

DOOR TO DOOR COLLECTION AND DISPOSAL OF  
**SOLID WASTE**  
WITHIN ESTATE AT DESIGNATED POINT



**BIDDING DOCUMENT**

BOARD OF MANAGEMENT  
SUNDAR INDUSTRIAL ESTATE

October, 2016

## **DISCLAIMER**

Board of Management Sundar Industrial Estate (BOM-SIE), has prepared this Bidding Document to invite bids from well reputed firms / consortiums. The qualified firms / consortiums shall perform Door to Door Collection of solid waste and disposal at designated point within Estate.

This Bidding Documents does not claim to contain all the necessary information related to this Project. However, efforts have been made to incorporate and provide all the available information relevant to the project, any queries pertaining to the project will be answered in the pre-bid conference. BOM-SIE does not make any representations or warranties, express or implied as to adequacy, accuracy, completeness or reasonability of the information contained in this Bidding Document.

No decision should be based solely on the basis of the information provided in this Bidding Document. BOM-SIE shall have no liability for any statement, opinion, information or matter (expressed or implied) arising out of, contained in or derived from, or for any omission in this Document. Furthermore, BOM-SIE will not be liable for any written or oral communication transmitted to third parties regarding this Bidding Document.

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## ACRONYMS & ABBREVIATION

SWM	Solid Waste Management
SECP	Security Exchange Commission of Pakistan
BOM-SIE	Board of Management Sundar Industrial Estate

**SECTION 1**

## 1.1 GENERAL INFORMATION

### BRIEF PROJECT DETAILS

Board of Management Sundar Industrial Estate (BOM-SIE) desires to perform Door to Door Collection and Disposal of solid waste with Estate at Designated Point through a well reputed Companies having previous experience in said work.

**BOM-SIE hereby invites sealed Technical and Financial Bids for Door to Door Collection of Solid Waste from SIE and Disposal within Estate at Designated Point.**

It is mandatory that all requisite information pertaining to the Technical and Financial Bids shall be submitted in the forms provided in the bidding document. Bids that are not in the prescribed format will not be entertained and will be discarded. No points shall be given if information required is missing or written elsewhere.

Bids must be accompanied along a Bid Security in form of a Call Deposit Receipt / Demand Draft / Bank Draft amounting at the rate of 2% of project approx. annual amount in complete conformity of the clause "Bid Security" under PPRA Rules, in favor of BOM-SIE. Sealed bids duly completed in accordance with this bidding document must be delivered at the address given below:

**Environment Officer - Board of Management Sundar Industrial Estate**  
Sundar - Raiwind Road Lahore, Punjab, Pakistan  
Tel: 042-35297291-3 Fax: 042-35297080  
Email: info@sie.com.pk

The bids completed in all respects as per required format should be submitted before 11:00 AM by 24-10-2016 and Technical Bid will be opened on same day at 11:30 AM in BOM-SIE Office in presence of bidders or their authorized representatives. Technical Evaluation Report be shared with all bidders on 26<sup>th</sup> October, 2016 and technically responsive bidders will be invited to financial bid opening on 27<sup>th</sup> October, 2016 (Thursday) at 10:30 AM A successful bidder will be selected in accordance with the evaluation criteria given in Section 3.1 of this document. BOM-SIE reserves the right to reject all bids at any time prior to the acceptance of a bid.

## 1.2 INDUSTRIAL SOLID WASTE COLLECTION

BOM-SIE requires services of a well versed and experienced Vendors that can provide service of Door to Door Waste Collection (The qualified vendor will cover the 200-250 units of Sundar Industrial Estate on daily basis) and dispose solid waste with Estate at Designated Point.

## 1.3 REQUIREMENT OF RESOURCES

The vehicle should have 4 - 5 tons capacity (in loose form of waste). However, the vehicle can be increased as per need. Minimum number of workers with one vehicle should be at least four excluding driver. These sanitary workers must be equipped with Personal Protective Equipment (PPEs) including Safety Shoes, Face Mask, Leather Gloves and Goggles.

## 1.4 WEIGHING COLLECTED WASTE

Weighing shall be done at weighing bridge located inside the Sundar Industrial Estate (Shaheen Kanta)

### **1.5 PROHIBITION OF CHILD LABOR**

Child labor is strictly prohibited. Violation may lead to punitive action against the selected vendor.

### **1.6 COMPOSITION OF SOLID WASTE**

Industrial Non-Hazardous Solid Waste include paper, plastic, cloths, organic waste, kitchen waste etc.

