FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY

Directorate of Maintenance

*****

BIDDING DOCUMENT

Project Titled

" PROVISION OF CLEAN WATER FROM PRIVATE WATER HYDRANTS THROUGH WATER TANKERS / BOUZERS FOR FILLING UNDER GROUND TANKS AT SECTOR G-13, ISLAMABAD "

FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY
Directorate of Maintenance
Bazar No.5, Street No.13, Sector G-13/3, Islamabad

INVITATION TO BIDS THROUGH E-PADS

Federal Government Employees Housing Authority (FGEHA) is inviting bids through the E-PADS, PPRA platform for the project titled **"Provision of Clean Water From Private Water Hydrants Through Water Tankers / Bouzers for Filling Under Ground Water Tanks at Sector G-13, Islamabad "** under Single Stage One Envelope (SSOE) bidding procedure from the firms/companies/contractors having registered firms and valid income tax registration with the Federal Board of Revenue (FBR) and fulfilling the eligibility criteria provided in the bidding documents :-

1. Interested firms/companies/contractors may download the bidding documents, which include detailed terms & conditions, free of cost from the the PPRA's website (www.ppra.org.pk), FGEHA's website (www.fgeha.gov.pk), and E-PADS (https://eprocure.gov.pk).
2. Interested bidders are encouraged to visit the project site to understand existing conditions and the nature of the work.
3. A pre-bid meeting will be held on **20.03.2025 (Thursday) at 11:00 am** at FGEHA's Directorate of Maintenance, Bazar No.5, Street No.13, Sector G-13/3, Islamabad.
4. The Proposals prepared in accordance with the instructions provided in bidding document must be submitted through E-PADS by **07.04.2025 (Monday) (11:00 am)**. Bids will be opened on the same day at 12:30 pm at FGEHA's Directorate of Maintenance, Bazar No.5, Street No.13, Sector G-13/3, Islamabad, in presence of bidders at the time.
5. All the requirement and terms & conditions have been provided in the bidding document uploaded on E-PADS and PPRA's / FGEHA's website. The same may be downloaded and check your eligibility before participating in the bidding process.
6. Submit the bid on the form provided at **Section 30** of the bidding document by fulfilling all the requisites provided in the bidding document. Carefully read **section 13 & 26** of the bidding document before submission of bid along with required scanned documents on E-PADS, to avoid rejection/disqualification of bid.
7. Firm/contractor/bidder shall upload scanned copy of the bid security / earnest money amounting to 3% of the total bid value in the shape of Demand Draft / Pay Order / CDR in favour of FGEHA on E-PADS and shall also submit (in original) in the office Deputy Director (Maintenance) Street No.137, Bazar No.8, G-13/4, Islamabad, 051-9334306 before closing time for submission of e-bid.
8. In case of any technical difficulty in using E-PADS, prospective bidders may contact PPRA Team, Director MIS, Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad Contact No.051-111-137-237.
9. FGEHA reserves the right to reject any or all bids as per PPRA rules. The decision of FGEHA shall be final and binding on all bidders under rule 33 of PPRA.

Deputy Director (Maintenance)
Street No.137, Sector G-13/4, Islamabad, 051-9334306

No.55DM(WFPT-G-13)2024/25-HA

Ministry of Housing & Works

Federal Government Employees Housing Authority

*****

BIDDING DOCUMENT

Subject: **PROVISION OF CLEAN WATER FROM PRIVATE WATER HYDRANTS THROUGH WATER TANKERS / BOUZERS FOR FILLING UNDER GROUND TANKS AT SECTOR G-13, ISLAMABAD.**

1. Introduction:

Federal Government Employees Housing Authority (FGEHA) requires service of the firm/company/contractor for "**Provision of Clean Water From Private Water Hydrants Through Water Tankers / Bouzers for Filling Under Ground Water Tanks at Sector G-13, Islamabad**" through open competitive bidding on E-PADS in pursuance of Rule 36(a) of Pubic Procurement Rules 2004 i.e. single stage – one envelope procedure and in accordance with S.R.O. 296(I)/2023, 27th February, 2023 title "E-Pak-Procurement Regulation 2023".

