Party I advertised a Tender Notice in the national press for "Supply and Printing of WATSAN Customer Bills."

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 document and NIT advertised. (All these documents will be considered as the part of this contract and will be binding by both the parties).

NOW, THEREFORE, the Party I, represented by its Chief Executive Officer on behalf of its Board of Directors and, 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 _____, 2024 on the terms and conditions agreed below and at Total Cost Rs. _____ (Rs. _____/Bill.) for a period _____ to _____ with Party II.

1. The Party II shall supply all material / printing bills as per details provided in the BOQ / NIT and as per requirement of the Party I. i.e. Monthly Supply of printed bills by 25th of each month.
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 Party II 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. Any deviation from specification in delivery shall be printed again within earliest possible time which shall not increase from 03 days.
6. 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 II and all payments will be withheld by the Party I, with imposition of penalty. Moreover, WSSP reserve the right to move the legal action against the Party II for debarment / blocklisting.
7. Imposition of penalty in case of false information provided or poor performance by Party-I on Party-II.

8. The Contract (Frame work) 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 Party I reserve 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 constantly providing poor quality / low standard material other than the approved samples / quality, the Party I has the right to cancel the supply, reject and return the supply and impose ban for participating in the next bidding process of WSSP and Party I may forfeit up to 10 % of the contract value as penalty (subjected to approval of competent authority.)
11. The Printing material (bills) shall be supplied as per demand of WSSP by 25th of each month.
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 _____, 2024 at Peshawar have signed and sealed or stamped as under.

For WSSP, Peshawar

For and on Behalf of Party II

WITNESSES:

WSSP