### **1.7 QUANTITY OF SOLID WASTE**

Average daily Solid Waste Generation is 5-6 tons.

### **1.8 APPROXIMATE PROJECTS COST**

- a. Approximate project cost is Rs. 300,000/- per month for In-House Door to Door Collection
- b. Approximate project cost is Rs. 3,600,000/- per annum for In-house Door to Door Collection

### **1.9 CONTRACT TENURE**

For above said works contracts will be of minimum one year and can be further extended upon mutual consent of both the parties.

**SECTION 2**



## 2.1 INSTRUCIONES TO BIDDERS

### Definitions

- (a) “Agreement” means the Agreement signed by the Parties and all the attached documents.
- (b) “Bid” means Technical Bid and Financial Bid.
- (c) “Client” means Board of Management Sundar Industrial Estate (BOM-SIE).
- (d) “Data Sheet” means such part of the Instructions to the bidding firms which reflects specific conditions.
- (e) “Day” means calendar day.
- (f) “Firm(s)” means any legal entity registered with SECP or RoFs, which includes a JV or a Consortium.
- (h) “LOI” means the Letter of Invitation.
- (i) “Personnel” means Professionals and Support Staff provided by the selected firm / successful bidder to perform the Services or any part thereof;
- (j) “Proposal” means Technical Proposal and Financial Proposal.
- (k) “BD” means the Bidding Document.
- (l) “Services” means the tasks to be performed by firm / successful bidder.

### 1. Introduction

- 1.1 The Client will select a firm / bidder in accordance with the evaluation criteria specified in the bidding document.
- 1.2 The Firms / Bidders are invited to submit Technical and Financial bids for the Services described. The bids should be in separate marked and sealed envelopes. The bidding firms shall bear all costs associated with the preparation and submission of their document.
- 1.3 The bidding firms should familiarize themselves with assignment conditions and take them into account in preparing their bids. To obtain first-hand information on the assignment, firms are encouraged to visit / contact the Client on afore mentioned address before submitting a bid.
- 1.4 The Client is not bound to accept any bid and reserves the right to annul the selection process at any time prior to Agreement award, without thereby incurring any liability to the bidding firms.

### Conflict of interest

- 1.5 The firms should hold the Client’s interests paramount and strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for

- future work.
- Fraud and Corruption**

1.6 The firms should adhere to the highest ethical standards, Corruption both during the selection process and throughout the execution of the Agreement. BOM-SIE will reject a bid for award if it determines that the firm has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.
  - Bid Validity**

1.7 The bid will be valid for sixty (60) days and extendable on consent of the client and the vendor.
  - 2. Eligibility Criteria**

2.1 The bidder should be registered with FBR, PRA etc and should not be blacklisted by any of the company / department.
  - 3. Qualification**

3.1 Bidders who have worked previously with BOM-SIE can be disqualified upon poor performance in past or showed repeatedly poor performance. Bidders should have atleast 2 years relevant experience related to the said Assignment.
  - 4. Clarification and Amendment of Bidding Documents**

4.1 At any time before the submission of Bids, the Client may amend the bidding document by issuing an Addendum. The Addendum shall be sent to all bidding firms and will be binding on them. The firms or bidders shall acknowledge receipt of all amendments. To give bidding firms reasonable time in which to take an amendment into account in their Bids. The Client may, if the amendment is substantial, extend the deadline for the submission of Bids.
  - 5. Preparation of Bids Format and Content**

5.1 The bidder shall provide the information indicated in the following paras from (a) & (b) using the attached Standard Forms in Section-4.

    - (a) A brief description of the firms’ organization and an outline of recent experience of the firms (each partner in case of joint venture) on assignments of a similar nature are required in Form TECH-1 of Section-4.
    - (b) A description of the work plan for performing the assignment covering the following subjects; work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Bids is provided under Form TECH-2 of Section-4. The work plan should be consistent with the Work Schedule (Form TECH-2 of Section-4).

5.2 The Technical bid shall not include any Financial information. A Technical bid containing Financial information may be declared non responsive.
  - Financial Bids**

5.3 The Financial bid shall be prepared using the attached Standard Forms: Fin-1 (Section-4).

5.4 The firm or bidder may be subject to local Taxes (such as Withholding, Value Added, Sales Tax, Income Taxes on non-resident Foreign Personnel, Duties, Fees, Levies) on amounts payable by the Client under the Agreement. All taxes, levies and rates shall be borne by the bidder and any such cost shall be covered in financial bid.

