

MILITARY LANDS & CANTONMENTS DEPARTMENT

WALTON CANTONMENT BOARD



**TENDER DOCUMENTS
FOR
PERFORMANCE-BASED SOLID WASTE
MANAGEMENT SERVICES
(Collection, Transportation & Safe Disposal of
Municipal Solid Waste)
Single Stage – Two Envelope Procedure
(Under PPRA Rules 2004)
(2025-26)**

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1. **INTRODUCTION**

The Walton Cantonment Board (WCB) is a municipal body constituted under the provisions of the Cantonments Act, 1924. Solid Waste Management is one of the pivotal statutory functions of the Board.

In order to provide improved sanitation services, WCB has previously outsourced collection, transportation and disposal of municipal solid waste by dividing its jurisdiction into following Eight (08) sectors, considering geographical contiguity and demographic statistics.

Sector	Area Detail
I-A	DHA Phase- I, II, including Extension “N”
I-B	DHA Phase- III, IV, including Sector” KK”
I-C	DHA Phase-V, Extension “B”, and Charrar Village.
2	Nishat Colony, Maryam Colony, Kalar Colony, and Askari 5 & 8 etc..
3	Cavalry Ground, Extension Cavalry Ground, Zaman Colony etc.
4	R.A Bazar, Main Badian Road, Main Walton Road, Keer Kot, etc.
5	Main Walton Road, Peer Colony, Qadri Colony, Al-Noor Colony, Model Colony, etc
6	Main Walton Road, Madina Colony, Gull Bahar Colony, Islam Nagar, etc

The expiry of the prevailing contract(s) has necessitated re-advertisement of the sanitation contract on analytical and performance-based principles to engage qualified and experienced contractors having matching capabilities.

All waste management activities shall be carried out in compliance with applicable environmental regulations including those enforced by the Environmental Protection Agency (EPA).

2. **INVITATION TO BID**

Walton Cantonment Board (WCB), Lahore invites sealed Technical and Financial Proposals from experienced firms for performance-based sanitation services within WCB jurisdiction.

Bidding Procedure:

- Single Stage – Two Envelope (PPRA Rule 36(b))
- Bid Validity: 180 Days
- Bid Security: 2% of Total Annual Bid Amount

3. **INSTRUCTIONS TO BIDDERS**

- Bidders may apply individually or as Joint Venture (JV).
- Each bidder may submit one bid per sector.
- Conditional bids shall be rejected.

- Proposals must be in English language.
- Currency: Pakistani Rupees (PKR).

4. **SCOPE OF SERVICES**

The Contractor shall provide:

- Door-to-door collection of municipal solid waste
- Transportation to designated disposal site
- Cleaning of roads, streets & commercial areas
- Commercial areas to be cleaned twice a day
- Cleaning of nullahs & open areas
- Removal of horticulture waste, debris & dead animals
- Maintenance of rubbish points
- Complaint resolution services
- Provision of all equipment, machinery, fuel, labor, accessories and operational costs.
- Provision of necessary manpower and machinery fleet as per requirement on special occasions like Eids, Moharram and other festivals / visit of VVIP's / VIP's and when so desired by the CEO, WCB for any administrative reason.
- All services shall be provided strictly under performance-based model.5.

AREA OF OPERATIONS (SECTOR DATA)

