PUNJAB INDUSTRIAL ESTATES DEVELOPMENT AND MANAGEMENT COMPANY (PIEDMC)

Bidding Documents

For

"HIRING SERVICES OF CONTRACTOR/FIRM/COMPANY (LWMC APPROVED) FOR SWEEPING OF ROADS, FOOTPATHS, GREENBELTS AND SOLID WASTE COLLECTION, LIFTING & DISPOSAL AT GOVT. APPROVED LANDFILL SITE (LAKHODAIR) FOR QUAID-E-AZAM INDUSTRIAL ESTATE, KOT LAKHPAT LAHORE."

Contract # PIE/P&C/SW/BOM-QIE/26/40

Volume I : Bidding Documents

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(Invitation to Bids)

Punjab Industrial Estates Development and Management Company (PIEDMC) was established by Govt. of the Punjab, to facilitate the industrial growth of Punjab.
PIEDMC intends to hire the services of Contractor/Firm/Company (LWMC approved) for Sweeping of Roads, Footpath, Greenbelts and Solid Waste Collection, Lifting & Disposal at Govt. approved Landfill site (Lakhodair) for Quaid -E- Azam Industrial Estate, Kotlakhpat Lahore.
PIEDMC invites E- Bids from Contractors / Firm / Company (LWMC approved) and registered with FBR for Income Tax, Sales Tax and PRA having their name in the active Tax Payers list. As per details given in the bidding documents.

1. Bidding Documents are available on PPRA website: www.ppra.punjab.gov.pk, PIEDMC website www.pie.com.pk and Punjab e-Procurement System (eP) **i.e. https//ep.punjab.gov.pk** free of cost.

2. For E-bids submission on Punjab e-Procurement System (eP), Bidders are requested to register at **https//:** ep.punjab.gov.pk.
3. Bidding will be conducted under the provision of PPRA Rules -2014 (amended upto date) on Single Stage One Envelope Basis

4. E-bids, duly completed, signed, stamped and in complete conformity with **Bidding Documents must be submitted on Punjab e-Procurement System (eP) i.e. https//:** ep.punjab.gov.pk **till 2nd November, 2026 by or before 03:00 PM and bids shall be opened at same date on 03:30 PM, as per the PPRA Rules, 2014 and no bid other than Punjab e-Procurement system (ep) will be accepted.**

5. Bid security amounting to **Rs. 432,000/-** in favor of "PIEDMC" (which is 2% of the estimated cost) must be submitted online exclusively through the Bank of Punjab as per the guidelines of Punjab e-Procurement System (eP) / regulations. No physical financial instrument (CDR, Bank Guarantee, Pay Order, Bank Draft etc.) will be accepted

6. The URL of the website of the PPRA is (http://punjab.eprocure.gov.pk) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.

7. Bids that are incomplete, without bid security (in original), not signed and stamped, late, or submitted by other than specified mode will not be considered.
8. In case, the firm is found Black-listed by PIEDMC and PPRA or provide false / misleading information, it's Bid will be cancelled and will be recommended for punitive action.

Note: PIEDMC management may reject all bids or proposals at any time prior to the acceptance of bids or proposals, as provided under Rule-35 of Punjab Procurement Rules, 2014 (amended from time to time)

Best Regards
Chief Engineer (P&C)

Section-II: Instructions to Bidders (ITB)

Note:-All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014. In case of any conflict between the provision of this document and PPRA Act-2009/PPRA Rules 2014, the later shall prevail.

2.1.Introduction

2.1.1 Scope of Bid

i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the "**Sweeping of Roads, Footpaths, Greenbelts and Collection, Lifting, Disposal of Solid Waste from Quaid-e-Azam Industrial Estate to Govt. approved Landfill Site (Mehmood Botti / Lakhodair)"** complete in all aspects as described in these Bidding Documents, and summarize in the Bidding Data Sheet (BDS) hereinafter referred to as "Services" as specified in the Section-IV Bid Data Sheet (BDS) and Section VII- Schedule of Requirements. The successful Bidders will be expected to provide the services for the specified period and timeline(s) as stated in the BDS.

2.1.2 Source of Funds

i) The Procuring Agency named in the Bid Data Sheet has budget for above said services from its own resources. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.

2.1.3 Eligible Bidders

i) The Invitation to Bids is open to all Service Providers i.e. association of firms/companies/sole proprietor/ registered with relevant Registration Authorities and Tax Departments/Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter.

ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.

iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the

respective/relevant competent forum/authority.

iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.

v) In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.

vi) The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

vii) Any agreement that form a joint venture, consortium or association shall be required to be submitted as part of the Bid and shall be attested.

viii) Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

ix) The invitation for Bids is open to all prospective bidder/service provider subject to any provisions or licensing/regulatory requirements issued by the respective national/ provincial professional statutory body established for that particular trade or business.

x) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates

which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids.

b) have controlling shareholders in common; or
c) receive or have received any direct or indirect subsidy from any of them; or
d) have the same legal representative for purposes of this Bid; or
e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
f) submit more than one Bid in this Bidding process, However, this does not limit the participation of subcontractors in more than one Bid.

xi) A Bidder may be ineligible if –

(a) the Bidder is declared bankrupt or, in the case of company or firm, insolvent;
(b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
(c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
(d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
(e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in

accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(g) The firm, Service Provider and contractor is blacklisted/ debarred by any international organization.

xii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

xiii) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

xiv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

2.1.4. Cost of Bidding

i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

2.1.5. One person one bid

i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.

iii) A Bidder, if acting in the capacity of sub-contractor in any Bid,

shall not submit bid for the same.

2.1.6. Work Plan/Deputation Plan

i) The Bidder shall be responsible for the provision of bids as per work plan/deputation plan formulated by the procuring agency and procuring agency may also, from time to time amend the same as per its requirement.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

i) The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:

(a) Invitation to Bids

(b) Instructions to Bidders (ITB)

(c) Technical Specifications

(d) Bid Data Sheet

(e) General Conditions of Contract (GCC)

(f) Special Conditions of Contract (SCC)

(g) Schedule of Requirements

(h) Bid Form

(i) Bidder Profile Form

(j) General Information Form

(k) Affidavit

(l) Bid Security Form

(m) Technical Bid Form

(n) Contract Form

(o) Financial Bid Form / Price Schedule

(p) Performance Guarantee Form

(q) Check List

ii) The Bidder is required to examine all instructions, forms,

terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not substantially responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1(i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.

iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency through Punjab e-Procurement System (eP). The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.

ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the **BDS.**

iii) The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above.** However, this clause shall not apply in case of alternate methods of Procurement.

iv) Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an expeditious

identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.

v) Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3.**

vi) If indicated in the **BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned in the **BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.

vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing time of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) of PPR-14.

ii) All prospective Bidders that have received the Bidding documents will be notified of the amendment in writing or by email, and will be binding on them.

iii) Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder

or pre-Bid meeting may modify the Bidding Documents by issuing addenda.

iv) Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g. email that secures record of the content of subject communication.

v) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per rule 29 of PPR-14, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation of Bids

2.3.1. Language of Bid

i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

2.3.2. Bid Form

i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the Services provided for Cleaning of Roads, Footpaths, Greenbelts and Collection, Lifting, Disposal of Solid Waste at Govt. approved Landfill Site (Mehmood Botti / Lakhodair) to be provided.

2.3.3. Bid Prices

i) The Bidder shall indicate on form 8.10 the unit prices (where applicable / whole amount breakup) and total Bid price of the labor, machinery, the services of which it proposes to provide under the contract.

ii) Prices indicated on the Price Schedule shall be Labor and Machinery wise.

iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.4(i) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency

and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet by procuring agency. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

2.3.4. Bid Currencies

i) Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.

ii) The Bidders must adhere to the minimum wage rate (notified by Labor & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.

ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.

iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:

(a) that the Bidder has the financial, technical capability necessary to perform the contract;

(b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. Bid Security

i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.

ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.6. (vii).

iii) The Bid security shall be in Pakistan Rupees and shall be in

one of the following forms:

(a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Bank cheque valid for Ninety (90) Days, beyond the validity of Bid.

iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (iii) may be rejected by the Procuring Agency as non-responsive.

v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible, upon receiving of application to return bid security, after the expiration of the period of Bid validity prescribed by the Procuring Agency pursuant to ITB Clause 2.3.7 (iii) (a) or alongwith unopened financial proposal as per rule 38(2)(a)(vii) of PPR-14, which shall take precedence, and is as under:

"***38(2)(a)(vii)*** *the financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive Bidder, whichever is later:*

"provided that the Procuring Agency may return the sealed financial proposal earlier if the disqualified or non-responsive Bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the Procuring Agency".

vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.

vii) The Bid security may be forfeited:

a. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

b. in the case of a successful Bidder, if the Bidder:

i. fails to sign the contract in accordance with ITB Clause 2.6.3; **or**

ii. fails to furnish Performance Guarantee in accordance

with ITB Clause 2.6.2; or

iii. is blacklisted under relevant provisions of PPRA Act, 2009 and PPR-14.

2.3.7. Period of Validity of Bids

i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.

ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.8. Format and Signing of Bid

i) The Bidder shall submit the bid duly signed & stamp on Punjab e-Procurement System (ep)

2.3.9. Minimum Wage rates/all applicable taxes

i) The Bidders must adhere to the minimum wage rate (notified by Labor & Human Resource Department) and all applicable taxes (imposed by FBR/PRA/any other government organization) while preparing financial bid.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

Technical and Financial bid shall be submitted on Punjab e-Procurement System (eP), following Single Stage One Envelope method.

2.4.2 Deadline for Submission of Bids

i) Bids must be received by the Procuring Agency through Punjab e-Procurement System (eP), No later than the time and date specified in advertisement and Bid Data Sheet / Punjab e-Procurement System (eP) portal.

ii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2.4.3. Late Bids

i) Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

ii) The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.

iii) Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

i) The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Procuring Agency prior to the deadline prescribed for submission of Bids.

ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i)A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.

iii) No Bid may be modified after the deadline for submission of Bids.

iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under PPR-14), pursuant to the ITB Clause 2.3.7(vii).

v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.

vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the Procuring Agency

The Procuring Agency will open all Bids through Punjab e-Procurement System (eP)

2.5.2. Confidentiality

i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.

ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.

iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

2.5.3. Clarification of Bids

i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.

ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.

iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a

change in the substance of a bid:

a) evaluation & qualification criteria;
b) required scope of *contractor/firm services*
c) all securities requirements;
d) tax requirements;
e) Terms and conditions of bidding documents.
f) change in the ranking of the Bidder

iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4.Preliminary Examination

i) The Procuring Agency will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

ii) Arithmetical errors will be rectified on the following basis:-

a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.

b. If there is a discrepancy between words and figures, the amount in words will prevail.

iii) Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.7), **Applicable Law** (GCC Clause 30),**Taxes and Duties** (GCC Clause 32) & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's responsiveness is to be based on the

contents of the Bid itself without recourse to extrinsic evidence.

iv) If a Bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

v) Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

a) meets the eligibility criteria defined in **ITB 2.1.3**;
b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents;
c) has been properly signed;
d) is accompanied by the required securities; and
e) Is substantially responsive to the requirements of the Bidding Documents.

The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

2.5.5. Examination of Terms and Conditions; Technical Evaluation

i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS,** have been met without material deviation or reservation.

iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance**,** it shall reject the Bid.

2.5.6. Correction of Errors

i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal

point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.7.**

2.5.7. Conversion to Single Currency

i) As per rule 32(2) of PPR-14, to facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

2.5.8. Post-qualification & Evaluation of Bids

i) In the absence of **prequalification**, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.

ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It

will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.

iii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be substantially responsive, pursuant to ITB Clause 2.5.5.

iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules / Financial Bid Form8.10 to be decided by the Procuring Agency which must include clear cut instruction regarding evaluation inclusive of all prevailing taxes, duties, fees along with observance of minimum wages etc.

2.5.9. Contacting the Procuring Agency

i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so in writing.

ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

2.5.10. Grievance Redress

i) As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the Procuring Agency.

ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the GRC well before the proposal submission deadline.

iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the GRC well before the proposal submission deadline.

iv) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA for obtaining/ receiving grievance petitions from the prospective bidders (if any).

v) In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

2.6.1. Notification of Award

i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by email to be confirmed in writing by registered letter, that its Bid has been accepted.

ii) The notification of award will constitute the formation of the Contract.

iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will

discharge its Bid security, pursuant to ITB Clause 2.3.7 (v).

2.6.2. Performance Guarantee

i) Within ten (10) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the Bidding documents, or in another form acceptable to the Procuring Agency.

ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

2.6.3. Signing of Contract/ Issuance of work Order

i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties .

ii) Under rule-63 of PPR-14, where the Procuring Agency requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.

iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

2.6.4. Award Criteria

i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14,the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined

to be qualified to perform the contract satisfactorily.

2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award

i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of labor or machinery originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 (iv) of PPR-14 (not more than 15%).

2.6.6. Procuring Agency's Right to Accept or Reject All Bids

i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals(and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.

ii) The Bidders shall be promptly informed about the rejection of the Bids, if any

iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

2.6.7. Re-Bidding

i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

i) The Procuring Agency requires that Bidders/ Service Providers/ Contractors observe the highest standard of ethics during the procurement and execution of contracts.

"Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows:

"(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial,

noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

i. *coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*

ii. *collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;*

iii. *offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*

iv. *any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*

v. *obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process."*

ii) Blacklisting & Debarment:

Blacklisted Consultants and those found involved in "Corrupt Practices" are not allowed to participate in bidding.

Substantial Requirements & Procedure for Blacklisting & Debarment:

As per S-17A of PPRA, Act, 2009:

***"17A. Blacklisting**.– (1) A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice.*

(2) *The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.*

(3) *Any person, aggrieved from a decision of a procuring agency, may within prescribed period prefer a representation before the Managing Director.*

(4) *A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]*

As per rule 21 of PPR-14:

***21. Blacklisting**.–(1) A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor has:*

(a) acted in a manner detrimental to the public interest or good practices;

(b) consistently failed to perform his obligation under the Contract;

(c) not performed the Contract up to the mark; or

(d) indulged in any corrupt practice.

(2) If a procuring agency debars a bidder or Contractor under sub-rule (1), the procuring agency:

(a) shall forward the decision to the Authority for publication on the website of the Authority; and

(b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.

(3) The Managing Director may debar a bidder or Contractor

of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.

(4) Any person aggrieved by a declaration made under rule 20 or a decision under sub-rule (1) of this rule may, within thirty days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.

(5) Any person or procuring agency aggrieved by an order under sub-rule (3) or (4) may, within thirty days of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.

(6) The mechanism or process for barring a bidder or Contractor from participating in procurement process of a procuring agency, procuring agencies and a representation under this rule is specified in the Schedule appended to these rules.

As per Schedule appended with PPR-14:

SCHEDULE

see sub-rule (6) of rule 21

BLACKLISTING MECHANISM OR PROCESS

1. *The procuring agency may, on information received from any resource, issue show cause notice to a bidder or Contractor.*
2. *The show cause notice shall contain:*
   - *(a) precise allegation, against the bidder or Contractor;*
   - *(b) the maximum period for which the procuring agency proposes to debar the bidder or Contractor from participating in any public procurement of the procuring agency; and*
   - *(c) the statement, if needed, about the intention of the procuring agency to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*
3. *The procuring agency shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.*
4. *In case, the bidder or Contractor fails to submit written reply within the requisite time, the procuring agency may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the*

procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.

5. *In case the bidder or Contractor submits written reply of the show cause notice, the procuring agency may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
6. *The procuring agency shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the procuring agency for personal hearing.*
7. *The procuring agency shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
8. *The procuring agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*
9. *The procuring agency shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
10. *The procuring agency shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
11. *If the procuring agency wants the Authority to debar the bidder or Contractor from participating in any public procurement of all procuring agencies, the procuring agency shall specify reasons for such dispensation.*
12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
13. *In case of request of a procuring agency under para 11 or representation of any aggrieved person under rule 21, the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
14. *In case of representation of any aggrieved person or procuring agency under rule 21, the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written*

statements and documents in support of their contentions.

15. *In every order of blacklisting under rule 21, the procuring agency shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*

16. *The Authority shall upload all the decisions under rule 21, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*

17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process."*

iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 24.1 of the General Conditions of Contract.

Section-III. Technical Specifications / Requirements

Hiring Services of Contractor/Firm/Company (LWMC approved) for Sweeping of Roads, Footpaths, Greenbelts and Solid Waste Collection, Lifting, Disposal at Govt. approved Landfill site (Lakhodair)

Sr.No.	Service Description	Unit	Quantity	Rate (Per Month)	Amount (Rs.)
1	Drivers holding a valid driving license—**'Tractor Commercial' for Tractor Drivers and 'LTV' for Loader Rickshaw**—must have a minimum of 3 years of driving experience with Tractor Trolleys and Loader Rickshaws	Each	3		
2	Sanitary workers for sweeping & lifting of waste from roads, footpaths and greenbelts within industrial estate	Each	22		
3	Supervisor (educated) that will supervise the activity of lifting of waste of each single working day	Each	1		
4	Tractor Trolleys with a minimum trolley size of **16 feet in length, 8 feet in width, and 5 feet internal wall height**, for the collection, lifting of waste from pits and open areas, and disposal at Government-approved landfill sites (Lakhodair)	Each	2		
5	Helpers for Tractor Trolleys & Loader Rickshaw	Each	5		
6	Loader Rickshaw for lifting of small quantity Waste, Debris, Shrubs, Green Waste from random places of industrial area	Each	1		

Note:

- Rates are inclusive of all applicable Govt. taxes including waste weight.

Sign and Stamp----------

3.2 Scope of Services

The Procuring Agency " **Punjab Industrial Estate Development & Management Company (PIEDMC "** executing agency **"Board of Management, Quaid-e-Azam Industrial Estate (BOM-QIE)"** has been established by Government of Punjab.