- 5.5 The bidders should express the price of their services in only Pakistani Rupees.
- 6. Submission, Receipt, and Opening of Bids**
- 6.1 The original shall contain no interlineations or overwriting except as necessary to correct errors made by the firms / bidders themselves. The person who signed the bid must initial such corrections. Submission letters for both Technical and Financial bids should respectively be in the format of TECH-1 to TECH-5 of Section-4, and FIN-1 of Section-4 respectively.
- 6.2 An authorized representative of the firm / bidder shall initial all pages of the original Technical and Financial Bids. The authorization shall be in the form of a written power of attorney accompanying the Bid or in any other form demonstrating that the representative has been duly authorized to sign.
- 6.3 The Technical Bid shall be placed in a sealed envelope clearly marked "Technical Bid". Similarly, the original Financial Bid shall be placed in a sealed envelope clearly marked "Financial Bid" followed by the name of the assignment, and with a warning "Do Not Open" With the Technical Bid". The envelopes containing the Technical and Financial bids shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "Do Not Open, except in presence of The Official Appointed, Before Submission Deadline". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This circumstance may be case for Bid Rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid non-responsive.
- 6.4 The bids must be sent to the address indicated in the Data Sheet and received by the Client no later than the time and the date indicated above and in the Data Sheet. Any bid received by the Client after the deadline for submission shall be returned unopened.
- 7. Bid Evaluation**
- 7.1 From the time the bids are opened to the time the Agreement is awarded, the firms should not contact the Client on any matter related to its Technical and / or Financial Bid. Any effort by firms to influence the Client in the examination, evaluation, ranking of Bids, and recommendation for award of Agreement may result in the rejection of the firms' Bid.
- Evaluation of Technical Bids**
- 7.2 The evaluation committee shall evaluate the Technical bids on the basis of their responsiveness and considering the evaluation criteria, specified in Section-3. A Bid shall be rejected at this stage if it does not respond to important aspects of the bidding document or if it fails to achieve the minimum technical score

indicated in the Data Sheet.

**Public Opening and Evaluation of Financial Bids**

7.3 After the technical evaluation is completed, the Client shall inform the firms / bidders who have submitted bids, the technical scores obtained by their Technical Bids, and shall notify those firms whose Bids did not meet the minimum qualifying mark or were considered non responsive to the bidding document, that their Financial Bids will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing firms that have secured the minimum qualifying mark, the date, time and location for opening the Financial Bids. Firms’ Attendance at the opening of Financial Bids is optional. The opening date shall be set so as to allow interested firms sufficient time to make arrangements for attending the opening.

7.4 Financial bids shall be opened publicly in the presence of the firms’ representatives who choose to attend. The name of the firms and the technical scores of the firms shall be read aloud.

**8. Negotiations**

8.1 There shall be no negotiations with the bidders as stated in the PPRA Rule 2014

**9. Award of Agreement**

9.1 After completing evaluations, the Client shall award the Agreement to the selected firm and promptly notify all firms who have submitted bids. After Agreement signature, the Client shall return the unopened Financial Bids to the unsuccessful bidders.

9.2 The firm is expected to commence the assignment on the date and at the locations specified in the agreement / contract.

**10. Confidentiality**

10.1 Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firms who submitted the Bids or to other persons not officially concerned with the process, until the award of agreement. The undue use by any firm of confidential information related to the process may result in the rejection of its bid and may be subject to the provisions relating to fraud and corruption.

**11 Contract Termination**

The client will have the right to terminate the contract if the service solicited is found not desirable.

**2.2 TERMS OF REFERENCE**

**2.2.1 DATA SHEET**

<b>INSTRUCTIONS</b>
<b>Method of Selection</b> - Single Stage Two Envelope
<b>Name of the Assignments:</b> “Door to Door Collection and Disposal within Estate at Designated Point”
<b>Pre-bid Conference:</b> As part of the bidding process a pre-bid meeting for potential bidders will be held on 21-10-2016 at 1100 hrs at the BOM-SIE Office, Gate # 2 Sundar – Raiwind Road, Lahore. Participation of potential bidders in this meeting though not mandatory, however, is encouraged. This meeting will be aimed at providing an opportunity to the potential bidders for seeking any clarifications or explanations on the bid documents, scope of services to be