1.1 Source of Funding:

Regular budget of FGEHA for the Financial Year 2024-2025.

1.2 Scope of Work:

Supply of 120 water tankers daily (approximately) having capacity of 10,000 litres with dual operating system for provision of clean water from private water hydrants through water tankers / bouzers for filling underground water tanks at Sector G-13, Islamabad.

1.3 Estimated Cost:

Estimated cost of the work "Provision of private water bouzer / tankers for filling of clean water in underground water tanks at sector G-13" shall be based on the lowest and the most advantageous bid price received through bidding process.

2. Eligibility Criteria for Bidders:

2.1 The firm / contractor / bidder shall be registered with PPRA e-Pak Acquisition and Disposal System E-PADS.

2.2 The firm / contractor / bidder shall be registered with FBR for the purpose of Income Tax / Sales Tax Certificate.

2.3 The firm / contractor / bidder shall be on the active taxpayers list of FBR.

2.4 The firm / contractor / bidder has not been black listed from any Government Organization including CDA/MCI/FGEHA/DHA/WASA/RDA/RCB at the time of submission of bid through E-PADS. An affidavit to this effect shall be provided on stamp paper of at least Rs.100/-.

2.5 The firm / contractor / bidder shall examine all instructions, terms & conditions provided in the bidding document. Failure to furnish any information required in the bidding document shall be at the bidder's risk and may result in the rejection of their bid.

2.6 The firm / contractor / bidder shall produce information regarding their business as follow:

2.6.1 Name of firm/company/contractor.
2.6.2 NTN/GST certificate.
2.6.3 Certificate of Active Tax Payer.
2.6.4 Proof of two years' experience of supply / provision of water services through tankers in CDA/MCI/FGEHA/DHA/WASA/RDA/RCB.
2.6.5 At least one satisfactory Performance Certificate for provision of water through water tankers from CDA/MCI/FGEHA/DHA/WASA/RDA/RCB.
2.5.6 An affidavit on stamp paper of minimum worth Rs.100/- that the firm/contractor/bidder has not been black listed from any Government Department /Organization /CDA /MCI /FGEHA/DHA/WASA/RDA/RCB at the time of submission of bid.

3. Cost of Bid:

The bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs.

4. Form of Bid(s):

The form, language and other requisites of bids shall be as follows:

4.1 The e-bid shall be uploaded on E-PADS as prescribed in E-Pak Procurement https://eprocure.gov.pk

4.2 Bid related documents or correspondence shall be made in English.

4.3 Scanned copy of covering letter on letter head of the firm/company/contractor shall be uploaded on E-PADS. All pages of bids shall be signed with seal/stamp.

5. Submission of E-Bid (s)

5.1 Submission / opening of e-bids shall be through E-PADS in accordance with E-Pak Procurement Regulations, 2023.

5.2 As per Rule 36(a) of Public Procurement Rules 2004 i.e. single stage – one envelope procedure, proposal for **"Provision of Private Water Bouzer / Tankers for Filling of Clean Water in Underground Tanks at Sector G-13 from Nearest Water hydrants Points"** shall be submitted.

6. Opening and Evaluation of Bids:

6.1 Bids shall be opened through E-PADS by Procurement (Evaluation) Committee of FGEHA in accordance with E-Pak Procurement Regulation, 2023 **at 12:30 pm on 7th April, 2025 (Monday).**

6.2 An evaluation report of e-bids made in the light of criteria laid down as per bidding document shall be announced as provided under Rule 35 of PPRA Rules, 2004 before approval of the final recommendation by the Competent Authority.

7. Clarification of Bids:

No bid shall be allowed (By E-PADS) to be modified, altered or withdrawn after opening of the e-bid(s). Clarification (if any) shall follow Rule 31 of PPRA Rules 2004.

8. Deadline for Submission of Bids:

8.1 E-bids must be uploaded on E-PADS on or before **7th April, 2025 (Monday) till 11:00 am**

8.2 No bid shall be acceptable by hand / postal mail/fax/telegraph/email.

8.3 After the deadline for submission of e-bids given above, no request for extension of time shall be entertained.

9**. Validity of Bid:**

Initially bid shall be valid for a period of six months from the commencement of contract agreement, and further extension in the contract agreement shall be based on the satisfactory performance of the successful bidder without any increase in the bid value.