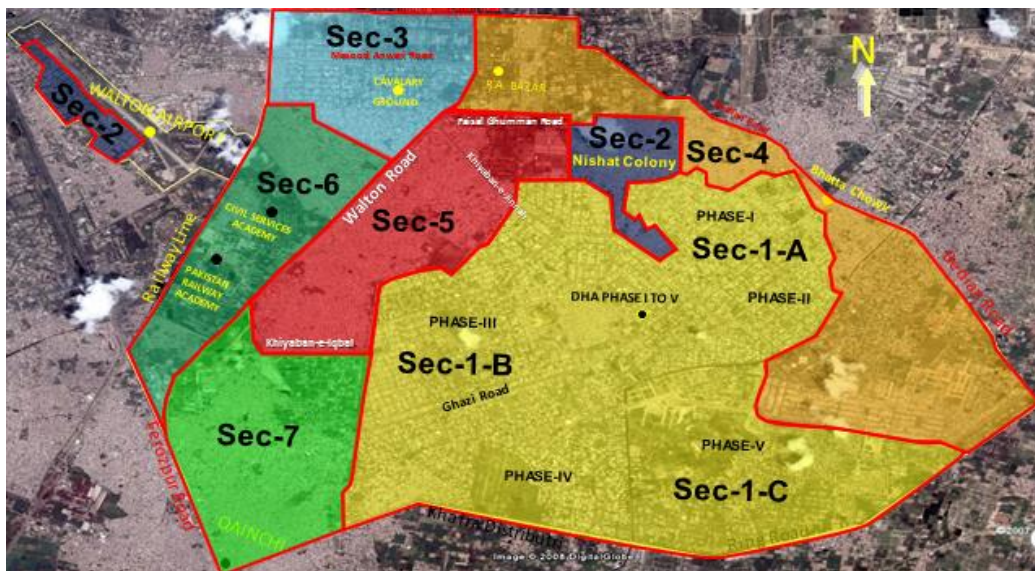
Sector	Approx. Units	Housing Units (Door to Door Collection)	Road Length (Km)	Rubbish Points	Estimated Cost Per Month(M)	Bid security/ B. G/CDR @ 2% Of Annual Bid Amount (M)
I-A	6464	5578	104	41	12.005	2.881
I-B	8753	7643	123.5	53	12.681	3.043
I-C	7092	6611	53	51	8.408	2.018
2	6833	-	45	18	3.75	0.900
3	4144	3416	73.8	25	3.989	0.957
4	10445	-	45	63	4.567	1.096
5	15695	-	76.67	23	4.567	1.096
6	7009	-	49.2	14	3.907	0.938

Note: Above data is indicative only. Bidders must conduct independent site survey.

SECTOR	1-A	1-B	1-C	2	3	4	5	6
No. Of Sanitary Workers Already Appointed by WCB	-	-	-	-	-	98	75	68

Note: The above-mentioned staff is already working in respective sectors, Contractor have to calculate their manpower keeping in view the existing no. of sweeping staff of CB that is already working.

- The above data is provided solely for bid preparation.
- WCB does not guarantee exact waste generation figures.
- The contractor shall deploy adequate machinery and manpower at its own assessment to meet defined KPIs.
- No claim for additional payment shall be entertained on the basis of variation in waste quantity unless formally approved through variation order under PPRA rules.



6. PERFORMANCE-BASED SERVICE MODEL

This is an output-based contract. WCB defines the cleanliness standards and KPIs. The contractor shall determine adequate fleet, manpower and operational deployment necessary to achieve the required standards.

No claim for additional payment due to underestimation of waste quantity, fleet requirement or manpower shall be entertained.

This contract is output-based.

WCB defines:

- Cleanliness standards
- KPIs
- Monitoring system

Contractor determines:

- Fleet quantity
- Manpower
- Route planning

7. KEY PERFORMANCE INDICATORS (KPIS)

- No visible waste accumulation beyond 24 hours
- Daily sweeping of main roads
- Commercial areas sweeping twice a day
- 100% lifting from rubbish points
- Complaint resolution within 12–24 hours
- Minimum 95% staff attendance
- Timely transportation to designated disposal site

Performance shall be measured through:

- Inspection reports
- Surprise visits
- Proper GPS/digital tracking through QR codes
- Digital photographic evidence
- Monthly performance audits
- Non-compliance shall result in financial deductions.

8. MINIMUM FLEET TECHNICAL SPECIFICATIONS

Vehicle	Specification
Compactor	7–8 m3, 3750–4400 CC or equivalent
Dumper / Rubbish Truck	7–8 m3, 3750–4400 CC or equivalent
Tractor Bucket	385 MF or equivalent
Pickup	750–800 CC or equivalent
Mechanical Sweeper	3750–4400 CC or equivalent
Mini Tipper	1.2 m3, 750–1000 CC or equivalent
Tractor Trolley	7–8 m3, 240 MF

Note: All vehicles Model ≥ 2021

Quantity not fixed. Contractor responsible for adequacy.

