



**GUJRANWALA WASTE MANAGEMENT COMPANY**

## **Pre-Qualification Documents**

**Procurement No. 31**

### **PRE-QUALIFICATION OF FIRMS/CONTRACTORS/INDIVIDUALS FOR PROVISION OF FUEL (PETROL & DIESEL) FOR VEHICLES OF GWMC**

**(FY 2022-23)**

**Including draft Contract**

**In line with PPRA Rules 2014**

**Issued on: 19-10-22**

**FOR REFERENCE ONLY**

**Office Address:**

2<sup>nd</sup> Floor, Gujranwala Chamber of Commerce & Industry Chamber  
Plaza, Aiwan-e-Tijarat Road, Gujranwala.

Tel: 055-9200890-92; Email: [info@gwmc.com.pk](mailto:info@gwmc.com.pk)

---

## DISCLAIMER

This Pre-Qualification Document is provided to the recipient solely for use in preparing and submitting applications in connection with [PRE-QUALIFICATION OF FIRM/CONTRACTOR/INDIVIDUAL FOR PROVISION OF FUEL \(PETROL & DIESEL\) FOR VEHICLES OF GWMC](#). The Pre-Qualification Document is being issued by the GWMC solely for use by prospective bidders in considering this assignment. Neither GWMC, nor their employees make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in other document made available to a person in connection with the Pre-Qualification process for the assignment and shall have no liability for this Pre-Qualification Document or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation of the Assignment. Neither GWMC nor their representatives will be liable to reimburse or compensate the recipient for any costs nor expenses incurred by the recipient in evaluating or acting upon this Document or otherwise in connection with the Assignment as contemplated herein. GWMC reserves its right, in its full discretion, to modify the Pre-Qualification documents and/or the Project at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the recipient for any costs nor expenses incurred by the recipient in such an event .



# FOR REFERENCE ONLY

## Invitation for Bids

Dated: **October 19, 2022**

1. Gujranwala Waste Management Company (GWMC), now invites request from firms/ contractors/ individuals for the following;

Sr. #	Description
1.	PRE-QUALIFICATION OF FIRM/CONTRACTOR/INDIVIDUAL FOR PROVISION OF FUEL (PETROL & DIESEL) FOR VEHICLES OF GWMC

2. Pre-Qualification shall be conducted through procedures specified in the Rule No. 16 of PPRA rules 2014 and is open to all eligible bidders as defined in the Pre-Qualification document.
3. Interested eligible bidders may obtain Pre-Qualification documents and further information from the office of GWMC after written submission of application in the name of CEO, GWMC at the cost of Rs. 15,000/- (Non-Refundable), which should be deposited in GWMC bank account # 6580031956800018, Trust Plaza Branch, Bank of Punjab, Gujranwala, during office hours or can be accessed online at [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) , [www.gwmc.com.pk](http://www.gwmc.com.pk). Late Proposals will be rejected. Bids of only those bidders will be entertained who purchased the Tender document.
4. The provisions in the Instructions to Bidders are the provisions of the Pre-Qualification Documents. The Contract will be awarded for the FY 2022-23 from the date of signing of agreement.
5. Sealed Bids must be delivered to the above office on or before **12:00PM** on **3<sup>rd</sup> November, 2022**. Bids will be opened in the presence of bidders' representatives who choose to attend at **12:30 PM** in the Office of GWMC, on the same date i.e. **3<sup>rd</sup> November, 2022** (with original CNICs of bidders/representatives).
6. For obtaining any further information or clarifications, please contact the person named below:

**Chief Executive Officer**  
 Gujranwala Waste Management Company (GWMC),  
 2nd Floor, Gujranwala Chamber of Commerce & Industry Chamber Plaza,  
 Aiwan-e-Tijarat Road, Gujranwala.  
 Tel: 055-9200890-92;  
 Email: [info@gwmc.com.pk](mailto:info@gwmc.com.pk)

FOR REFERENCE ONLY



## Table of Contents

### **PART-I**

<b>SECTION I. INSTRUCTIONS TO BIDDERS (ITB) .....</b>	<b>5</b>
<b>SECTION II. BID DATA SHEET .....</b>	<b>18</b>
<b>SECTION III. TECHNICAL SPECIFICATIONS .....</b>	<b>23</b>
<b>SECTION IV. BIDDING FORMS.....</b>	<b>24</b>
1. Bid Submission Form.....	29
2. Price Schedules .....	32