10. Bid Price:

10.1 Bid price shall be quoted on **Section 30. "BID SUBMISSION FORMAT" and upload on E-PADS**.

10.2 Bid Price shall be quoted in Pakistani Rupees, inclusive of all applicable taxes during the Financial Year 2024-2025 and onwards.

10.3 The bidder shall be deemed to have obtained all related information as to requirement there to which may affect the bid price.

10.4 The bidder shall quote the price according to terms and conditions provided in the bidding document.

10.5 While submitting e-bid, the trend of inflation in the rate of market like fuel prices, wages of staff etc. shall be kept in mind. No request for increase in bid price due to market fluctuation shall be entertained during the period of contract agreement.

11. Bid Security/Earnest Money:

11.1 Firm/contractor/bidder shall upload scanned copy of the bid security / earnest money amounting to 3% of the total bid value in the shape of Demand Draft / Pay Order / CDR in favour of FGEHA on E-PADS and shall also submit (in original) in the office Deputy Director (Maintenance) Street No.137, Bazar No.8, G-13/4, Islamabad, 051-9334306 before closing time for submission of e-bid.

11.2 Cheque / Cash shall not be accepted.

11.3 Any e-bid not accompanied by the bid security/CDR shall be rejected.

11.4 Bid security shall be returned to the unsuccessful bidders on completion of bidding process.

11.5 Bid security of the successful firm/contractor/bidder shall be discharged upon the bidder sign the contract agreement with FGEHA and submission of **performance guarantee/security amounting to 10% of estimated contract amount from a Scheduled Bank/Insurance guarantee from AA rating company**.

11.6 The bid security shall be forfeited if:

11.6.1 The bidder withdraws the bid.

11.6.2 The bidder fails to enter into contract till the date intimated by the procuring agency i.e. FGEHA.

12. Amendment in the Bidding Documents:

12.1 FGEHA may at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing addendum for any reason, as provided under Rule 23(3) of Public Procurement Rules, 2004.

12.2 FGEHA may at its discretion extend the deadline for submission of bids; as provided under Rule 27 of Public Procurement Rules, 2004.

13. Responsiveness of the Bids/Eligibility Criteria:

13.1 A bid shall be considered as non-responsive for not being generally in order if the firm/company/contractor/bidder may not submit scanned copies of the following required documents via E-PADS and provide the attested copies of all these documents including the original bid security/CDR and an affidavit regarding non-blacklisting of firm on stamp paper worth Rs.100, to the office of the Deputy Director (Maintenance), Street No.137, Bazar No.8, G-13/4, Islamabad, before the bid submission deadline, otherwise their bid shall be treated as non-responsive/rejected. Eligibility of the firms/companies/contractors/bidders shall be evaluated on the basis of these document, detail of documents is as under:

13.1.1 Bid security / earnest money amounting to Rs. 3% of the total bid value in the shape of Demand Draft / Pay Order / CDR in favour of FGEHA uploaded on E-PADS and shall also submit (in original) in the office Deputy Director (Maintenance) Street No.137, Bazar No.8, G-13/4, Islamabad, 051-9334306 before closing time for submission of e-bid.

13.1.2 Proof of two years' experience of provision of water services through water tankers from CDA/MCI/FGEHA/DHA/WASA/RDA/RCB.

13.1.3 At least one satisfactory Performance Certificate for provision of water services through water tankers from CDA/MCI/FGEHA/DHA/WASA/RDA/RCB.

13.1.4 An affidavit on stamp paper of minimum worth Rs.100/- that the bidder has not been black listed from any Government Department/Organization/CDA/MCI/FGEHA at the time of submission of bid.

13.2 The e-bid price is not inclusive of all applicable taxes etc.

13.3 The bid is found to be in contravention of any clause of bidding documents.

14. Clarification of Bidding Documents:

Interested bidder(s) requiring any clarifications regarding bidding document may send a query through E-PADS as per E-Pak Procurement Regulations, 2023 as per timeline provided on E-PADS. In this regard, firm/contractor/bidder shall strictly follow the procedure provided on the E-PADS.