- Quaid-e-Azam Industrial Estate, Kot Lakhpat Lahore is consisted of an area approximately **18 KM,** having **630** industrial plots of different sizes.

- Sweeping/Cleaning of industrial area roads, footpaths and collection, lifting, disposal of solid waste from pits and open areas done on daily basis.

- **While quoting the rates, the minimum wage policy of Govt. of Punjab must be kept in view.**

- Its core responsibility of bidder to provide brooms, spades and other relevant accessories for cleaning / sweeping of roads, footpaths, greenbelts and lifting of solid waste.

- The weightage of marks for technical evaluation will be as follow:

Sr. No	Category	Weightage of Marks
01	Technical Competency	70 %
02	Financial Worth	30 %
Total		100 %

Section-IV: Bid Data Sheet

4.1. Bid Data Sheet (BDS)

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Section-II. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A.		Introduction
BDS Clause Number	**ITB Clause Number**	**Amendments of, and Supplements to, Clauses in the Instruction to Bidders**
1.	**2.1.1 (Scope of Bid)**	Name of Procuring Agency: **"Punjab Industrial Estates Development and Management Company (PIEDMC)"** **1.** The subject of procurement is: **"Hiring Services of Company/Firm/Contractor, having minimum three (05) years' experience, for sweeping / cleaning of roads, footpaths, greenbelts of Industrial Area (Manually / Mechanically or Both) and collection, lifting, disposal of solid waste at Govt. approved landfill sites (Mehmood Booti / Lakhodair) for the period of 1 (one) year which is renewable".**
2.	**2.1.2 (Source of Funds)**	Financial year for the operations of the Procuring Agency: "**2026-27"** Name of financing institution: **"Board of Management, Quaid-e-Azam Industrial Estate"** Name and identification number of the Contract: **"Tender No. PIE/P&C/SW/BOM-QIE/26/40"**
3.	**2.1.3(iv) (Eligible Bidders)**	The joint venture, consortium or association shall be not allowed
B.		**Bidding Documents**
4.	**2.2.2 (Clarification of Bidding Documents)**	The address for clarification of Bidding Documents: **"Through Punjab e-Procurement System (eP)"**
5.	**2.2.2 (Clarification of Bidding Documents)**	**Pre-bid meeting will not be held**

	C.	**Bid Price, Currency, Language and Country of Origin**
7.	**2.3.1 (Language of Bid)**	**Language of Bid is English**
8.	**2.3.4 (Bid Currencies)**	**The price quoted shall be in Pak Rupees as well in Numerical Digits and shall be fixed. Form of Bid and Price Schedule should be filled with Sign & stamp.**
9.	**2.3.4 & 2.3.9 (Bid Currencies & Minimum Wage rate/all applicable taxes)**	**The quoted price shall be fixed with inclusive of all Government duties and taxes. If minimum wage rate are revised during contract period then procuring agency will revise the rates as per prevailing rates on the request of bidder, only if procuring agency deemed its necessary.**
	D.	**Preparation and Submission of Bids**
10.	**2.1.3 (Eligible Bidders)**	Qualification Criteria. The bidder must fulfill the following criteria:- **i. Minimum relevant Five (05) years' experience required.** **ii. Profile of a company includes experience of Government/Semi-Government/Autonomous Bodies/Industrial Areas and also attach relevant work experience Contract Agreement / Work Completion Certificate (As per Evaluation Criteria).** **iii. Documentary evidence of bidder Registration with relevant tax authority i.e. FBR, Income Tax, Sales Tax, PRA and listed as an active tax payer.** **iv. Affidavit on Rs. 100 Stamp Paper that Bidder is not currently blacklisted by PIEDMC-Quaid-e-Azam Industrial Estate Board, Lahore and PPRA Punjab.** **v. Valid proof of company assets i.e Machinery, Manpower. (For Manpower appointment letter copies on company/firm letter head and for machinery valid copy of registration book)** **vi. Bidder shall submit evidence that company/firm is LWMC approved.** **vii. Every page of tender document should be signed and stamped by bidder.**
11.	**2.1.1 (Scope of Bid)**	Bid shall be submitted to: **Given date and time on Punjab e-Procurement System (eP)**
12.	**2.4.2 (Deadline for**	**Note: All informations will be followed as mentioned in Punjab e-Procurement System (eP)**

	Submission of Bid)	
13.	**2.5.1 (Opening of Bid by the Procuring Agency)**	**Note : All informations will be followed as mentioned in Punjab e-Procurement System (eP).**
14.	**2.6.2 (Performance Guarantee)**	Amount of Performance Guarantee is:- **Successful bidder will have to submit performance guarantee in the shape of CDR / bank guarantee @ 10% of the total contract amount online exclusively through Bank of Punjab as per the guidelines of Punjab e-Procurement System (eP) / regulations. No physically financial instrument will be accepted.**
15.	**2.3.6 (Bid Security)**	Estimated Contract Price is: **Rs. 21,600,000/-** Amount of Bid security is: 2**% of Estimated Cost which is Rs. 432,000/-**
16.	**2.3.7 (Period of Validity of Bid)**	Bid validity period after opening of the Bid is: **The Bid Validity period is One Hundred Eighty (180) days after the opening of bid.**
17.	**2.3.8 (Format and Signing of Bid)**	Number of copies of the Bid to be provided are:- **Through Punjab e-Procurement System (eP).**
	E.	**Bid Evaluation Criteria**
18.	**2.5.8 (Post-Qualification & Evaluation of Bids)**	Criteria to Bid evaluation. **Single Stage One Envelope Procedure** • **The Criteria for Technical and Financial Bid Evaluation will be as follows.**

E- Bid Evaluation Criteria

After the initial screening of submitted bids, a detailed evaluation shall be undertaken using the following criteria based on the scoring system. The Bidder must secure 70% marks in technical Evaluation to qualify for financial opening.