### **PART-II**

<b>SECTION I. CONTRACT FORMS .....</b>	<b>34</b>
1. Contract Form .....	34
<b>SECTION II. GENERAL CONDITIONS OF CONTRACT (GCC).....</b>	<b>36</b>
<b>SECTION III. SPECIAL CONDITIONS OF CONTRACT (SCC) .....</b>	<b>47</b>

FOR REFERENCE ONLY



## Part-I

### Section I. Instructions to Bidders

#### A. Introduction

1. **Procuring Agency**
  - 1.1 The Procuring Agency is Gujranwala Waste Management Company
2. **Eligible Bidders**
  - 2.1 This Invitation for Bids is open to all contractors mentioned in Eligibility Criteria.
  - 2.2 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 services for the preparation of the design, specifications, and other documents to be used for the procurement of 'PRE-QUALIFICATION OF FIRM/CONTRACTOR/INDIVIDUAL FOR PROVISION OF FUEL (PETROL & DIESEL) FOR VEHICLES OF GWMC' to be procured under this Invitation for Bids.
  - 2.3 Bidders shall not be under a declaration of blacklisting by any Government department or Punjab Procurement Regulatory Authority (PPRA).
3. **Eligible Goods and Services**
  - 3.1 All goods to be supplied under the contract shall meet the specification of the goods required in the Technical Specification.
4. **Cost of Bidding**
  - 4.1 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 Purchaser," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### B. The Bidding Documents

5. **Content of Bidding Documents**
  - 5.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
    - a) Instructions to Bidders (ITB)
    - b) Bid Data Sheet
    - c) Technical Specifications
    - d) Bid Submission Form
    - e) Price Schedules



- f) Contract Form
- g) General Conditions of Contract (GCC)
- h) Special Conditions of Contract (SCC)

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information 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.

**6. Clarification of Bidding Documents**

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by email at the Purchaser's address. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than **seven (07) days** prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.

**7. Amendment of Bidding Documents**

7.1 At any time prior to the deadline for submission of bids, the Purchaser, 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.

7.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email, and will be bidding on them.

7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

**C. Preparation of Bids**

**8. Language of Bid**

8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser 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.

**9. Documents Comprising**

9.1 The bid prepared by the Bidder shall comprise the following components:



**the Bid**

- (a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
- (b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
- (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents

**10. Bid Form**

10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, quantity, and prices.

**11. Bid Prices**

11.1 The price of the goods will be asked from the supplier from time to time as and when required by GWMC till the effective date of the agreement.

11.2 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

11.3 Prices indicated on the Price Schedule shall be **inclusive of all applicable taxes**.

11.4 The Bidder's separation of price components in accordance with ITB Clause 11.1 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

11.5 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. A bid submitted with an **adjustable price quotation** will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24.

**12. Bid Currencies**

12.1 Prices shall be quoted in **Pak Rupees**.

**13. Documents Establishing Bidder's Eligibility and Qualification**

13.1 Pursuant to ITB Clause 9, 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.



- 14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**
- 14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, that the technical specifications of the goods are compliant with the technical specifications as required in the Section III of Part 1 as Technical Specifications.
- 15. Period of Validity of Bids and Duration**
- 15.1 It will be applicable when the client asks for bids from the contractors from time to time.
- 15.2 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
- 15.3 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email).
- 15.4 Total duration of assignment will be for FY 2022-23 as mentioned in the Bid Data Sheet.
- 16. Format and Signing of Bid**
- 16.1 It will be applicable when client ask for bids from the contractors from time to time. The Bidder shall prepare an original bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID".
- 16.2 In exceptional circumstances, the purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email).
- 16.3 Total duration of assignment will be for FY 20222-23 is mentioned in the Bid Data Sheet.

#### **D. Submission of Bids**

- 17 Sealing and Marking of Bids**
- 17.1 The Bidder shall seal the original bid in envelopes, duly marking the envelopes as "ORIGINAL".





17.2 The envelopes shall:

- (a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and
- (b) bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

17.3 If the envelope is not sealed and marked as required by ITB Clause 18.2, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

**18. Deadline for Submission of Bids**

18.1 Bids must be received by the Purchaser at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

18.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**19. Late Bids**

19.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

**20. Modification and Withdrawal of Bids**

20.1 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 Purchaser prior to the deadline prescribed for submission of bids.

20.2 The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. 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.

20.3 No bid may be modified after the deadline for submission of bids.



20.4 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.

### **E. Opening and Evaluation of Bids**

#### **21. Opening of Bids by the Purchaser**

21.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign an attendance sheet evidencing their presence.