9. ELIGIBILITY CRITERIA (PASS/FAIL)

Mandatory Requirements:

- Minimum 3 years' sanitation experience

- Minimum annual billing PKR 50 million (any 2 of last 3 years)
- Experience managing minimum 200 workers
- Valid registration & tax compliance
- Non-blacklisting affidavit
- Site visit certification
- Bid Security: 2% of Total Annual Bid Amount (as mentioned above)
- Failure in any requirement → non-responsive
- Valid registration with SECP / relevant authority
- Active NTN & Sales Tax registration

Eligible bidders may participate under:

- Category–1: Individual Entity
A single firm/company meeting qualification criteria.
- Category–2: Joint Venture (JV)

A Joint Venture may be formed subject to:

- Appointment of Lead Member
- Submission of valid MoU
- Clear delineation of responsibilities
- Joint & Several Liability
- JV Requirements
- JV must collectively satisfy qualification criteria
- Copy of MoU must be submitted with bid
- MoU must be project-specific
- No change in JV composition after bid submission
- Failure to meet any condition → Bid declared non-responsive.

10. BID SECURITY

Amount: 2% of Total Annual Bid Amount against each sector in the form of:

- CDR
- Banker's Cheque
- Bank Guarantee
- Payable to CEO, WCB Lahore.

Forfeiture if:

- Withdrawal during validity
- Failure to submit Performance Security
- False information

11. PERFORMANCE SECURITY/ PERFORMANCE GUARANTEE

Successful bidder shall furnish:

- 10% of Annual Contract Amount
- Form: Irrevocable Bank Guarantee
- Valid for entire contract period.

12. **PROPOSAL SUBMISSION**

Envelope 1: Qualification + Technical Proposal

Envelope 2: Financial Proposal

Mark clearly:

“Financial Proposal – Do not open with Technical Proposal”

Submit:

1 Original 1 Duplicate

Late submissions shall not be accepted.

CORRESPONDENCE ADDRESS

All correspondence shall be submitted in writing to:

**Cantonment Executive Officer
Walton Cantonment Board
Ahmed Bukhsh Road, Lahore
Ph: 042-99220403
Fax: 042-99220161**

13. **VALIDITY OF PROPOSAL**

- Proposal shall remain valid for 180 Days from date of opening of Financial Proposal
- WCB reserves right to reject proposals not complying with validity requirement.

PROPOSAL PREPARATION COST

- All costs incurred in preparation and submission of bid shall be borne by the bidder.
- WCB shall not be liable for such costs.

MANDATORY SITE SURVEY

- The contractor shall, at its own responsibility, conduct comprehensive site survey and reconnaissance prior to submission of proposal.
- The bidder shall:
 - Satisfy itself regarding nature, scope and extent of works
 - Assess waste generation pattern
 - Assess traffic conditions
 - Assess road widths & accessibility
 - The bidder shall independently determine and propose:
 - Appropriate number of vehicles
 - Capacity of machinery
 - Type of equipment

- Manpower strength (sanitary workers, loaders, drivers, supervisors)
- No claim arising from failure to adequately assess site conditions shall be entertained after award of contract.

14. EVALUATION CRITERIA

- Technical Evaluation – 60 Marks (Minimum Qualifying: 42 Marks)
- Financial Evaluation – 40 Marks
- Financial Score Formula: (Lowest Evaluated Bid ÷ Bidder's Bid) × 40
- Most Advantageous Bidder shall be awarded the contract.
- Technical bids shall be evaluated strictly on the basis of the disclosed evaluation criteria contained in this bidding document.
- Only technically responsive bidders shall qualify for opening of financial proposals.
- The successful lowest evaluated bidder (Most Advantageous Bidder as per PPRA combined scoring) shall enter into a formal agreement with Walton Cantonment Board
- All waste collected from operational areas shall be deemed property of the contractor for disposal at designated sites, unless otherwise directed by WCB.

14.1 TECHNICAL EVALUATION (60 MARKS)

Sr. #	Criteria	Marks
1.	Experience	10
2.	Fleet & Resource Plan	20
3.	Methodology	15
4.	Manpower Plan	5
5.	Route Plan	5
6.	Monitoring System	5
Minimum Qualifying Score		42 / 60

Technical Proposals shall be evaluated by the Technical Evaluation Committee strictly in accordance with the criteria and scoring methodology defined below.

Minimum Qualifying Score: **42 out of 60 marks (70%)**

Only bidders achieving minimum qualifying score shall be considered technically responsive and eligible for financial proposal opening.