Technical Competency					
Sr. No.	**Working Experience (Max: 25 Points)**	**Criteria**	**Grading**	**Max Points**	**Evidence**
18.1	Number of years in Solid Waste operations Including Sweeping, Waste Collection & Transportation at Govt. approved Landfill Site (No. of Maximum effective years will be considered for evaluations where the Company must have managed municipal / Industrial Sweeping and Solid Waste).	For ≥ 5 years	10	**10**	Company Registration Certificate with SECP & Letter of awarding contracts of Sweeping and Solid Waste Lifting Operations handled for relevant years must be attached.
		For 3 -5 years	7		
		For < 3 years	4		
18.2	Number of similar Assignments / Projects completed or in-progress in the last 5 years. (For completed assignment, the term of the contract must be at least One year).	For ≥ 5 similar assignments / Projects Completed or in-progress in last 5 years (1 Public Sector, 2 Residential societies and 2 Industrial Area)	10	**10**	Letter of award of contract of Similar Assignment / Projects must be attached with bidding documents
		For ≥ 5 similar assignments / Projects Completed or in-progress in last 5 years (2 Public Sector, 2 Residential societies and 1 Industrial Area)	7		
		For ≥ 5 similar assignments / Projects Completed or in-progress in last 5 years (2 Public Sector, 3 Residential societies and 0 Industrial Area)	4		
18.3	Work/Contract/Project performance	Full marks given if 3 projects out of 5 declared as "Good"	5	**5**	Relevant Work Experience

	Certificate/Letter/Report from the executing agency / organization for which work already performed	within last 5 years			Certificate/Letter/Report must be attached within company profiles documents clearly mention project / contract duration date.
		Out of 3 projects If 2 projects declared as "Good" 1 "Satisfactory" within last 5 years	4		
		Out of 3 projects If 1 projects declared as "Good" 2 "Satisfactory" within last 5 years	3		
Sr. No.	**Human Resource, Machinery & LWMC Agreement (Max. 30 Points)**	**Criteria**	**Grading**	**Max Points**	**Evidence**
18.4	**a)** 22 nos. of sweepers for cleaning of roads, footpaths & greenbelts. **b)** 1 nos. Field Supervisor **c)**3 nos. Drivers for Tractor Trolleys & Loader Rickshaw with valid driving license **d)** 5 nos. Helpers for Tractor Trolleys & Loader Rickshaw	Vendor own complete workforce personals	10	**10**	List of permanent Workforce / Labour / human resource employed with company / Firm stating designation (evidence of employment letter with company / firm must be attached within bidding documents). **"OR"** valid contract agreement with third party labour provider.
		50% Own and 50%third party workforce personnel	7		
		100 % third party workforce	4		
18.5	Provision of 02 Nos. of Tractor Trolleys with a minimum trolley size of 16 feet in length, 8 feet in width, and 5 feet internal wall height, for the collection and lifting of waste from pits and open areas, and disposal of waste at Government-approved landfill sites (Lakhodair)	Bidders offering tractor trolleys of the specified size (16' x 8' x 5') or larger	10	**10**	Copy of the Fleet Registration Book must be attached with the bidding documents, clearly showing the owner's or company's name. In case the tractor trolleys are arranged on rental basis, the bidder must provide proof of rental arrangements. Additionally, photographs of the tractor trolleys, clearly showing the size measurements, must also be attached
		Bidders offering tractor trolleys smaller than the specified size	5		

18.6	Valid Agreement with LWMC & Dumping Slips	Valid Agreement with LWMC, Deposit slips of Bank of Punjab against dumping site of LWMC with clearance summary of LWMC till December, 2025		**10**	Valid Agreement with LWMC showing it is valid (not expired) and signed. Deposit Slips from Bank of Punjab — showing payment made against the LWMC dumping site (recent ones, or covering the relevant months). Clearance Summary from LWMC — an official document or letter from LWMC showing that there are no outstanding dues and the bidder's account is clear upto May 2026
Sr. No.	**Approach / Methodology (Max. 5 Points)**	**Criteria**		**Max Points**	**Evidence**
18.7	Technical approach to deliver the services	The bidder will describe the approach & Methodology of the project for carrying out the activities. Bidder will explain the technical approach that would be adopted during project, if awarded.		**5**	Bidder will provide a general methodology statement which should broadly explain their overall approach to the contract. The Bidder shall also provide, their approximate daily collection routes for solid waste and sweeping of roads approach on the map, provided by the procuring agency, otherwise no marks shall be awarded.
Sr. No.	**Value of Project (Max. 10 Points)**	**Criteria**	**Grading**	**Max Points**	**Evidence**
18.8	Capital Cost of projects completed over last 05 years **If the total value is equal to**	For ≥ 2 projects over last 5 years	10	**10**	Completion certificates relevant capital cost proof must be attached, otherwise no

	or more than the value of current project	For <2 projects over last 5 years	5		marks shall be awarded
Financial Worth					
Sr. No.	**Net Worth (Max: 30 Points)**	**Criteria**	**Grading**	**Max Points**	**Evidence**
18.9	Average Annual Financial Turnover as per income tax returns for three consecutive years amongst (2022-23, 2023-24, 2024-25, 2025-26)	For equal or more than 10 Million	30	**30**	Income Tax Returns must be attached
		For equal or more than 0.5 Million but less than 10 Million	20		
		For less than 0.5 Million	10		

Mandatory Requirements

Following are the mandatory Requirements of a Bidding Documents to become eligible for Technical Evaluation: -

Sr. No.	Description/Criteria	Remarks
i)	Minimum relevant Five (05) years experience required	Mandatory
ii)	Documentary evidence of bidder registration with relevant tax authority i.e FBR, Income Tax, Sales Tax, SECP, PRA etc	Mandatory
iii)	Affidavit on Rs. 100 Stamp Paper that Bidder is not currently blacklisted by PIEDMC, Quaid-e-Azam Industrial Estate Board, Lahore and PPRA Punjab.	Mandatory
iv)	2% Bid Security should attach in the shape of CDR/DD/PO/Bank Draft in favor of ***PIEDMC***	Mandatory
v)	Every page of tender document should be signed and stamped by bidder	Mandatory

Note:

- If the above-mentioned information is not provided, the Applicant/Applicants will be disqualified.
- Additionally, the Applicant/Applicants will be required to commit that after awarding contract labor and machinery will be placed at site.