21.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

21.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

21.4 The Purchaser will prepare minutes of the bid opening.

#### **22. Clarification of Bids**

22.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

#### **23. Preliminary Examination**

23.1 The Purchaser 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.

23.2 Arithmetical errors will be rectified on the following basis. 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 Contractor does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

23.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

23.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. 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 15), **Applicable Law** (GCC Clause 24), and **Taxes and Duties** (GCC Clause 26), will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

23.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

#### 24. Qualification & Evaluation of Bids

24.1 The Purchaser will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.

24.2 The determination will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13, as well as such other information as the Purchaser deems necessary and appropriate.

24.3 The Purchaser will **technically evaluate** and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24, as per Technical Specifications required

24.4 The Purchaser's **financial evaluation** of a bid will be on Lowest Evaluated Bid inclusive of all prevailing taxes and duties. The time of submission of financial bids on request of client/Purchaser.



**25. Contacting the Purchaser** 25.1 Subject to ITB Clause 23, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time 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 Purchaser, it should do so in writing.

25.2 Any effort by a Bidder to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Bidder's bid.

#### F. Award of Contract

**26. Award Criteria** 26.1 The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

**27. Purchaser's Right to Vary Quantities at Time of Award** 27.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in terms and conditions.

**28. Purchaser's Right to Accept or Reject All Bids** 28.1 The Purchaser reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Bidder or bidders or any obligation to inform the Bidder or bidders of the grounds for the Purchaser's action.

**29. Notification of Award** 29.1 Prior to the expiration of the period of bid validity, the Purchaser 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.

29.2 The notification of award will constitute the formation of the Agreement.

**30. Issuance of Contract** 30.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the 'Contract' provided in the bidding documents, incorporating all agreements between the parties.

30.2 Within seven (07) days of receipt of the Letter of Acceptance (LOA), the successful Bidder shall send acknowledgment



**31. Corrupt or Fraudulent Practices**

31.1 The Procuring Agency requires that Bidders, Contractors, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

(i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency,

(iii) “collusive practice” is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;

(b) The Procuring Agency will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) The Procuring Agency will sanction a firm, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.

## Part-I Section II. Bid Data Sheet

The following specific data for the “PRE-QUALIFICATION OF FIRM/CONTRACTOR/INDIVIDUAL FOR PROVISION OF FUEL (PETROL & DIESEL) FOR VEHICLES OF GWMC” to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>Introduction</b>	
<b>ITB 1.1</b>	Name of Procuring Agency: <b>Gujranwala Waste Management Company</b>
<b>ITB 2.1</b>	Name of Contract: PRE-QUALIFICATION OF FIRM/CONTRACTOR/INDIVIDUAL FOR PROVISION OF FUEL (PETROL & DIESEL) FOR VEHICLES OF GWMC
<b>ITB 3.1</b>	Name of Purchaser: Gujranwala Waste Management Company
<b>ITB 4.1</b>	For clarification purposes, the Purchaser’s address is:  <div style="text-align: center;"> <p><b>Chief Executive Officer</b>                      Gujranwala Waste Management Company (GWMC)                      2nd Floor, Gujranwala Chamber of Commerce &amp; Industry Chamber Plaza,                      Aiwan-e-Tijarat Road, Gujranwala.                      Tel: 055-9200890-92;                      Email: info@gwmc.com.pk</p> </div> <p>Requests for clarification shall be received by the Purchaser no Later than <b><u>7</u></b> days prior submission deadline</p>
<b>ITB 5.1</b>	Language of the bid – English

<b>Bid Price and Currency</b>	
<b>ITB 6.1</b>	The price shall be in Pak Rupees and shall be fixed and inclusive of all applicable taxes in Pakistan.

<b>Preparation and Submission of Bids</b>	
<b>ITB 7.1</b>	<p><b>ELIGIBILITY CRITERIA/MANDATORY</b></p> <p>The applicants fulfilling the following basic criteria shall only be considered for further Financial Evaluation (relevant documents to be attached)</p> <ol style="list-style-type: none"> <li>a) Legal Status of Bidder</li> <li>b) Proof of Valid NTN Registration</li> <li>c) Proof of Valid GST Registration / PST Registration.</li> <li>d) Affidavit/ Undertaking for Correctness of Information, Declaration of non-involvement in litigation / black listing and Compliance to the specifications, conditions and availability of required items/Fuel on the defined time lines as</li> </ol>