15. Cost of Bidding:

The bidder shall bear all costs associated with preparation and submission of bids.

16. Performance Guarantee:

After receipt of letter of acceptance and signing of contract agreement, the successful bidder shall provide the employer a performance guarantee equivalent to 10% (ten) of the estimated amount contract agreement in the shape of Bank guarantee from schedule bank/Insurance guarantee from AA rating company.

17. Right Reserved:

As provided under Rule 33(1) of Public Procurement Rules 2004, FGEHA reserves the right to reject all bids or proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. The procuring agency shall upon request communicate to any bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.

18. Notification of Award:

Prior to the award of contract, FGEHA shall published a Final Evaluation Report on E-PADS in terms of Rule 35 of PPR 2004 amended from time to time.

19. Completion Schedule:

20.1 The bidder shall bear all costs associated with preparation and submission of bids.

20.2 Successful bidder shall be bound for **"Provision of Private Water Bouzer / Tankers for Filling of Clean Water in Underground Tanks at Sector G-13 from Nearest Water Hydrants Points"**.

20.3 FGEHA shall provide the 7 days' time to the successful firm/contractor/bidder for acceptance of Letter of Intent (LoI) before execution of contract agreement.

20. Entry into Force of Performance of Service Contract:

As provided vide Rule 44(a) of Public Procurement Rules 2004 amended from time to time.

21. Blacklisting of Firm/Company/Contractor:

21.1 FGEHA, at any stage can blacklist the firm/contractor/bidder who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices in terms of Rule 19 of PPR-2004 amended from time to time.

21.2 FGEHA shall give an opportunity of hearing with show cause notice, with recorded reasons to the bidders before such passed the orders.

22. Redressal of Grievances:

As provided under Rule 48 of Public Procurement Rules, 2004 amended from time to time.

23. Award of contract:

FGEHA will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as lowest and most advantageous provided that the firm/contractor/bidder is:

23.1 eligible in accordance with the provisions of PPRA rules.

23.2 fulfilling the eligibility criteria provided in the bidding documents.

23.2 determined to be qualified to perform the contract award satisfactorily.

24 Signing of contract:

24.1 Promptly after acceptance of Letter of Intent (LoI), successful firm/contractor/bidder shall provide the two stamp papers of Rs.100/- each for preparation of contract agreement as per terms and conditions of bidding document and signing the same by bidder and FGEHA.

24.2 If the successful Bidder, after completion of all codal formalities shows inability to sign the contract/refuse/accept the contract, then their Bid Security/CDR shall be forfeited and the firm shall be blacklisted for a minimum period of six month, in such situation the FGEHA may make the Award to the next lowest evaluated Bidder.

25. The bidding documents are subject to all provisions of Public Procurement Rules, 2004 and S.R.O. 296(I)/2023, dated 27.02.2023 title "E-Pak Procurement Regulations, 2023" as and where applicable.

26. <u>Evaluation Criteria:</u>

26.1 The following Evaluation factors / criteria shall be applied for the Evaluation of eligibility of firm/company/contractor/bidder. All the firm / company / contractor / bidder who shall not fulfil the following eligibility criteria, their bid shall be treated as non-responsive/rejected. Therefore, carefully go through the provisions of bidding document and completion of required formalities for acceptance of bid.

S.No.	Description	Status	Remarks
i.	Uploaded the scanned copy of Bid security / earnest money amounting to Rs. 3% of the total bid value in the shape of Demand Draft / Pay Order / CDR in favour of FGEHA on E-PADS and the same shall also be submitted (in original) in the office Deputy Director (Maintenance) Street No.137, Bazar No.8, G-13/4, Islamabad, 051-9334306 before closing time for submission of e-bid.	Yes/No.	If Yes in Status, Eligible, if No in Status ineligible
ii.	Uploaded the scanned copy of proof of two years' experience of provision of water services through water tankers from CDA/MCI/FGEHA/DHA/WASA/RDA and submitted attested copy in office of Deputy Director (Maintenance) before closing time for submission of e-bid.	Yes/No.	If Yes in Status, Eligible, if No in Status ineligible
iii.	Uploaded the scanned copy of at least one satisfactory Performance Certificate for provision of water services through water tankers from CDA/MCI/FGEHA/DHA/WASA/RDA on E-PADS and submitted attested copy in office of Deputy Director (Maintenance) before closing time for submission of e-bid.	Yes/No.	If Yes in Status, Eligible, if No in Status ineligible