provided, bidding process or any other matter important to the bidders. In the interest of productiveness of the pre-bid meeting, the bidders are requested, as far as possible, to submit their written questions prior to the conference. Minutes of the Meeting, questions raised and answers / responses thereof shall be transmitted without delay to all bidders.
Name of the Client's Representative: <b>Bahadur Ali Khan (Environment Officer) BOM-SIE</b>
<b>Bid Validity:</b> Bid must remain valid for sixty (60) days after the last date of submission date.
<b>Clarifications:</b> Clarifications may be requested not later than seven (07) days before the submission date. The address for requesting clarifications is:  Environment Officer Board of Management Sundar Industrial Estate, Sundar Raiwind - Road Lahore, Punjab, Pakistan Tel: 042-35297291-3 Fax: 042-35297080 Email: info@sie.com.pk
<b>Language of the Bid:</b> Bids shall be submitted in the English language.
<b>Single Party / Joint Venture / Consortium:</b> A Prospective Bidders may be a single entity or may take the form of a JV / Consortium comprising of companies, firms, corporate bodies or other legal entities. Each Joint Venture / Consortium shall appoint and Authorize one (1) "Lead Member" to represent and irrevocably bind all members of the Joint Venture / Consortium in all matters connected with the bidding process, including but not limited to the submission of the bidding document on behalf of the JV taking part in the opening of bids and signing of contracts. The venture agreement shall contain requirements on the Lead Member throughout the term of the agreement to subscribe and maintain a shareholding of minimum 40% in the consortium.
<b>Amounts Payable:</b> Amounts payable by the Client to the firms under the agreement will be subjected to local taxation.
<b>Bid Submission Documents:</b> The firms must submit the Bid Document before 11:00 AM by 24/10/2016. Technical Bid opening time 11:30 AM on 24 <sup>th</sup> October, 2016. Technical Evaluation Report be shared with all bidders on 26 <sup>th</sup> October, 2016 and technically responsive bidders will be invited to financial bid opening on 27 <sup>th</sup> October, 2016 (Thursday) at 10:30 AM.
<b>Bid Security &amp; Estimated Amount:</b> Prospective Bidders shall be required to submit Bid Security in form of Pay Order / Bank Draft at the rate of 2% in complete conformity as per PPRA Rules in favor of BOM-SIE issued by a scheduled bank allowed / carrying financial transactions in Pakistan. Bid Security of project is as follows:-  a. Approx. Annual Project Amount = 3,600,000/- (Door to Door Collection and Disposal within Estate at designated point) <b>2% Bid security of above said amount = 72,000/-</b>  The bid security shall be dis-dragged / returned to all unsuccessful bidders after declaration of the name of the successful bidder, and signing of the agreement with the successful bidder.  A bid security may be forfeited; a. If the Bidder withdraws its bid during the period of bid validity. b. In case of successful bidder, if it fails within the specified time to: i. Furnish the necessary bid security for door to door collection of Solid Waste and disposal within Estate at designated point. c. In case of default.  Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of Bid may result in forfeiture of the Bid Security.

**SECTION 3**

### 3.1 CRITERIA FOR BID EVALUATION

#### 3.1.1 Technical Evaluation Criteria

SN	CRITERIA	MAXIMUM POINTS
I	Previous Experience	30
II	Management Experience	10
III	Technical Expertise	20
	<b>Overall Total</b>	<b>60</b>
<b>Note: The prospective bidder must obtain 60% (36 Marks) or more score to qualify technical evaluation.</b>		

#### 3.1.2 Financial Evaluation Criteria

Financial evaluation will be based solely on the lowest amount for the assignment proposed by the bidders. Financial bid will be open of those bidders who qualify the Technical part and technical report will be share with all bidders. The Bidders having lowest quoted price of the assignments and having score of 60% (36 marks) or above in technical criteria will be successful.

#### 3.1.3 Past Performance

Bidders who have previously worked with BOM-SIE and have repeatedly performed poorly can be disqualified during bid evaluation process.

#### 3.1.4 Relevant Experience

Bidders should have atleast 2 years relevant experience related to the said Assignment.