F. Award of Contract

19.	**2.6.5 (Procuring Agency Right to Vary Quantities at time of Award)**	Percentage for quantity increase or decrease is: **N/A.**
20.	**2.6.2 (Performance Guarantee)**	The Performance Guarantee shall be: **10% of Contract Amount.**
21.	**2.6.2 (Performance Guarantee)**	The Performance Security (or guarantee) shall be in the form of: **PO/DD/Bank Guarantee.**

Section-V: General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" means the agreement entered into between the Procuring Agency and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.

(c) "The Goods" means all of the equipment, machinery, and/or other materials which the Service Provider is required to supply to the Procuring Agency under the Contract.

(d) "The Services" means those services that are required for cleaning roads, footpaths, greenbelts and collection, lifting, disposal of solid waste and other such obligations of the Service Provider covered under the Contract.

(e) "GCC" means the General Conditions of Contract contained in this section.

(f) "SCC" means the Special Conditions of Contract.

(g) "The Procuring Agency" means the organization purchasing the Services, as named in SCC.

(h) "The Procuring Agency's country" is the country named in SCC.

(i) "The Service Provider" means the Bidder or firm supplying the Services under this Contract.

(j) "The Project Site," where applicable, means the place or places named in SCC.

(k) "Day" means calendar day.

2. Application

2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3.Country of Origin

3.1. All Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC.

3.2. The origin of Services is distinct from the nationality of the Service Provider. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.

4.Standards

4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.

5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.

5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.

5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency.

5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the donors, if so required by the donors.

6. Performance Guarantee

6.1. Within fifteen (15) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the

Performance Guarantee in the amount specified in SCC/Bid Data Sheet & clause 2.6.2 of ITB.

6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

6.3. As per Rule-56 of PPR-14, the performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring Agency's country, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or

(b) a cashier's or certified cheque or CDR.

6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

7. Incidental material

7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC:

8. Payment

8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.

8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.

8.3. As per rule-62 of PPR-14, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider, provided the work is satisfactory.

8.4. The currency of payment is *in Pak Rupees.*

9. Prices	9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC
10. Change Orders	10.1. The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job. 10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions of PPR-14 should be violated.
11. Contract Amendments	11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
12. Assignment	12.1. The Service Provider shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.
13. Sub-contracts	13.1. The Service Provider shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Service Provider from any liability or obligation under the Contract. 13.2. Subcontracts must comply with the provisions of GCC Clause 12.
14. Delays in the Service Provider's Performance	14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements/Work Plan/ Deputation Plan as prescribed by the Procuring Agency in Section VII. 14.2. If at any time during performance of the Contract, the Service Provider or its subcontractor(s) should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the

delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.

15. Liquidated Damages

15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.

16. Termination for Default

16.1. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

(a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;

(b) if the Service Provider fails to perform any other obligation(s) under the Contract; or

(c) if the Service Provider, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per Section-2 (d) of The PPRA Act, 2009.

"Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009:
(d) "corrupt practice" means the offering, giving,

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receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

v. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters

relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process

16.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

17. Force Majeure

17.1. Not withstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

17.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of "Force Majeure".

25.3. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning "Force Majeure" may be decided through means given herein below.

18. Termination for Insolvency

18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or

remedy which has accrued or will accrue thereafter to the Procuring Agency.

19. Termination for Convenience

19.1. The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

19.2. The Services that are complete and ready for shipment (if applicable) within thirty (30) days after the Service Provider's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Services, the Procuring Agency may choose:

(a) to have any portion completed and delivered at the Contract terms and prices; and/or

(b) to cancel the remainder and pay to the Service Provider an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.

20. Resolution of Disputes

20.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

20.2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 68 of PPR-14 and in accordance with Arbitration Act-1940.

21. Governing Language

21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

22. Applicable Law	22.1. The Contract shall be interpreted in accordance with the laws of Punjab (Pakistan) unless otherwise specified in SCC.
23. Notices	23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC. 23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
24. Taxes and Duties	24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.
25. Change in minimum wage rate	25.1. If during the continuation of the service contract, minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per percentage increased in minimum wages declared for such category.
26. Extension in Contract period	Initially the contract will be for one (1) year. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period of one (01) year on the same rate & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.

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Section-VI. Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Payment to the Service Provider shall be made at the end of each month in the form of cheque in Pak Rupees after submission of bill invoice, sales tax invoice, LWMC weight slips/LWMC invoice, and attendance record of staff and machinery
2. The rate of liquidated damages shall be 0.1% per day up to a maximum of Ten (10) Percent of the Contract Price.
3. The original offer/bid security shall be submitted. Photocopies shall not be entertained and shall result in rejection of bid.
4. In case of Public Holiday/Close Day on the day of tender opening, the tender shall be opened on the next working day.
5. Any bidder failing to meet the eligibility criteria or submitting incomplete documents shall be rejected.
6. It shall be the responsibility of the bidder to develop understanding of the project at its own risk and cost.
7. Conditional or incomplete bids shall not be accepted and shall be disqualified.
8. The contractor shall provide Two (02) Tractor Trolleys (16x8x5) and One (01) Loader Rickshaw for solid waste collection along with One (01) Supervisor and Twenty-Two (22) Sanitary Workers for cleaning of roads, footpaths, green belts and collection, lifting and disposal of solid waste at Government approved landfill site (Lakhodair).
9. Collection of non-hazardous waste from the entire Quaid-e-Azam Industrial Estate (Commercial/Industrial Plots) shall be completed within one (01) day. Total number of plots is approximately 630.
10. Complaints related to non-hazardous waste and green waste shall be resolved on the same day.
11. LWMC approved weight slip shall be provided at the end of each month along with the bill containing details of total waste dumped at Government approved landfill site (Lakhodair), duly signed and stamped by the recipient authority.
12. Ensuring compliance with Environmental Health & Safety Standards and Punjab Environmental Protection Agency regulations shall be the responsibility of the contractor. Any non-compliance may lead to termination of contract on Risk & Cost basis and forfeiture of Performance Guarantee.
13. Valid driving licenses of all drivers (03) shall be mandatory for entry into Quaid-e-Azam Industrial Estate.
14. Contractor shall ensure provision and proper use of PPE by all workers at site.