iv.	Uploaded the scanned copy of an affidavit on stamp paper of minimum worth Rs.100/- on E-PADS stating that the bidder has not been black listed from any Government Department / Organization / CDA / MCI / FGEHA / DHA / WASA / RDA at the time of submission of bid and submitted affidavit in original in the office of Deputy Director (Maintenance) before closing of deadline for submission of bid	Yes/No.	If Yes in Status, Eligible, if No in Status ineligible

26.2 The financial bids of firms/contractors/bidders fulfilling the eligibility criteria shall be opened online as per procedure provided in the E-PADS on the same day of closing of submission of e-bid time at 12:30 pm and the financial bids found ineligible/non-responsive on the basis of eligibility criteria shall not be considered as responsive bid.

27. Announcement of Evaluation Report:

27.1 Evaluation Committee shall announce the evaluation report based on eligibility criteria provided in the bidding document on opening of bid process.

27.2 As per Rule 35 of PPR-2004 the FGEHA shall publish the final bid evaluation report on E-PADS.

28. <u>TERMS & CONDITIONS:</u>

28.1 Bidding documents can be downloaded from the the PPRA's website (www.ppra.org.pk) and FGEHA's website (www.fgeha.gov.pk) and E-PADS (https://eprocure.gov.pk) free of cost.

28.2 Bids will be invited using a single-stage, one-envelope method (combining eligibility criteria and Financial bids) in accordance with Procurement Rule No. 36(a) PPR Rules 2004 (amended), via E-PADS by file uploading method on E-PADS.

28.3 In this bidding document, "FGEHA" refers to the "Federal Government Employees Housing Authority," represented by the Director (Maintenance).

28.4 Estimated cost of the work "Provision of private water bouzer / tankers for filling of clean water in underground water tanks at sector G-13" shall be based on the lowest and the most advantageous bid price received through bidding process.

28.5 Contractor / firm / bidder will bear all cost of clean water, carriage, fuel, manpower / labour and all applicable taxes.

28.6 Providing incorrect information may lead to bid rejection and non-responsive at any stage and potential legal action against the firm/company/contractor/bidder.

28.7 Contract shall be awarded for a period of six months to the successful lowest and most advantageous bidder, which is further extendable subject to mutual understanding and satisfactorily performance of the firm/company/contractor with the prior approval of the competent authority i.e. Director General (FGEHA) on the same terms & conditions without any increase in the rates.

28.8 The work includes:

a. The estimated requirements of water tankers range approximately 120 water tankers per day having capacity of 10,000 litres per tanker.
b. FGEHA reserve the rights to increase / decrease the quantity of water tankers as per requirements.

c. Water bouzers / tankers shall be of minimum capacity of 10,000 litres. In case of higher capacity of water bouzers / tankers i.e. 30,000 litres, it shall be counted as three trips.
d. Firm/contractor shall be bound to paste FGEHA on the rear side of the water tanker for identification.
e. Payment cycle/schedule of water tankers bill will be 15 (fifteen) days or direction of Director (Maintenance).
f. Assistant Director (water supply) shall reconcile the water supply record of the firm/contractor for payment.
g. In case of breach of any clause of contract agreement/bidding document, FGEHA reserves the right to terminate the contract agreement at any stage.
h. In case of any delay / suspension of water bouzers / tankers supply (without any solid reason), a penalty of Rs.50,000/- (Rupees fifty thousand only) shall be imposed on the contractor / firm / bidder and the same will be deducted in the running bills of the firm/contractor/bidder.

28.9 Employees of FGEHA and their family members are not permitted to participate in the bidding process.

28.10 In the case of a partnership, the firm/company/contractor/bidder must not dissolve or change its composition during the contract period.

28.11 The firm/company/contractor must provide the service on Sundays and other holidays, to ensure supply of water to residents.