	mentioned in Terms of Reference of this bidding Document <i>(to be provided on non-judicial stamp paper of Rs. 100)</i>  e) Proof of relevant experience for providing similar nature services to public or private sector must be attached
<b>ITB 8.1</b>	<b>Bid Validity Period: 120 days</b> after the date of opening of bid.
<b>ITB 9.1</b>	<b>Duration of Assignment:</b> till June 30, 2023, extendable
<b>ITB 10.1</b>	<b>Number of Bids (01) One Original</b>
<b>ITB 11.1 (a)</b>	<b>Address for Bid Submission:</b>  <b>Chief Executive Officer</b> Gujranwala Waste Management Company (GWMC) 2nd Floor, Gujranwala Chamber of Commerce & Industry Chamber Plaza, Aiwan-e-Tijarat Road, Gujranwala. Tel: 055-9200890-92; Email: info@gwmc.com.pk
<b>ITB 12.2 (b)</b>	<b>ITB Title and Number:</b> <a href="#">PRE-QUALIFICATION OF FIRM/CONTRACTOR/INDIVIDUAL FOR PROVISION OF FUEL (PETROL &amp; DIESEL) FOR VEHICLES OF GWMC</a>
<b>ITB 13.1</b>	Deadline for Bid Submission: <b><u>12:00PM 3<sup>rd</sup> November, 2022</u></b>
<b>ITB 14.1</b>	<b>Time, Date, and Place for Bid Opening: <u>12:30 PM, 3<sup>rd</sup> November, 2022</u></b>

### Bid Evaluation

<b>ITB 15.1</b>	Criteria for bid evaluation: Lowest Cost offered by the qualified responsive bidder.
-----------------	--

### Contract Award

<b>ITB 16.1</b>	Percentage for quantity increase or decrease: 15 % of total contract value
-----------------	---

FOR REFERENCE ONLY



## Part-I

### Section III. Technical Specifications

TOTAL ESTIMATED MONTHLY REQUIREMENT				
Sr. No.	Description	Specs	Monthly Quantity (liter)	Annual Quantity (liters)
1.	Petrol	Super	37,250	447,000
2.	Diesel	HSD	177,000	2,124,000

#### 1. SCOPE OF SERVICES

1. GWMC has an Operational fleet of 259 vehicles and an Executive fleet of Cars and Bikes. GWMC requires Fuel (Petrol and diesel) for these Operational and Executive vehicles.
2. The provision of contract services shall be till **30<sup>th</sup> June 2023** which is extendable with mutual consent of both parties.

#### 2. SPECIFIC TERMS AND CONDITIONS

- i. The successful contractor shall provide fuel to operational as well as executive vehicles/ bikes of GWMC
- ii. The successful contractor shall be bound to provide the fuel on credit basis & the invoice shall be submitted after every fifteen days
- iii. The successful contractor shall provide the fuel with an uninterrupted supply to ensure smooth service delivery
- iv. The successful contractor shall designate one dispenser each for diesel & petrol for GWMC vehicles
- v. The successful contractor shall ensure uninterrupted supply to GWMC vehicles by retaining enough stock during artificial shortages
- vi. The successful contractor shall provide the quotation in response to the request for quotation as & when needed by GWMC
- vii. The successful contractor will be prequalified for the current financial year ending on last day of June 2023 which may be extended with the mutual consent of the both parties
- viii. The successful contractor shall submit registration fee amounting to Rs. 100,000/- (Non-refundable) in the form of CDR, failing to which the bidder shall stand disqualified.
- ix. The work shall be awarded to the contractor on the basis of lowest quoted price till the next price change or request for quotation issued by GWMC
- x. In case of same rate is offered by two or more contractors then the amount of fuel shall be proportionally purchased from all of them
- xi. The successful contractor shall be bound to arrange substitute Petrol Pump/ Filling Station in case of any maintenance activity being carried out the allocated filling station
- xii. The successful contractor shall be bound to provide the fuel i.e petrol & diesel according to the quantity and price mentioned in the Purchase Order issued by GWMC





- xiii. The Contractor shall provide fuel to GWMC with an uninterrupted supply 24/7 for the whole year, round the clock.
- xiv. The Staff of Contractor shall extend full cooperation to officials and drivers of GWMC in order to ensure best services.
- xv. The supply of fuel to GWMC shall be on credit basis and Contractor shall submit the invoices after every fifteen days

## Section IV. Bidding Forms

### 1. Bid Submission Form

Date: \_\_\_\_\_  
No: \_\_\_\_\_

To  
[Client Address]

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for, [PRE-QUALIFICATION OF FIRM/CONTRACTOR/INDIVIDUAL FOR PROVISION OF FUEL \(PETROL & DIESEL\) FOR VEHICLES OF GWMC](#) in conformity with the said bidding documents.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

**We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening** under Clause 16 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, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.