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15. Segregation of solid waste inside Quaid-e-Azam Industrial Estate premises shall be strictly prohibited. In case of violation, the contractor shall be fined.

16. Pak Rupees (PKR) 50,000/- shall be deducted from the bill on account of resalable items.

17. Pak Rupees (PKR) 1,000/- per day shall be deducted from the bill as penalty against each solid waste pit found uncleared.

18. All types of green waste including weeds, grass, shrub bushes etc. shall be lifted by the contractor.

19. The contractor's company/firm must be duly registered with EOBI and PESSI. In case of any audit objection related to EOBI or PESSI compliance, the contractor shall be solely responsible for providing all requisite documentation to satisfy audit requirements.

20. Attendance of all workers shall be maintained on daily basis. It shall be the core responsibility of the contractor to ensure provision of complete workforce to the Procuring Agency every day. Absenteeism of any worker shall not be tolerated.

21. In the event that any worker or machinery is found absent, a penalty equivalent to twice the specified rate shall be deducted from the contractor's bill in accordance with the provisions of the Bill of Quantities.

22. Contractor shall also be responsible for collection, lifting and disposal of all types of waste from locations other than designated solid waste pits.

23. Workers deployed by contractor shall be physically fit, medically sound and capable of performing sanitation duties efficiently. Preference shall be given to workers below forty (40) years of age.

24. Provision of all tools and plants relevant to the work shall be the responsibility of the contractor.

25. Repair of any damage caused to QIE property by contractor's machinery or workforce shall be the responsibility of contractor; otherwise, the same shall be repaired at Risk & Cost of contractor.

26. Cleanliness drive shall be performed once in every month with additional required machinery and manpower within the contract amount.

27. During the occasions of Eid-ul-Fitr and Eid-ul-Adha, no holiday, gazetted leave or weekly off shall be allowed to the contractor's machinery, sanitary workers, drivers and supervisory staff. All required machinery and staff shall remain fully operational for cleanliness duties within Quaid-e-Azam Industrial Estate. Any leave or relaxation shall only be allowed with prior written permission of the Procuring Agency.

28. In case of breakdown of any machinery, vehicle or equipment deployed at site, the contractor shall arrange immediate replacement within four (04) hours at its own cost. Failure to do so shall result in imposition of penalty as determined by the Procuring Agency.

29. The contractor shall ensure that all deployed machinery, tractor trolleys and loader rickshaws remain in proper working condition and clearly display the contractor company name.

30. Open burning of solid waste, green waste or any other material inside Quaid-e-Azam Industrial Estate shall be strictly prohibited. In case of violation, penalty shall be imposed and repeated violations may lead to termination of contract.

31. The contractor shall ensure proper behavior and discipline of all deployed staff. Any worker found involved in misconduct, negligence, illegal activity, drug use or misbehavior with industrial units or QIE staff shall immediately be removed from site upon directions of the Procuring Agency.

32. The contractor shall maintain emergency response capability during rain, storm, emergency cleanliness situations and special cleanliness drives as directed by the Procuring Agency without claiming any additional payment.

33. The contractor shall provide replacement of absent workers on the same day to ensure uninterrupted sanitation services.

34. The Procuring Agency reserves the right to inspect machinery, attendance record, PPE, disposal arrangements and operational performance at any time during contract period.

35. All transportation, fuel, repair, maintenance, toll taxes and operational expenses related to machinery and manpower shall be borne by the contractor within the quoted rates.

36. Any penalty imposed by Environmental Protection Agency (EPA), LWMC or any Government Department due to negligence of contractor shall be borne solely by the contractor.

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Section-VII. Schedule of Requirements/Work Plan/ Deputation Plan

- **Quaid-e-Azam Industrial Estate, Kot Lakhpat Lahore is consisted of an area approximately 18 KM, having 695 industrial plots of different sizes.**

- **Sweeping/Cleaning of industrial area roads ,footpaths and collection, lifting, disposal of solid waste from pits and open areas done on daily basis.**

- **Its core responsibility of bidder to provide brooms, spades and other relevant accessories for cleaning / sweeping of roads, footpaths, greenbelts and lifting of solid waste.**

- **The Bidders are advised to visit and inspect the Location of Delivery and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into a Contract for Supply of requisite services. All cost in this respect shall be at the bidder's own expense.**

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Section-VIII: Sample Forms

8.1 Bid Form

Date: _____

To: Sr. Estate Manager,
Board of Management, Quaid-e-Azam Industrial Estate,
Kot Lakhpat Lahore

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos.*[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of *[total Bid amount in words and figures]*or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to abide by this Bid for a period of *90* days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed*(if required)*, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

Technical bid includes the following:-

a) Complete bidding document signed and stamped by the bidder

b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.

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c) Copy of bid security form along with copy of financial instruments *in the form of Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque* valid for ninety (90) Days, beyond the validity of Bid in the manner as prescribed on the bid security form **8.10**.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

Financial bid includes the following:-

a) Original Bid form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.

b) Price schedule / financial form (as per **form 8.9**) to be reproduced on the letter head of the bidder duly signed and stamped.

c) Original Bid security form (as per **form 8.10**) along with Original financial instrument *in the form of Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque* valid for ninety (90) Days,, beyond the validity of Bid.

d) *Any other document required by the procuring agency not inconsistent with PPR-14*

e) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;

f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Purchaser;

g) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

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i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

j) We agree to permit the Purchaser or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Bank.