14.2 EXPERIENCE – 10 MARKS

Evaluation shall be based on documentary evidence of 3 years of relevant experience in Municipal Solid Waste Management (Collection, Transportation & Disposal).

14.2.1 **Scoring Criteria (10 Marks)**

Sr. #	Annual Billing in Similar Nature Contracts	Marks
1.	PKR 100 million or above	10
2.	PKR 75 – 100 million	8
3.	PKR 60 – 75 million	6
4.	PKR 50 – 60 million	4

Documents Required:

- Work Orders
- Completion Certificates
- Audited Financial Statements
- Only verifiable government / semi-government / municipal contracts shall be considered.

14.3 **FLEET & RESOURCE PLAN – 20 MARKS**

Since this is a performance-based contract, vehicle quantity is not pre-fixed. Evaluation shall be based on adequacy and compliance.

14.3.1 **Mark Distribution**

Sr. #	Sub-Criteria	Marks
1.	Adequacy of proposed fleet vs sector data	10
2.	Compliance with minimum technical specifications (Model $\geq$ 2021)	5
3.	Backup fleet & contingency arrangements	3
4.	Preventive maintenance & workshop plan	2

Evaluation Basis:

- Marks shall be awarded based on:
- Logical correlation between fleet capacity and sector size
- Proper mix of compactors, dumpers, mini tippers etc.
- Documentary proof (ownership/lease commitment)
- Spare vehicle planning
- Mere listing without justification shall not receive full marks.

14.4 **METHODOLOGY & OPERATIONAL STRATEGY – 15 MARKS**

Evaluation shall assess the bidder's technical understanding of service delivery.

14.4.1 **Mark Distribution**

Sr. #	Sub-Criteria	Marks
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1.	Operational workflow clarity	5
2.	Sector-wise deployment plan	4
3.	Waste handling & disposal strategy	3
4.	Health, Safety & Environmental compliance plan	3

Marks shall be awarded for practicality, clarity, and alignment with KPIs.
Generic or copied proposals shall not score full marks.

14.5 **MANPOWER PLAN – 5 MARKS**

14.5.1 **Mark Distribution**

Sr. #	Sub-Criteria	Marks
1.	Adequacy of workforce allocation	2
2.	Supervisory structure & hierarchy	1
3.	Attendance monitoring mechanism	1
4.	Staff training & safety provisions	1

Manpower strength must logically support fleet and route plan.

14.6 **ROUTE PLAN – 5 MARKS**

Bidder shall submit sector-wise routing maps and collection schedule.

Mark Distribution:

Sr. #	Sub-Criteria	Marks
1.	Logical route optimization	2
2.	Coverage of all rubbish points	1
3.	Defined frequency schedule	1
4.	Integration with disposal site	1

Inefficient or incomplete routing shall reduce marks.

14.7 **MONITORING & COMPLAINT REDRESSAL SYSTEM – 5 MARKS**

Mark Distribution:

Sr. #	Sub-Criteria	Marks
1.	Complaint registration system	1
2.	Response time commitment (12–24 hrs.)	1
3.	GPS / Digital tracking mechanism	1
4.	Reporting format to WCB	1
5.	Internal KPI monitoring system	1

Vague statements without structured system shall not receive full marks.

14.8 **GENERAL EVALUATION RULES**

- Evaluation shall be strictly document-based.
- No marks shall be awarded for unsupported claims.
- Conditional proposals shall be rejected.

15. **FINANCIAL EVALUATION (40 MARKS)**

Formula:

- $(\text{Lowest Evaluated Bid} \div \text{Bidder's Bid}) \times 40$
- Highest Combined Score (Technical + Financial) = Most Advantageous Bidder

16. **PAYMENT MECHANISM**

- Monthly lump sum payment.
- Subject to KPI-based deductions.
- Maximum deduction cap: 20% per month.
- Persistent failure may lead to contract termination.

17. **PRE-BID & CLARIFICATIONS.**

- WCB may hold Pre-Bid Meeting.
- All clarifications must be in writing.
- Addendum, if any, shall form part of bidding document.

18. **SITE RESPONSIBILITY**

- Bidder shall conduct comprehensive survey before submission.
- No claim for underestimation of:
 - Waste volume
 - Fleet requirement
 - Manpower
 - Performance obligation absolute.

19. **CONFIDENTIALITY**

- Evaluation process confidential.
- Information disclosed only as per applicable law.