\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



FOR REFERENCE ONLY

## 2. Price Schedule

1. GWMC will issue request for quotation for the required item as and when required from time to time as per need
2. All the qualified bidder shall quote the prices of items as required by GWMC
3. Evolution shall be done on the basis of quoted rates and purchase order shall be awarded to the lowest evaluated bidder (item wise)



FOR REFERENCE ONLY

ANNEX-A

**GENERAL PARTICULARS OF APPLYING FIRM/COMPANY/CONTRACTOR**

<b>Firm's Information</b>	
Name of Firm/Company/Business Individual/Sole Proprietorship	
Complete Postal Address	
Phone	
Contact Person / Designation	
Mobile Number	
E-Mail	
Type of Organization	
Place of Incorporation/Registration	
Year of Incorporation/Registration	
National Tax Number	

FOR REFERENCE ONLY



**AFFIDAVIT FOR CORRECTNESS OF INFORMATION**

**AND**

**DECLARATION FOR NON-INVOLVEMENT IN ANY LITIGATION/BLACKLISTING**

*(To be printed on PKR 500 E Stamp Paper)*

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

I/we, the undersigned, do hereby certify that all the statements made in the Forms 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 Purchaser, at any time, deems it necessary.

I/we hereby further declare that we are not involved in any litigation / arbitration / black listing by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

This is to further certify that we shall comply to the specifications, conditions and ensure availability of required items on the defined time lines as mentioned in Terms of Reference/Technical Specifications of this bidding Document

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by **Gujranwala Waste Management Company (GWMC)** 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 GWMC.

GWMC, undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of the firm*

Title of Officer: \_\_\_\_\_

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

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



**Part-II**  
**Section I. Contract Forms (DRAFT)**  
**Frame Work Contract**

**1. Contract Form**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of Purchaser] (hereinafter called “the Purchaser”) of the one part and [name of Contractor] of (hereinafter called “the Contractor”) of the other part at Gujranwala:

WHEREAS the Purchaser invited bids for “PRE-QUALIFICATION OF FIRM/CONTRACTOR/INDIVIDUAL FOR PROVISION OF FUEL (PETROL & DIESEL) FOR VEHICLES OF GWMC”, and has accepted a bid by the Contractor for the supply 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) Letter of Acceptance
  - (b) the bidding documents issued by the Purchaser
  - (c) the Bid submitted by the Bidder;
  - (d) the General & Special Conditions of Contract;
3. In consideration of the payments to be made by the Purchaser to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Purchaser to supply the required items therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Contractor in consideration of the provision of the required goods and services and the remedying of defects therein, 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.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Purchaser)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Contractor)



## Part-II

### Section II. 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 Purchaser and the Contractor, 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 Goods” means all of the items which the Supplier is required to supply to the Purchaser under the Contract.
  - (c) “The Services” means those services ancillary to the supply of the Goods,
  - (d) “GCC” means the General Conditions of Contract contained in this section.
  - (e) “SCC” means the Special Conditions of Contract.
  - (f) “The Purchaser” means the organization purchasing the Goods, as named in SCC.
  - (g) “The Purchaser’s country” is Islamic Republic of Pakistan.
  - (h) “The Contractor” means the individual or firm supplying the Goods and Services under this Contract.
  - (i) “The Project Site,” where applicable, means the place or places named in SCC.
  - (j) “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. Standards**
- 3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications. Such standards shall be the latest issued by the concerned institution.
- 4. Use of Contract Documents and Information;**
- 4.1 The Contractor shall not, without the Purchaser’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the

Contractor 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.

- 4.2 The Contractor shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in GCC Clause 4.1 except for purposes of performing the Contract.
- 4.3 Any document, other than the Contract itself, enumerated in GCC Clause 4.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Contractor's performance under the Contract if so required by the Purchaser.
- 4.4 The Contractor shall permit the Procuring Agency to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Procuring Agency, if so required by the Procuring Agency.

## 5. Inspections

- 5.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Contractor in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 5.2 The inspections and tests may be conducted on the premises of the Contractor or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Contractor or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- 5.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Contractor shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 5.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in Pakistan shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the country of



origin.



**6. Delivery and Documents**

6.1 Delivery of the Goods shall be made by the Contractor in accordance with the terms specified in the Schedule of Requirements in the Purchase Order.