Name: _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Date _____

Witness:

Name: _____

Signature: _____

Address: _____

Occupation: _____

8.2. Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr.#	**Particulars**
1.	Name of the company:
2.	**Registered Office:**
Address:	
Office Telephone Number:	
Fax Number:	
3.	**Contact Person:**
Name:	
Personal Telephone Number:	
Email Address:	
4.	**Local office if any:**
Address:	
Office Telephone Number:	
Fax Number:	
5.	**Registration Details:**

a) Audited Financial Statement Attachment (Last 3 years)

Yes	No

b) Details of Experience (Last Five Years)

(i)	**Similar Project (Agency/Department)**	**Item Name**
(ii)	**Value of total Projects/Tenders/POs**	**Amount**

c)Staff Detail and last month Payroll

Yes	No

Bidder Sign & Stamp

8.3. General InformationForm

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

	Particulars			
Company Name				
Abbreviated Name				
National Tax No.			**Sales Tax Registration No**	
PRA Tax No.				
No. of Employees			**Company's Date of**	
			Formation	

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

Bidder Sign & Stamp

8.4. Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

Name: _____

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm that:

(i) The firm is not currently blacklisted bythe Procuring Agency.

(ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.

(iii) Affidavit for correctness of information.

(iv) *****omitted***

*[Name of the Contractor/ Bidder/ Service Provider]*undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

8.5. Performance Guarantee Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

To,

[name and address of the Procuring Agency]

WHEREAS (Name of the Contractor/ Service Provider) _____ hereinafter called "the Contractor" has undertaken, in pursuance of **"**INVITATION TO BID FOR THE **"PROVISION OF _____"** procurement of the following:

1. [***Please insert details***].

(Here in after called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____(Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

[NAME OF GUARANTOR]

Signature_____

Name_____

Title _____

Address_____

Seal_____

Date_____

Bidder Sign & Stamp

8.6. Technical Bid Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr. No.	Description	Quantity	Specifications dimensions

Stamp & Signature of Bidder _____

8.7. Contract Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

THIS AGREEMENT made on the _____ day of _____ 20_____ between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called "the Procuring Agency")on the one part and *[name of Service Provider]* of *[city and country of Service Provider]* (hereinafter called "the Service Provider") on the other part:

WHEREAS the Procuring Agency invited Bids for certain services, viz., *[brief description of services]* and has accepted a Bid by the Service Provider for the supply of those services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

(a) the Bid Form and the Price Schedule submitted by the Bidder;

(b) the Schedule of Requirements;

(c) the Technical Specifications;

(d) the General Conditions of Contract;

(e) the Special Conditions of Contract; and

(f) the Procuring Agency's Notification of Award.

(g) Contract agreement

(h) Complete Bid document

3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Agency to provide the services in accordance with the provisions of the Contract and as required under **Section VII** Schedule of Requirements/Work Plan/ Deputation Plan.

4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Bidder Sign & Stamp

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Signed, sealed, delivered by _____ the _____ (for the Service Provider)

8.8. Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

MINIMUM WAGE RATE SHOULD BE STRICTLY ADHERED

Sr.No.	Service Description	Unit	Quantity	Rate (Per Month) PKR	Amount (Per Year) PKR
1	Drivers holding a valid driving license—**'Tractor Commercial' for Tractor Drivers and 'LTV' for Loader Rickshaw**—must have a minimum of 3 years of driving experience with Tractor Trolleys and Loader Rickshaws	Each	3		
2	Sanitary workers for sweeping & lifting of waste from roads, footpaths and greenbelts within industrial estate	Each	22		
3	Supervisor (educated) that will supervise the activity of lifting of waste of each single working day	Each	1		
4	Tractor Trolleys with a minimum trolley size of **16 feet in length, 8 feet in width, and 5 feet internal wall height**, for the collection, lifting of waste from pits and open areas, and disposal at Government-approved landfill sites (Lakhodair)	Each	2		
5	Helpers for Tractor Trolleys & Loader Rickshaw	Each	5		
6	Loader Rickshaw for lifting of small quantity Waste, Debris, Shrubs, Green Waste from random places of industrial area	Each	1		
Total Amount PKR (Including all applicable Taxes)					
Amount in words:					

Bidder Sign & Stamp

Total Bid value (against which a Bid shall be evaluated) in figure.
Total Bid value (against which a Bid shall be evaluated) in words.
Detail of all applicable taxes/duties/charges, which must be included in the rates quoted by bidder, is given as below:

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final".*(Please refer ITB clause 2.5.6).*

In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.

A bid not compliant to minimum wage rate (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected.

Stamp & Signature of Bidder _____

8.9. Bid Security Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the services]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE*[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring Agency]* (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:

   (a) fails or refuses to execute the Contract Form, if required; or
   (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

_____

[signature of the bank]

Bidder Sign & Stamp

Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

Sr. #	Detail	Responsive	Non-responsive
1	Original receipt for purchase of tender along with Standard Bidding Documents.		
2	____% Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal.		
3	All required samples (if demanded) have been submitted in *[name of the Procuring Agency]* sample store.		
4	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old		
5	Copy of active Registration with Sales Tax Authorities (STRN)		
6	Copy of active Registration (Professional Tax Certificate)		
7	At least _____ of similar nature having similar cost or above have been performed / executed in public organization during last 02 years (certificate duly signed by gazetted officer attached).		
8	Technical Bid Form (as per**form 8.6**of Bidding documents) on letter head of the firm duly signed and stamped.		
9	Bid Form (as per **form8.1 of**Bidding documents) on letter head of the firm, duly signed and stamped.		
10	Bid Security Form (as per**form8.9**of Bidding documents) on letter head of the firm, duly signed and stamped.		
11	Performance Guarantee Form (as per**form8.5**of Bidding documents) on letter head of the firm, duly signed and stamped.		
12	General Information Form (as per **form 8.3**of Bidding documents) on letter head of the firm duly signed and stamped.		
13	Affidavit(as per **form 8.4**) on non-judicial Stamp Paper of Rs. 100/- (i) The firm is not currently blacklisted by the Procuring Agency. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules		

Bidder Sign & Stamp

	/ Laws. (iii) Affidavit for correctness of information. (iv) ****omitted*** Affidavit for correction of information Form (as per **form** of Bidding documents) on letter head of the firm, duly signed and stamped.		
14	i. Work order / supply order / purchase order of previous relevant experience. ii. Company profile. Staff list along with location and address*[where applicable].* iii. Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). iv. Bidders profile Form (as per **form** of Bidding documents) on letter head of the firm, duly signed and stamped.		

Stamp & Signature of Bidder _____