28.12 The firm/company/contractor must pay staff at least the minimum wage set by the Government of Pakistan for unskilled labor. If the government raises wages during the contract period contract shall ensure the payment to staff accordingly.

28.13 If there are complaints about insufficient staff or unpaid salaries, the firm/company/contractor will face deductions and fines from their monthly bill.

28.14 The firm/company/contractor must ensure no discrimination based on faith, religion, caste, creed, ethnicity, gender, or similar factors.

28.15 The firm/company/contractor shall bear all applicable taxes during the currency of contract, taxes shall be deducted from the contractor's payments according to government rules.

28.16 No price adjustments will be permitted for market rate fluctuations during the contract period.

28.17 The firm/company/contractor must adhere to all written and verbal instructions from the Director (Maintenance), Deputy Director (water supply), Assistant Director (water supply), or any FGEHA-appointed representative and submit reports as required.

28.18 If the awarded bidder refuses or fails to execute the contract or any part of it, performance guarantee shall be forfeited.

28.19 If the firm/company/contractor fails to meet the specified standards and performance, FGEHA can terminate the contract at its discretion after giving a 15-day show cause notice and an opportunity of personal hearing against the proposed action with the approval of Director General (FGEHA).

28.20 FGEHA may terminate the contract agreement at any stage during its term by providing 15 days' notice without assigning any reason.

28.21 Any breach of conditions of contract agreement by the firm/company/contractor, FGEHA has the right to terminate the contract at the firm's/company's/contractor's risk and cost.

28.22 In the event of a dispute between FGEHA and the firm/company/contractor, the decision of the Director General (FGEHA) shall be final.

28.23 The bid security/CDR of the successful bidder will be returned after signing the contract with FGEHA and providing a performance guarantee/security in the shape of bank guarantee from scheduled bank/Insurance guarantee from AA rating company maintain as security deposit further no retention money/security deposit deduction in any Running bill.

28.24 Performance guarantee of the firm/company/contractor shall be released on completion of contract agreement and payment of final bill to firm/company/contractor.

28.25 FGEHA reserves the right to reject any or all bids, in accordance with Procurement Rules No. 33(1) PPR-2004 (amended).

29. Pre-Bid Meeting:

A pre-bid meeting will be held in the office of Deputy Director (Maintenance), Street No.137, Bazar No.8, G-13/4, Islamabad, 051-9334306 on **20th March, 2025 (Thursday) at 11:00 am**. Those who want to attend the pre-bid meeting will be welcomed.

30. BID PRICE FORM

BID SUBMISSION FORMAT FOR PROVISION OF CLEAN WATER FROM PRIVATE WATER HYDRANTS THROUGH WATER TANKERS / BOUZERS FOR FILLING UNDER GROUND TANKS AT SECTOR G-13, ISLAMABAD

(Must be uploaded on E-PADS):

The Firm/Company/Contractor shall submit bid price on the below format by writing the bid price in figures and words too, sign & stamp this form and **upload the same on E-PADS**. *Do not submit this form in the office of Deputy Director (Maintenance), Street No.137, Bazar No.8, G-13/4, Islamabad* with other documents required to determine eligibility of firm / company / contractor/ bidder before the closing deadline for submission of bid through E-PADS. This form in original shall be submitted once the bid process of opening has been completed on E-PADS.

Description	**Estimated quantity of trips of water bouzers / tankers having capacity of 10,000 litres for six months (180 days)**	**Rate quoted for each trip of water bouzers / tankers having 10,000 litres capacity inclusive of all taxes etc.**	**Total Amount of bid inclusive of all taxes for six months.** **D = B x C**
(A)	**(B)**	**(C)**	**(D)**
Provision of clean water from private hydrants for filling of underground water tanks through water tankers / bouzers (capacity = minimum 10,000 liters) including the cost of water, carriage, fuel, manpower / labour inclusive of all applicable taxes.	Total No. of tankers = 180 days x 120 water tankers per day (estimated) = Total 21,600 No. of water tankers (approximately)	Rate Quoted Per Water Tanker = Rs._____	Total Cost of Water Tankers for six months (180 days) = Rs._____
Total cost in words (Rupees _____ _____)			

Signature of firm representative: _____

Name: _____

Firms Stamp: _____