20. **CONTRACT PERIOD**

- 3 Years

- Extendable subject to performance.

21. **TERMINATION**

Grounds include:

- Repeated KPI failure
- Misrepresentation
- Non-performance
- Blacklisting

22. **DISPUTE RESOLUTION**

- Subject to laws of Pakistan.
- Jurisdiction: Lahore.

23. **SELECTION METHODOLOGY**

23.1 The Bidder offering most advantageous Proposal shall be declared as the Successful Bidder.

23.2. Reconsider rules do not allow. In case there are two or more Bidders quoting the same best Financial Proposal, WCB may in such case shall decide/select the successful one by coin flipping in presence of both parties.

23.3. WCB reserves the right to reject any Proposal, if:

- a). At any time, a material misrepresentation is made or discovered; or
- b). The Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.

Rejection of a Proposal by WCB as aforesaid would lead to the disqualification of the Bidder. If the Bidder is a JV, then the entire Consortium would be disqualified/ rejected. If such disqualification / rejection occurs after the Proposals have been opened and the Preferred Bidder gets disqualified / rejected, then WCB reserves the right to:

- a). Either select the next lowest Bidder, or
- b). Take any such measure/s as may be deemed fit in the sole discretion of WCB, including annulment of the bidding process.

23.4. The Successful Bidder shall execute the Contract Agreement with WCB within four (4) weeks of the issue of Letter of Acceptance or within such further time as WCB may agree to in its sole discretion.

23.5. Failure of the Successful Bidder to comply with the submission of performance guarantee within the stipulated time period or Clause 23.4 shall constitute sufficient

grounds for the annulment of the LOA, and forfeiture of the Bid Security. In such an event, WCB reserves the right to:

- a). Either declare the 2nd lowest Bidder as successful
or
- b). Take any such measures as may be deemed fit in the sole discretion of WCB, including annulment of the bidding process.

- 23.6. The successful bidder would have to furnish performance security before signing the contract agreement. The bid security submitted by the successful bidder shall be released upon furnishing the performance security.
- 23.7. Payment to the contractor, whom the contract shall be awarded, be made after deducting the applicable taxes as per rules.
- 23.8. Notwithstanding anything contained in this document, WCB reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, following the spirit of relevant clause of PPRA Rules 2004.

24. CONDITIONS OF CONTRACT AGREEMENT:

- 24.1 During the term of this AGREEMENT, CONTRACTOR shall collect, remove, transport, and dispose of all SOLID WASTE, including horticulture waste, dead animals, and carry out cleaning of streets, nullahs and shall also be solely responsible to furnish all labor, vehicles, tools, equipment etc.
- 24.2 Initially the term of the contract is 3 years with 10% annual increase and may be extended with mutual consent. However, there would be no adjustments of fuel price in contract amount. Moreover, the WCB will be at liberty to either consider renewal of the contract for further period of equal term or to put the contract at auction, whatever deemed appropriate, keeping in view the previous track record / performance of the CONTRACTOR in the light of policy in vogue at time. The contractor will, however, be bound to continue working on the same rates, terms and conditions till the possession is handed over to the new CONTRACTOR.
- 24.3 CONTRACTOR shall provide an adequate number of employees with adequate skill and training to conduct the SERVICES under this AGREEMENT as may reasonably be determined by WCB from time to time. The CONTRACTOR shall require its employees to be courteous at all times, to work quietly and not to use loud or profane language. Each employee shall wear uniform marked with company insignia reasonably visible along-with inscription "WCB".
- 24.4 The CONTRACTOR's employees shall not trespass or loiter on private property and shall not meddle or tamper with property which does not or should not concern them. Each employee assigned to drive a vehicle shall at all times carry a valid driver's license for the type of vehicle which he is driving. All employees shall carry an identification card issued by the CONTRACTOR.

24.5 Prior to the COMMENCEMENT DATE of this AGREEMENT, the CONTRACTOR shall provide WCB with a detailed list describing the vehicles, equipments, machinery and human resources to be used to perform the SERVICES, as proposed in the CONTRACTOR bid.

The CONTRACTOR shall paint all vehicles and other equipments in uniform color chosen by CEO, WCB and shall provide each vehicle with a readily visible identification number painted on the sides, front and back of the vehicle.

24.6 The equipment and staff of the CONTRACTOR used for execution of work of this contract shall be made available by the CONTRACTOR for the purpose of inspection by the Addl: CEO / Senior Sanitary Inspector or any other Officer / Official appointed by him for the same at any time.

24.7. The CONTRACTOR shall for the due & punctual performance of its obligations relating to project, deliver to WCB, simultaneous with the execution of this AGREEMENT, an irrevocable bank guarantee from scheduled bank acceptable to WCB as "Performance Security" for an amount equal to 5% of the annual contract amount to be paid to the CONTRACTOR. The performance security shall be renewed for the extended period in case the contract is continued for other specified term by the WCB. The performance Security shall be kept valid till the completion of the contract period. All collected waste will be responsibility of ownership of contractor.

24.8. The security deposit shall be refunded by the WCB only after a lap of six months of successful completion of the contract or on completion of audit of Cantt: Fund Accounts whichever is later.

24.9. That the CONTRACTOR will provide a Suzuki Pickup at least thrice a week for dog shooting to Chief Security Officer D.H.A.

24.10. The complete sanitation work shall have to be completed on daily basis except Sunday by rotation of workers in consultation with D.H.A. failing which a heavy penalty may be imposed on the CONTRACTOR not exceeding Rs. 30,000/- per day or part thereof, as may be determined by the CEO, WCB. The payments to the CONTRACTOR will be made on monthly basis.

24.11. All vehicles providing by CONTRACTOR will be ensured tracking system with (remote access).

24.12. That the employees shall be census using Automation

24.13 The CONTRACTOR shall obey and abide by all verbal / written instructions given to him from time to time by the CEO, WCB / Officials so deputed to supervise the service being provided by the CONTRACTOR.

24.14 No amendment of this AGREEMENT, by variation, deletion or addition, shall be valid unless it is in writing and signed by the CEO, WCB and the CONTRACTOR at which time it shall be part of this AGREEMENT. Where there is any inconsistency between

any written or oral instructions and this AGREEMENT, this AGREEMENT and its officially signed amendments shall prevail.

- 24.15 CONTRACTOR shall not assign, transfer or sublet any of the SERVICES required under this AGREEMENT unless the CEO, WCB has given permission in writing. Any breach of this condition shall entitle the authority signing the agreement to rescind the contract at the risk and cost of the CONTRACTOR. However, if such permission is requested and granted, it shall not result in any change to the SERVICES, PAYMENTS, or other clauses specified within this AGREEMENT, or amendments thereof. In the event of any permitted assignment, transfer or subletting under this AGREEMENT, the assignee shall assume full responsibility and liability for performance of the assignment. However, CONTRACTOR shall at all times remain primarily responsible for the performance of the AGREEMENT, including such assignment, and shall be liable to WCB.
- 24.16. That in case garbage / refuse is required to be removed from an area other than specified in the AGREEMENT, charges will be paid to the CONTRACTOR determined by the CEO, WCB.
- 24.17 That the CONTRACTOR shall keep the standard of cleanliness / sanitation up to the mark and no site / area shall remain unattended. The CONTRACTOR shall not claim any compensation / enhancement in view or general increase in the price / cost of POL or general dearness during the contractor period any will attend commercial area and Main Boulevard and special arrangement will be made if there is any VIP visit on Sunday otherwise there will be holidays on Sunday. However, Main Boulevard will also be attended on Sunday including rubbish removal and sweeping.
- 24.18 **FORCE MAJEURE:** The CONTRACTOR shall not be required to perform the services required under this AGREEMENT if prevented from doing so by an Act of God, order or direction of WCB, act of state enemies, riots, strikes, substantial destruction to the vehicles/equipments of any supplier, shortage of fuel or lubricants, or any other circumstances beyond their control. For purposes of this AGREEMENT, Act of God shall include causes arising from natural calamities such as earthquakes, volcano, rain storms or fires. CONTRACTOR shall notify the WCB within 03 days of such occurrence. CONTRACTOR shall not be entitled to payment for services not performed due to FORCE MAJEURE, and shall not be deemed in breach or default of this AGREEMENT by reason of such non-performance.
- 24.19. That the CONTRACTOR shall have no claim of any kind against loss during riots, civil commotion, fire and accident etc from WCB.
- 24.20. Easter & Christmas Day will be treated as holiday except for unforeseen requirement arising out of exigencies for administrative reason communicated to the CONTRACTOR by CEO, WCB. In case contractor shall make special arrangements even on these two occasions.
- 24.21. All-important / main roads will be attended twice a day including Sunday / holidays i.e before 08:00 hours in the morning and before the sun set. However, the remaining areas will be attended on daily basis for removal garbage expect on Sunday being a holiday.