**7. Payment**

7.1 The method and conditions of payment to be made to the Contractor under this Contract shall be specified in SCC.

7.2 The Contractor's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted, and upon fulfillment of other obligations stipulated in the Contract.

7.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Contractor.

7.4 The currency of payment is Pak. Rupees.

**8. Prices**

8.1 Prices charged by the Contractor for goods and services performed under the Contract shall not vary from the prices quoted by the Contractor in its bid when asked by the purchaser



during the year.

- 9. Contract Amendments** 9.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 10. Assignment** 10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written consent.
- 11. Delays in the Contractor's Performance**
- 11.1 Delivery of the Goods and performance of Services shall be made by the Contractor in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements in Purchase Order.
- 11.2 If at any time during performance of the Contract, the Contractor or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Contractor shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Contractor's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 11.3 Except as provided under GCC Clause 16, a delay by the Contractor in the performance of its delivery obligations shall render the Contractor liable to the imposition of liquidated damages pursuant to GCC Clause 14, unless an extension of time is agreed upon pursuant to GCC Clause 13.2 without the application of liquidated damages.
- 12. Liquidated Damages** 12.1 Subject to GCC Clause 16, if the Contractor fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the invoice, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for every fifteen days 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 Purchaser may consider termination of the Contract pursuant to GCC Clause 15.
- 13. Termination for Default** 13.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor, may terminate this Contract in whole or in part:
- (a) if the Contractor fails to deliver any or all of the Goods



within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 7; or

- (b) if the Contractor fails to perform any other obligation(s) under the Contract.
- (c) if the Contractor, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition.

- 13.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 15.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Contractor shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Contractor shall continue performance of the Contract to the extent not terminated.

#### 14. Force Majeure

- 14.1 Notwithstanding the provisions of GCC Clauses 13, 14 and 15, the Contractor shall not be liable for forfeiture of its performance security, 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.

- 14.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- 14.3 If a Force Majeure situation arises, the Contractor shall promptly



notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Contractor 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.

**15. Termination for Insolvency**

15.1 The Purchaser may at any time terminate the Contract by giving written notice to the Contractor if the Contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

**16. Termination for Convenience**

16.1 The Purchaser, by written notice sent to the Contractor, 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 Purchaser's convenience, the extent to which performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.

16.2 The Goods that are complete and ready for shipment within thirty (30) days after the Contractor's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

- (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 Contractor an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Contractor.

**17. Resolution of Disputes**

17.1 The Purchaser and the Contractor 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.

17.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Contractor 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.

**18. Governing**

18.1 The Contract shall be written in the language specified in SCC.



**Language** Subject to GCC Clause 21, 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.

**19. Applicable Law** 19.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

**20. Notices** 20.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's address specified in SCC.

20.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**21. Taxes and Duties** 21.1 Contractor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.



FOR REFERENCE ONLY

## Part-II

### Section III. 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 (GCC Clause 8)

GCC 8.1—Payment shall be made in Pak. Rupees in accordance with PPRA Rules, 2014, in the following manner:

- (i) **Payment against Delivered Goods:** Upon submission of claim/invoice, the supplier shall be paid within thirty (30) days of receipt of the Goods at site after certification of invoice.
- (ii) Disbursement of Items/goods by the Contractor shall not be linked to any other payment which Contractor is entitled to receive from the Client.
- (iii) In case of any mala fide, deceptive and fraudulent tactics used in delaying/suspension of the said delivery of items/goods, the Client reserves the right to forfeit Performance Security as per GCC Clause 5 and takes necessary Legal Action against the Contractor as per applicable laws.

#### 2. Liquidated Damages (GCC Clause 14)

GCC 14.1—Applicable rate: 0.1% of the unperformed services/ undelivered items from Purchase Order per day or part thereof to a maximum deduction: 10 % of Purchase Order price

#### 3. Resolution of Disputes (GCC Clause 19)

The dispute resolution mechanism to be applied pursuant to GCC Clause 19.2 shall be as follows:

In the case of a dispute between the Purchaser and the Contractor, the dispute shall be referred to arbitration in accordance with the Pakistan Arbitration Act, 1940.

#### 4. Notices (GCC Clause 22)

GCC 22.1—

- i. Purchaser's address for Notice Purposes: \_\_\_\_\_
- ii. Contractors Address for Notice Purpose \_\_\_\_\_

5. The Client reserves the right to increase or decrease, by the **15%** quantity of fuel originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions

