



**GUJRANWALA WASTE MANAGEMENT COMPANY**

# **Pre-Qualification Document**

Procurement No. 36

**PRE-QUALIFICATION  
OF  
FIRMS/ COMPANIES/ CONTRACTORS/ SUPPLIERS/  
INDIVIDUALS/ JOINT VENTURES  
FOR  
OUTSOURCING OF SOLID WASTE MANAGEMENT  
SERVICES (ALONGWITH AVAILABLE RESOURCES)  
FOR  
03 TEHSILS OF DISTRICT GUJRAT**

**FOR A PERIOD OF THREE YEARS, EXTENDABLE TO ANOTHER THREE YEARS**

In line with PPRA Rules 2014

Issued on: 20-04-2024

**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 Firms/ Companies/ Contractors/ Suppliers/ Individuals/ Joint Ventures for Outsourcing of Solid Waste Management Services for 03 Tehsils of District Gujrat”

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## Invitation for Prequalification

Dated: 20-04-2024

1. Gujranwala Waste Management Company (GWMC), now invites request from firms/ companies/ contractors/ suppliers/ individuals/ joint ventures for the following:

Sr. No.	Description
1.	Pre-Qualification of Firms/ Companies/ Contractors/ Suppliers/ Individuals/ Joint Ventures for Outsourcing of Solid Waste Management Services (along with available resources) for 03 Tehsils of District Gujrat (For a period of three years, extendable to another three years)

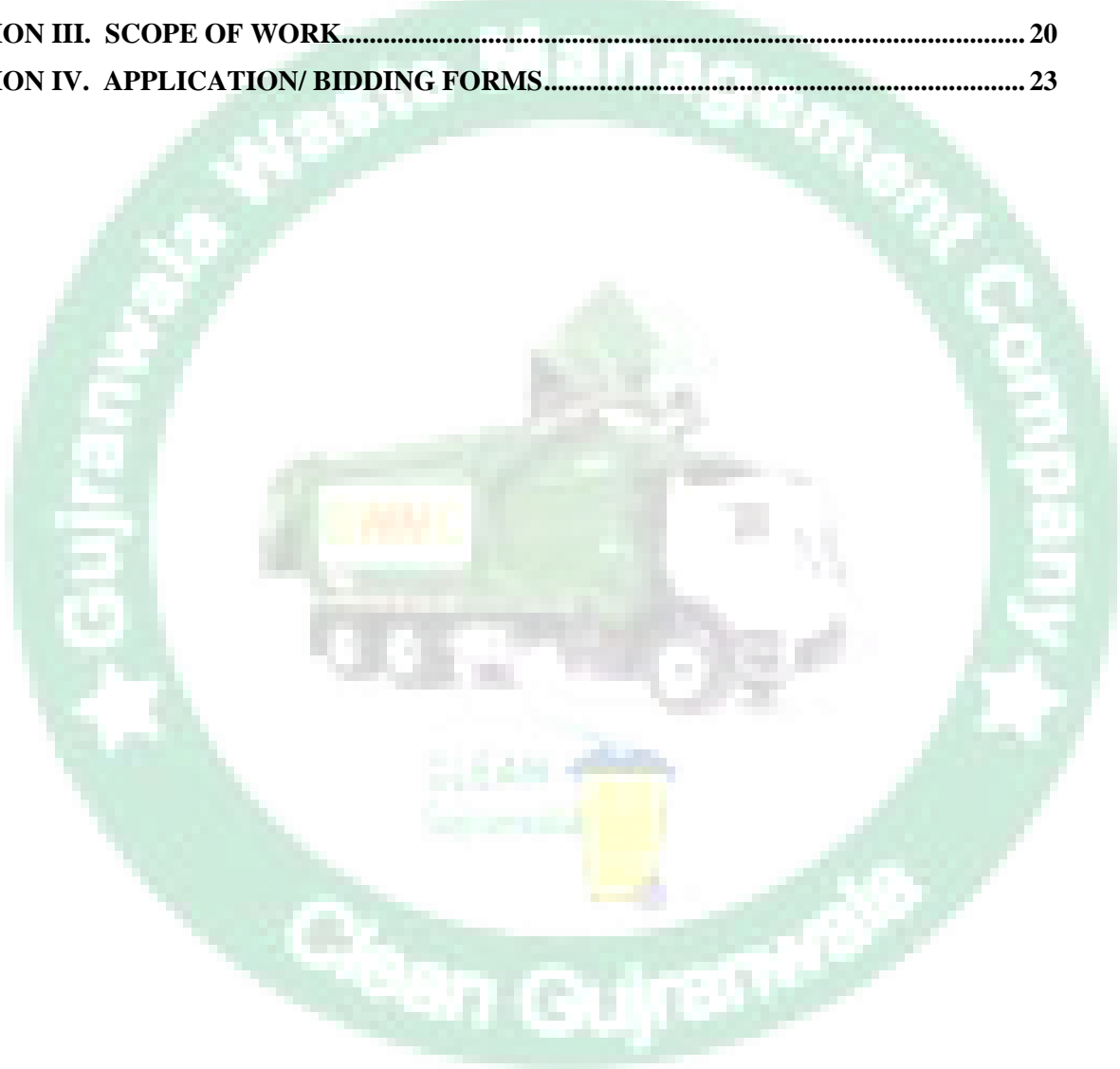
2. Pre-qualification shall be conducted through procedures specified in the Rule No. 16 of PPRA rules 2014 and is open to all eligible bidders as defined in this pre-qualification document.
3. Interested eligible parties may obtain pre-qualification document and further information from the office of GWMC after written submission of application in the name of Chief Executive Officer, GWMC at a cost of Rs. 10,000/- (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. Proposals of only those parties will be entertained who purchased the pre-qualification document.
4. The provisions in the Instructions to Bidders are the provisions of the pre-qualification document. The contract will be awarded after completion of the bidding process as per PPRA Rules.
4. Sealed proposals must be delivered to the above office on or before **12:30 PM** on **May 30, 2024**. Proposals will be opened in the presence of bidders' representatives who choose to attend at **01:00 PM** in the Office of GWMC, on the same date i.e. **May 30, 2024**. (with original CNICs of bidders/representatives).
5. A meeting prior to closing date shall be held on **May 02, 2024** at **12:00 pm** at the below mentioned address.
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)