**SECTION 4**



**CHECKLIST FOR PERFORMAS TO BE ATTACHED**

Please fill the Checklist of the Documents to be submitted for Technical and Financial Evaluation along with the documentary evidence where applicable and required

Sr	Document	Page Number <i>(To be filled by Concessioner )</i>	Please Tick if Attached
<b>Bid Submission Form</b>			
<b>Bidder Profile Summary</b>			
<b>Technical Forms</b>			
1.	Bidder's Organization Form: (Tech-1)		
2.	Work plan for Door to Door Collection, Transportation and Disposal of Solid Waste (Tech-2)		
<b>Technical Evaluation Criteria</b>			
3.	Previous Experience (Tech-3)		
4.	Management Experience (Tech-4)		
5.	Technical Expertise (Tech-5)		
<b>Financial Proposal-Standard Forms</b>			
11.	<b>Cost Details (Fin-1)</b>		

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

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

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

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

**Standard Performa to be filled by Bidder**

**BID SUBMISSION FORM**

To:

The Estate Manager,  
Board of Management,  
Sundar Industrial Estate,  
Gate#2 Sundar – Raiwind Road, Lahore

Dear Sir,

We offer to provide the services for \_\_\_\_\_ in accordance with your Bidding Document dated \_\_\_\_\_ and our Bid. We are hereby submitting our bid, which includes this Technical Bid, and a Financial Bid sealed under a separate envelope.

We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Bid is binding upon us and subject to the modifications resulting from Agreement negotiations.

We understand you are not bound to accept any Bid you receive and we bear all the cost associated with this bid and its submission process.

We remain,

Yours sincerely,

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

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## BIDDER PROFILE SUMMARY

### 1. Background

No.	Requirement	To be filled by Bidder
1.1	Name of Firm	
1.2	Date and place of registration	
1.3	Years of Experience since Registration	
1.4	Type of Firm (Public, Private, Limited)	
1.5	Owners' Names	
1.6	Name of Board of Directors / Chief Executive	Please attach list
1.7	Present H/O Address and Last Former Address (if any)	
1.8	E-mail	
1.9	Phone/Fax	
1.10	URL	
1.11	Certifications (if any)	Please attach copies

### 2. Financial

No.	Requirement	To be filled by Bidder
a.	National Tax Number	
b.	GST Number	

**Form: Tech 1**

**BIDDER'S ORGANIZATION**

**Provide a brief (maximum 5 pages) description of the background and organization of your firm and each partner for this assignment**

Empty response area for bidder's organization description.

**Form: Tech 2**

**WORK PLAN FOR DOOR TO DOOR COLLECTION, TRANSPORTATION  
AND ENVIRONMENT FRIENDLY DISPOSAL OF SOLID WASTE**

No.	Activities	2016
		Days
1		

**Form: Tech 3**

**PREVIOUS EXPERIENCE**

**Max: 30 Points**

<b>Select appropriate box, use tick in one box.</b>			
<b>Project Experience</b>	<b>Allocated Points</b>	<b>Tick Box Below</b>	<b>Points Awarded</b> <i>(To be Filled By The BOM-SIE)</i>
5 or More	30		
4	25		
3	20		
2	15		
1	10		
<b>Total Points Scored</b> <i>(To be Filled By The BOM-SIE)</i>			

\_\_\_\_\_  
Signature & Stamp of Authorized Signatory

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Form: Tech 4**

**MANAGEMENT EXPERIENCE**

**Max: 10 Points**

<b>Select appropriate box, use tick in one box.</b>			
<b>Management Experience</b>	<b>Allocated Points</b>	<b>Tick Box Below</b>	<b>Points Awarded</b> <i>(To be Filled By The BOM-SIE)</i>
5 or More	10		
4	09		
3	08		
2	07		
1	06		
<b>Total Points Scored</b> <i>(To be Filled By The BOM-SIE)</i>			

\_\_\_\_\_  
Signature & Stamp of Authorized Signatory

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Form: Tech 5**

**TECHNICAL EXPERTISE**

**Max: 20 Points**

<b>Write Technical Expertise in below boxes.</b>			
<b>Technical Sector Expertise</b>	<b>Allocated Points</b>	<b>Tick Box Below</b>	<b>Points Awarded</b> <i>(To be Filled By The BOM-SIE)</i>
	20		
	15		
	10		
<b>Total Points Scored</b> <i>(To be Filled By The BOM-SIE)</i>			

\_\_\_\_\_  
Signature & Stamp of Authorized Signatory

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**FINANCIAL BID-STANDARD FORMS****Form: Fin 1**

<b>Particular</b>	<b>Unit Cost / Ton</b>	<b>Total Cost</b>
In-House Door to Door Collection and Disposal within Estate at designated point		
Lump sum total cost for In-house door to door collection and disposal within Estate at designated point	_____ / <b>month</b> _____ / <b>annum</b>	

**Note:**

The financial data shall be expressed in Pakistani Rupees (PKR).  
Includes all Local Taxes.