- 24.22. Trenching Ground facilities will be provided by the WCB authorities and will be maintained properly by the contractor.
- 24.23. Payment to CONTRACTOR will be made on monthly basis on submission of the monthly bill after deduction of income tax on the prevalent rates determined by the Government from time to time.
- 24.24. The WCB shall have the option to terminate the contract at any work of failure of the CONTRACTOR to execute the work within the stipulated period.
- 24.25. That the CONTRACTOR shall use extra vehicles such as compactors, trucks with adequate sanitation staff and equipment for the area on special occasions like Eids, Moharram and other festivals / visit of VVIP's / VIP's and when so desired by the CEO, WCB for any administrative reason.
- 24.26. DHA will provide a suitable place, with water and electricity to the CONTRACTOR for parking and maintenance of the vehicles and other equipment charges if any for the same shall be borne by the CONTRACTOR.
- 24.27. The CONTRACTOR shall establish and operate a complaint and public liaison office preferably within its assigned sector of service. The CONTRACTOR shall also establish and operate a telephone line with a full-time answering service or machine at the said office for receipt of complaints and public comments. Said office shall have at least one responsible person in charge and present during collection hours and shall be open during all collection hours. CEO, WCB or any his nominated Officer may visit the said office any time. A complete log of all communications is to be maintained, including a record of actions to follow-up on any complaints or comments. The CONTRACTOR shall make the log and record available for inspection whenever required for inspection by CEO, WCB.
- 24.28. The contract can be cancelled if amount of penalty / imposition reaches more than Rs. 1,000,000/- during the contract period.
- 24.29. The CONTRACTOR will ensure that all the necessary measures are taken for the safety and security of staff and machinery. Measures will also be taken in respect of the safety and security of the general public and the property of the WCB, any loss of life or property due to negligence of the CONTRACTOR will be the sole responsibility of the CONTRACTOR and WCB will not be responsible in any manner in this regard. The CONTRACTOR hereby indemnifies WCB from all such claims arising out of this performance of the CONTRACTOR.
- 24.30. The parties shall use their best endeavors to settle any disputes between them promptly and in a manner to help avoid the recurrence of similar disputes. In the event that the parties are unable to settle their dispute in a timely manner, they shall go to arbitration. Any dispute arising from either interpretation of this agreement or a claimed default may be referred to arbitration. The Director Military Lands & Cantonments, Lahore Region shall be the SOLE Arbitrator. The decision and any award made by the Arbitrator shall be binding and final as to both parties.
- 24.31. In witness whereof the hands of the parties are set here to on the date and in the

year written above.

President

Contractor

Walton Cantonment Board (WCB).

Name: _____

M/s. _____

Member Walton Cantonment Board

Witness (1) _____

Witness (2) _____

COUNTERSIGNED

**CANTONMENT EXECUTIVE OFFICER
WALTON CANTT: LAHORE**

25. **APPENDICES**

- Appendix 1 – Covering Letter Format
- Appendix 2 – Bidder Information Form
- Appendix 3 – Bid Security Format
- Appendix 4 – Power of Attorney
- Appendix 5 – JV MoU Format
- Appendix 6 – Anti-Collusion Certificate
- Appendix 7 – Experience & Financial Statements Format
- Appendix 8 – Financial Proposal Form
- Appendix 9 – Litigation History
- Appendix10 – Manpower and Vehicle fleet details

**COVERING LETTER FORMAT
(To be submitted on Company Letterhead)**

Date: _____

To

**The Chief Executive Officer
Walton Cantonment Board, Lahore**

Subject: **Proposal for Performance-Based Collection, Transportation & Safe Disposal
of Municipal Solid Waste – WCB Sector** .

Sir,

We, the undersigned, hereby submit our Proposal in accordance with the Bidding Document.

We confirm that:

We have examined and understood the entire Bidding Document.

We accept all terms and conditions without reservation.

We have conducted independent site survey.