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## Section I: Instructions to Bidders

### A. Introduction

- 1. Procuring Agency** 1.1 The Procuring Agency is Gujranwala Waste Management Company
- 2. Eligible Applicants/ Bidders** 2.1 This Invitation for Bids is open to all national/local firms/companies/ contractors/ suppliers/ individuals/ joint ventures as mentioned in Eligibility Criteria.

#### **Joint Ventures/ Consortiums:**

Bids submitted by a joint venture/ consortiums of two or more companies or partners shall comply with the following requirements:

- a) The application/ bid, and in case of successful bid, the contract form, shall be signed by all so as to be legally binding on all the partners;
  - b) One of the partners shall be authorized to be in charge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
  - c) The partner in charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
  - d) All partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
  - e) A copy of the agreement entered into by the joint venture partners shall be submitted with the application/ bid.
- 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 Firms/ Companies/ Contractors/ Suppliers/ Individuals/ Joint**



**Ventures for Outsourcing of Solid Waste Management Services for 03 Tehsils of District Gujrat”** to be procured under this Invitation for Bids.

2.3 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government.

2.4 Bidders shall not be under a declaration of blacklisting by any Government department or Punjab Procurement Regulatory Authority (PPRA).

**3. Eligible Services/ Goods**

3.1 All services/ goods to be supplied under the contract shall meet the requirements of the scope of work of this prequalification document.

**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 pre-qualification/ bidding process.

**B. The Prequalification Documents**

**5. Content of Prequalification Documents**

5.1 The services required, bidding procedures, and contract terms are prescribed in the prequalification documents. In addition to the Invitation for Bids, the prequalification documents include:

- a) Instructions to Applicants/ Bidders (ITB)
- b) Prequalification/ Bid Data Sheet
- c) Scope of Work
- d) Proposal/ Bid Submission Forms

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the prequalification documents. Failure to furnish all information required by the bidding documents or to submit a bid/ proposal not substantially responsive to the prequalification 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 prequalification documents which



it receives no later than **seven (07) days** prior to the deadline for the submission of bids/ proposals 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 prequalification documents.

- 7. Amendment of Prequalification Documents**
- 7.1 At any time prior to the deadline for submission of bids/ proposals, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the prequalification documents by amendment.
- 7.2 All prospective bidders that have received the prequalification 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/ Proposals

- 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 the Bid**
- 9.1 The bid prepared by the Bidder shall comprise the following components:
- (a) a Bid Form 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 services to be provided by the Bidder conform to the pre-qualification documents
- 10. Bid Form**
- 10.1 The Bidder shall complete the Bid Form furnished in the pre-qualification documents, indicating the services to be provided, quantity and prices.





- 11. Bid Prices**
- 11.1 The price of the services will be asked from the supplier through bidding when required by GWMC
- 11.2 Prices indicated on the Price Schedule shall be **inclusive of all applicable taxes.**
- 11.3 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.
- 12. Bid Currencies**
- 12.1 Prices shall be quoted in **Pak Rupees.**
- 13. Bid & Performance Security**
- 13.1 All the prequalified applicants shall be required to submit bid security and performance security when required while participating in the subsequent bidding process as per the required threshold, and the applicants shall be bound to provide the demanded bid security and subsequent performance security in the form and amount specified in the bidding documents.
- 14. Documents Establishing Services Eligibility and Conformity to Pre-qualification Documents**
- 14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, that the scope of work is compliant with the requirements as mentioned in the Section III of Part 1 as Scope of Work.
- 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 the period 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).

**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 pre-qualification 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 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.
- 23.3 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the pre-qualification documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the pre-qualification 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.
- 23.4 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. This shall be done after prequalification at later stage of bidding.

**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 services originally specified in the scope of work 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 proposals, and to annul the pre-qualification 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 Prequalification** 29.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the qualified parties in writing by registered letter or by email, to be confirmed in writing by registered letter, about the status of their applications.

**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 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.

## Section II: Bid Data Sheet

The following specific data for the “**Pre-Qualification of Firms/ Companies/ Contractors/ Suppliers/ Individuals/ Joint Ventures for Outsourcing of Solid Waste Management Services for 03 Tehsils of District Gujrat**” 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: “ <b>Pre-Qualification of Firms/ Companies/ Contractors/ Suppliers/ Individuals/ Joint Ventures for Outsourcing of Solid Waste Management Services for 03 Tehsils of District Gujrat</b> ”
<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 days</u></b> 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 style="text-align: center;"><b>A. <u>BASIC ELIGIBILITY/ KNOCK DOWN CRITERIA</u></b></p> <p>The applicants fulfilling the following basic criteria shall only be considered for further Financial Evaluation (relevant documents to be attached)</p> <p style="text-align: center;"><b>1. Legal Status of Bidder</b></p> <p><b>For Companies:</b> Certificate of incorporation issued by SECP or RJSC or local body in case of foreign firm  <b>For Partnership Firm/ Association of Persons:</b> Certified copy of Partnership Deed and Form-C or Form-D as applicable, issued by Registrar of Firms  <b>For Sole Proprietorship:</b> Copy of CNIC &amp; affidavit/ undertaking on e-stamp paper of Rs. 500 of Sole Proprietorship</p>





**2. NTN Registration**

Valid NTN registration in the name of Company/ AOP/ Sole Proprietorship as applicable, issued by Federal Board of Revenue (*attach NTN certificate*)

**3. GST Registration**

Valid GST registration in the name of Company/ AOP/ Sole Proprietorship as applicable, issued by Federal Board of Revenue (*attach GST certificate*)

**4. PRA Registration**

Valid PRA registration in the name of Company/ AOP/ Sole Proprietorship as applicable, issued by Punjab Revenue Authority or registration with relevant authorities of other provinces (if any) (*attach PRA certificate or relevant certificate from other provinces*)

**5. Bank Statement for last 3 years**

Bank statement in the name of company/ AOP/ Sole Proprietorship as applicable for last three years i-e 2021, 2022, 2023 issued by the concerned bank (January 2021 to December 2023). Besides accepting Banks Statements, Certificates issued by the Respective Banks of Prospective Bidders showing Turn over may also be accepted.

**6. Affidavits**

- i) Affidavit/ undertaking on E-Stamp paper of Rs. 500 for correctness of information, declaration of non-involvement in litigation/ blacklisting
- ii) Power of attorney on E-Stamp paper of Rs. 500 in case of joint venture/ consortium
- iii) Agreement in case of Joint Venture/ Consortium E-Stamp paper of Rs. 500 in case of joint venture/ consortium
- iv) Affidavit/ undertaking on E-Stamp paper of Rs. 500 for provision of services on gazette holidays/ special events etc.

**B. EVALUATION CRITERIA/ MERIT POINT SYSTEM**

Sr. No.	Description	Maximum Marks	Remarks
1.	<b>Operational History</b> <i>(Relevant documents to be attached)</i>	<b>10 Marks</b>	Marks will be awarded on pro-rata basis. 02 marks will be awarded for each completed operational year, as of bid submission/ closing date
2.	<b>Financial Soundness</b>	<b>40 Marks</b>	





	<b>a</b>	<b>Current Ratio (Current Assets/ Current Liabilities)</b>	10 Marks	<p>Last 3 years average current ratio</p> <ul style="list-style-type: none"> <li>▪ 0 marks for less than 1</li> <li>▪ 5 marks for greater than or equal to 1</li> <li>▪ 10 marks for greater than or equal to 2</li> </ul>
	<b>b</b>	<b>Annual Turnover</b>	10 Marks	<p>Last 3 years average annual turn over</p> <ul style="list-style-type: none"> <li>▪ 2.5 marks for turnover of Rs. 400 million to Rs. 800 million</li> <li>▪ 5 marks for turnover of above Rs. 800 million to Rs. 1,200 million</li> <li>▪ 7.5 marks for turnover of above Rs. 1,200 million to Rs. 1,600 million</li> <li>▪ 10 marks for turnover of above Rs. 1,600</li> </ul>
	<b>c</b>	<b>Financial Resources</b>	20 Marks	<p>Last 3 years average annual inflows or available financial resources i.e combination of un-utilized/ un-drawn credit facility &amp; bank balances</p> <ul style="list-style-type: none"> <li>▪ 5 marks for inflows/ un-utilized credit facility &amp; bank balances of Rs. 400 million to Rs. 800 million</li> <li>▪ 10 marks for inflows/ un-utilized credit facility &amp; bank balances of above Rs. 800 million to Rs. 1,200 million</li> <li>▪ 15 marks for inflows/ un-utilized credit facility &amp; bank balances of above Rs. 1,200 million to Rs. 1,600 million</li> <li>▪ 20 marks for inflows / un-utilized credit facility &amp; bank balances of above Rs. 1,600 million</li> </ul>
	<b>3.</b>	<b>Relevant Experience</b>  Proof of Relevant Work Experience for providing similar nature services to	<b>30 Marks</b>	<ul style="list-style-type: none"> <li>▪ 10 marks for accumulated cost of Rs. 400 million in last 5 years</li> <li>▪ 20 marks for accumulated cost of</li> </ul>

		<p>Public or Private organizations in last 05 years. The Running contracts of Bidders shall also be considered and transport experience shall also be considered”.</p> <p><b>Relevant Experience is defined herein as;</b></p> <p>Collection of solid waste, transportation of solid waste, disposal/ treatment/ processing of solid waste, construction/ management of waste management facility/ environment facility, waste to energy, large scale human resource management, environmental consultancy services, public/goods transportation, handling of machinery/ equipment or HR related to solid waste collection/ transportation/ disposal</p>		<p>above Rs. 400 million to Rs. 600 million in last 5 years</p> <ul style="list-style-type: none"> <li>▪ 30 marks for accumulated cost of above Rs. 600 million</li> </ul>
	<p>4.</p>	<p><b>Key Resources/ Vehicles</b></p> <p>Key resources include dumpers, tractor/ wheel loaders, tractor trolleys, excavators, mini tipper, arm roll trucks etc.</p> <p>Submission of ownership/ rental agreement documents/ bank lease documents to support &amp; justify the claim would be a mandatory requirement &amp; its absence shall lead to ineligibility.</p> <p>The registration number &amp;</p>	<p><b>10 Marks</b></p>	<ul style="list-style-type: none"> <li>▪ 5 marks for 40 to 50 vehicles</li> <li>▪ 10 marks for more than 50 vehicles</li> </ul>

		documents of the above said machinery is mandatory		
	<b>5.</b>	<b>HR Capabilities</b>	<b>10 Marks</b>	
	<b>a</b>	<p><b>Managerial Staff</b></p> <p>Staff to be considered includes Project Manager, CFO, Finance/ Account Manager, Engineers, Operations Manager, HR Manager etc.</p>	05 Marks	<p>The qualification of the staff should be at least 16 years in the relevant field. Attach CVs &amp; degrees of relevant staff along with appointment letters.</p> <ul style="list-style-type: none"> <li>▪ 2.5 marks for 3-5 staff members</li> <li>▪ 5 marks for above 5 staff members</li> </ul>
	<b>b</b>	<p><b>Support Staff</b></p> <p>Staff to be considered includes Workshop/ Fleet Supervisors, Drivers, Sanitary Supervisors etc.</p>	05 Marks	<p>The qualification of the staff should be atleast DAE, Intermediate in the relevant field. Attach CVs &amp; degrees of relevant staff along with appointment letters.</p> <ul style="list-style-type: none"> <li>▪ 2.5 marks for 15-20 staff members</li> <li>▪ 5 marks for above 20 staff members</li> </ul>
<p><b>Minimum Passing Score required in order to technically Qualify for the Assignment =65 Marks out of 100 Marks</b></p> <p><b>The bidder <u>must obtain minimum technical score</u> in each of above Evaluation Criterion in order to be Technically Qualified.</b></p> <p><b>For joint ventures/ consortium, all partners must meet the basic eligibility criteria individually &amp; evaluation criteria (merit point system) may be collectively met by all partners of the joint ventures/ consortium</b></p>				
<b>ITB 8.1</b>	<b>Bid Validity Period: To be mentioned in the bidding documents after the prequalification</b>			
<b>ITB 9.1</b>	<b>Duration of Assignment: To be mentioned in the bidding documents after the prequalification</b>			
<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>			
	<p><b>Chief Executive Officer</b>                  Gujranwala Waste Management Company (GWMC)                  2nd Floor, Gujranwala Chamber of Commerce &amp; Industry Chamber Plaza,                  Aiwane-Tijarat Road, Gujranwala.</p>			



	Tel: 055-9200890-92; Email: <a href="mailto:info@gwmc.com.pk">info@gwmc.com.pk</a>
<b>ITB 12.2 (b)</b>	<b>ITB Title and Number:</b> “Pre-Qualification of Firms/ Companies/ Contractors/ Suppliers/ Individuals/ Joint Ventures for Outsourcing of Solid Waste Management Services for 08 Local Governments of District Gujrat”
<b>ITB 13.1</b>	Deadline for Bid Submission: <b><u>12:30PM, May 30, 2024</u></b>
<b>ITB 14.1</b>	<b>Time, Date, and Place for Bid Opening: 01:00 PM, May 30, 2024</b>

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

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



## Section III: Scope of Work

### **INTRODUCTION**

The scope of work includes manual sweeping, collection, storage, transportation & disposal of waste, mechanical road sweeping, mechanical road washing, and general cleaning of city furniture. The waste collection is required to be performed through door-to-door collection system and establishment/management of garbage transfer stations and non-stop disposal system.

### **TYPE OF WASTE**

The type of waste to be handled in this project includes municipal solid waste, green waste, silt generated from cleaning of drains, construction & demolition waste, cow dung, industrial waste, any other type as required by GWMC from time to time.

### **OPERATIONAL ACTIVITIES**

The details of the operational activities to be carried out for provision of solid waste management services in urban as well as rural areas are as under: -

a. **Door to Door Waste Collection from Residential Areas**

Door to door waste collection to be carried out on daily basis as per schedule/ model agreed between both the parties. The urban residential waste collection shall be carried out purely on door-to-door collection mechanism.

b. **Waste Collection from Commercial Areas**

Waste collection from commercial areas to be carried out on daily basis as per schedule/ model agreed between both the parties. The commercial waste collection shall be carried out using the bin system i.e. underground containers, litter bins at defined locations.

c. **Manual & Mechanical Sweeping**

Manual sweeping of all streets of the city, roads, highways, footpaths, markets/ bazars, other public places/ facilities etc.

Mechanical sweeping of all the main roads, highways, bridges etc. to be carried out on daily basis with the aid of machinery/ equipment agreed between the parties.

d. **Mechanical Washing**

Mechanical washing of main roads, footpath, squares, walkways, highways, markets/ bazars, other public places/ facilities to be carried out on daily basis with the aid of machinery/ equipment agreed between the parties.

e. **Open Drains Cleaning/ De-Silting**

Cleaning & collection of the silt/ waste from open drains having width upto 2 feet to be carried on regular basis as per agreed schedule.



- f. **Cleaning of Green Belts & Parks**  
Sweeping inside green belts & parks as well as lifting of the waste generated from these areas to be carried out on daily basis.
- g. **Lifting of Construction & Demolition (C&D) Waste**  
Collection of C&D waste from the residential as well as commercial areas & other public areas. Small quantities to be lifted on daily basis as in case of door to door collection & large quantities to be lifted with prior permission from GWMC.
- h. **Lifting of Cow Dung**  
Lifting of cow dung to be carried out on daily basis.
- i. **Open Plots Cleaning**  
Lifting of waste from open plots shall be carried out only with the permission of GWMC. The contractor shall submit a plan for open plots cleaning that must be followed as per the schedule agreed by GWMC.
- j. **Waste Storage & Transportation**  
Establishment & management of transfer stations for speedy removal of waste from residential & commercial areas. The waste from transfer stations is required to be lifted on daily basis.  
  
Establishment of waste storage points, placements of containers & lifting/ transportation of waste from these points.  
  
Transportation of collected waste from the all service areas to the designated disposal sites of GWMC on daily basis.
- k. **Waste Disposal**  
Management of the disposal site to ensure unloading of waste collected from the service areas in order to ensure running of smooth operational activities for provision of continuous cleaning services.
- l. **Operations on Special Occasions**  
All the operational activities are required to be carried out as per normal routine on special occasions like Eid-ul-Fitr, Eid-ul-Azha, Independence Day, Ashura Days etc. as notified by GWMC in writing.
- m. **Vehicle Tracking & Monitoring System**  
Installation of tracing devices on all operational vehicles for effective tracking of the activities being carried out on daily basis.

**n. Awareness Campaigns**

Awareness activities to be carried out on routine basis like walks, school/ college awareness, awareness lectures, door to door awareness activities, installation of awareness camps etc.

**o. Monitoring Dashboard & Digital Tools**

Establishment of IT based dashboard for monitoring of the field activities, IT based attendance of the staff & tracking of the vehicles/ containers lifting etc.

**p. Fee Collection**

Contractor will be responsible for SWM fee collection from the Residential, Commercial & Industrial units etc. as and when instructed by the Govt. /concerned body on notified rates.

**SERVICE AREA**

The solid waste management services mentioned above are required to be performed in urban as well as rural areas of 03 Tehsils of Gujrat District with details as mentioned below: -

Sr. No.	Name of Local Government	Estimated Population	Estimated Waste Generation (tons/day)
1	Tehsil Gujrat (Urban Areas)	628,984	318
	Tehsil Gujrat (Rural Areas)	1,054,066	348
2	Tehsil Kharian (Urban Areas)	258,191	131
	Tehsil Kharian (Rural Areas)	854,678	282
3	Tehsil Sarai Alamgir (Urban Areas)	63,325	32
	Tehsil Sarai Alamgir (Rural Areas)	217,457	72
	<b>Total</b>	<b>3,076,701</b>	<b>1,183</b>



## Section IV: Application/ Bidding Forms

### 1. Application/ Bid Submission Form

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

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

To  
[Name & Address of Procuring Agency]

I/We, the undersigned, apply to be prequalified for the referenced assignment as mentioned in scope of work and declare that:

- I am authorized to represent the Firm specified in this prequalification application as the "Firm" for the purposes of prequalification of firms for **“Pre-Qualification of Firms/ Companies/ Contractors/ Suppliers/ Individuals/ Joint Ventures for Outsourcing of Solid Waste Management Services for 03 Tehsils of District Gujrat”**
- The firm has no reservations with this document.
- All the information provided in this application is current and correct
- This application contains all the information as is prescribed in the Prequalification Documents.
- The Firm will abide by all the rules and regulations, formulated by Gujranwala Waste Management Company and Government of Punjab.
- The firm will notify you of all changes and variations in the management / service delivery status.
- The firm has not been blacklisted by any Government/ Semi Government Department or Private Organization.
- If the Firm does not abide by the above stated declaration, then the GWMC has every right to permanently or temporarily blacklist the Firm, Managing Directors and Owners.

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

Name of the Authorized Contact Person for the Firm: \_\_\_\_\_

Designation of the Authorized Contact Person for the Firm: \_\_\_\_\_

Signature of the Authorized Contact Person for the Firm: \_\_\_\_\_

Date: \_\_\_\_\_ Stamp of the Firm: \_\_\_\_\_



ANNEX-A

**2. General Particulars of the Applicant**

<b>FIRM'S INFORMATION</b>	
Name of Firm/Company/Business Individual/Joint Ventures/ 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	

### 3. Undertaking for Correctness of Information & Non-involvement in Litigation/ Blacklisting

#### **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 operational requirements, conditions and ensure availability of required services on the defined time lines as mentioned in scope of work of this prequalification 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: \_\_\_\_\_



#### 4. Provision of Services on Special Events

##### **UNDERTAKING FOR PROVISION OF SERVICES ON SPECIAL EVENTS**

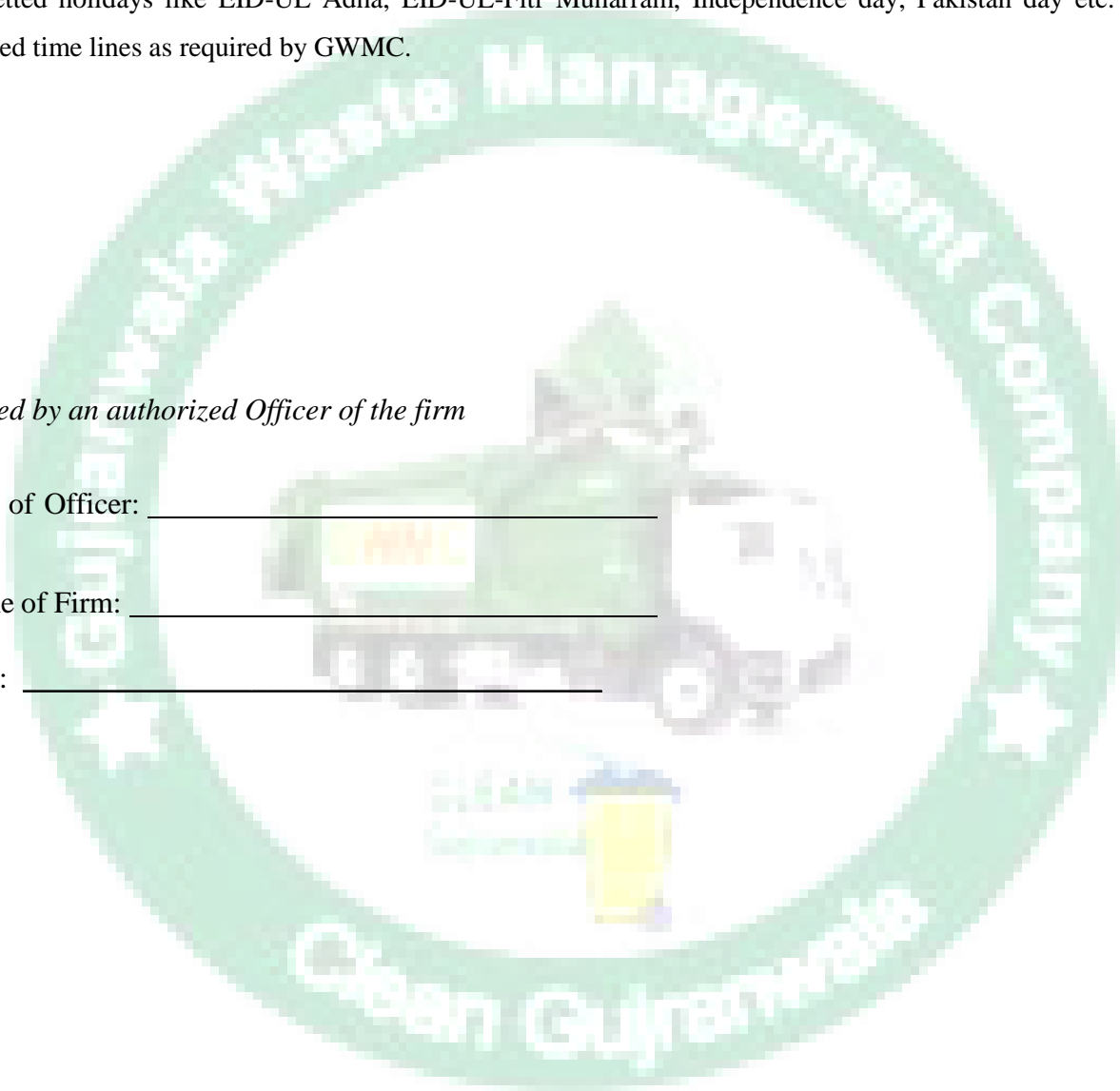
This is to certify that we shall ensure availability/ delivery of required services on the special days/ events/ gazetted holidays like EID-UL Adha, EID-UL-Fitr Muharram, Independence day, Pakistan day etc. with defined time lines as required by GWMC.

*Signed by an authorized Officer of the firm*

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

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

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



## 5. Integrity Pact

### (INTEGRITY PACT)

(To be printed on PKR 500 E Stamp Paper)

#### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract/ Procurement No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

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

\_\_\_\_\_ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from **Gujranwala Waste Management Company (GWMC)** or any functional department controlled by GWMC through any corrupt business practice.

Without limiting the generality of the foregoing, \_\_\_\_\_ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GWMC, except that which has been expressly declared pursuant hereto.

\_\_\_\_\_ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GWMC and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GWMC under any law, contract or other instrument, be voidable at the option of GWMC.

Notwithstanding any rights and remedies exercised by GWMC in this regard, \_\_\_\_\_ agrees to indemnify GWMC for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GWMC in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by \_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GWMC.

Name of Buyer: .....

Name of Seller/Supplier: .....

Signature: .....

Signature: .....

[Seal]

[Seal]



**6. Power of Attorney**

**KNOW ALL MEN BY THESE PRESENTS THAT** by this Power of Attorney (“**Power of Attorney**”), \_\_\_\_\_ [*Insert name of Consortium firm*] having its registered office at \_\_\_\_\_, does hereby nominate, appoint and authorize Mr. \_\_\_\_\_ of [*insert the Lead partner*] having its registered Head Office at \_\_\_\_\_ hereinafter referred to as the “**Attorney**”, to do in our name and on our behalf the following:

- i. Sign and submit to Gujranwala Waste Management Company, of the Government of Punjab, or its authorized nominee for prequalification in response to the prequalification documents dated [ ] issued by GWMC and all other documents and instruments required to submit the application for prequalification.
- ii. Execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. Do and carry out all other actions as may be required by GWMC in connection with the pre-qualification process as a whole;
- iv. To immediately notify GWMC in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

We, [*Insert name of Consortium Firm*], do hereby ratify and confirm whatsoever the Attorney shall do by virtue of these presents and further agree that whatever the Attorney shall do or cause to be done pursuant to this Power of Attorney shall be binding on [*Insert name of Consortium Firm*].

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

**IN WITNESS WHEREOF**, we have executed this **POWER OF ATTORNEY** as of \_\_\_\_\_ 2024.

**[INSERT NAME OF CONSORTIUM FIRM]**

.....

By:  
Designation:  
NIC No.

**WITNESSES:**

1..... 2.....

**NAME:**..... **NAME:**.....

**ADDRESS:**..... **ADDRESS:**.....  
**NIC OR PASSPORT NO.:**..... **NIC OR PASSPORT NO.:**.....

**AS NOTARIZED BY THE NOTARY PUBLIC**