Our bid shall remain valid for 180 days.

Bid Security of @ 2% of Bid annual amount is attached.

We agree that failure to comply shall result in forfeiture of Bid Security.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Contract Agreement, a draft of which also forms a part of the bid document provided to us.

Authorized Signatory: _____

Name: _____

Designation: _____

Company Seal

BIDDER INFORMATION FORM

(On the Letter Head of the Bidder or Lead Member in case of a JV)

1.
 - a). Name of Bidder/Company
 - b). Address of the office(s)
 - c). Date of incorporation and/or commencement of business
2. Brief description of the Bidder's main lines of business.
3. Details of individual(s) who will serve as the point of contact / communication for WCB with the Bidder:
 - (a). **Legal Status**
(Firm/Company/JV):
 - (b). **Year of Establishment:**
 - (c). **Registration No:**
 - (d). **NTN No:**
 - (e). **Sales Tax No:**
 - (f). **Address:**
 - (g). **Phone / Email:**
 - (h). **Authorized Representative:**
 - (i). **For JV:**
 - (j). **Lead Member:**
 - (k). **Other Member(s):**
 - (l). **Attach:**
4. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:
 - (a) **Name**
 - (b) **Designation**
 - (c) **Company / Firm**
 - (d) **Address**
 - (e) **Telephone number**
 - (f) **E-mail address**
 - (g) **Fax number**
 - (h) **Mobile number**

FORMAT FOR BID SECURITY

(To be issued by a Scheduled Bank in Pakistan)

B.G. No. _____ dated _____.

This Deed of Guarantee executed at _____ by

_____ (Name of Bank) having its Registered office at

_____ (hereinafter referred to as “the Guarantor”) which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns;

In favor of the Walton Cantonment Board (hereinafter called “WCB”) having its office at Ahmed Bakhsh Road Lahore, which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns;

WHEREAS

- A. M/s. _____, a company having its registered office at _____ (hereinafter called “the Bidder”) which expression shall unless it be repugnant to the subject or context thereof include its/their executors administrators, successors and assigns, intends to bid for providing the services of collection, transportation and safe disposal of solid waste in Walton Cantonment Area in Sanitation sector _____
- B. In terms of Clause 8 of the Bid Documents issued in respect of the Project, the Bidder is required to furnish to WCB an unconditional and irrevocable Bank Guarantee for an amount of Rs. _____ (M) as Bid Security for the Project.
- C. The Guarantor has at the request of the Bidder and for valid consideration agreed to provide such Bank Guarantee being these presents:

NOW THEREFORE THIS DEED WITNESS AS FOLLOWS:

- a. The Guarantor, as primary obligor shall, without demur, pay to WCB an amount not exceeding Rs. _____ (M) within 5 days of receipt of a written demand from WCB calling upon the Guarantor to pay the said amount.
- b. Any such demand made on the Guarantor by WCB shall be conclusive and absolute as regards the forfeiture of Bid Security and the amount due and payable by the Guarantor under this Guarantee.

- c. The above payment shall be made without any reference to the Bidder or any other person and irrespective of whether the claim of WCB is disputed by the Bidder or not.
- d. This Guarantee shall be irrevocable and remain in full force for a period of from (date) _____ to (date) _____ (Proposal Validity Period) or for such extended period as may be mutually agreed between WCB and the Bidder and shall continue to be enforceable till all amounts under this Guarantee are paid.
- e. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder/the Guarantor or any absorption, merger or amalgamation of the Bidder/the Guarantor with any other person.
- f. In order to give full effect to this Guarantee, WCB shall be entitled to treat the Guarantor as the principal debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Bid Document or other documents or by extension of time of performance of any obligations granted to the Bidder or postponement/not exercise/delayed exercise of any of its rights by WCB against the Bidder or any indulgence shown by WCB to the Bidder and the Guarantor shall not be relieved from its obligations under this Bank Guarantee on account of any such variation, extension, postponement, non-exercise, delayed exercise or omission on the part of WCB or any indulgence by WCB to the Bidder to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving the Guarantor.
- g. The Guarantor has power to issue this Guarantee and discharge the obligations contemplated herein; the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under

_____.

IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS HEREUNTO ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

Signed and delivered by _____ Bank

By the hand of Mr. _____

Its _____ and authorized official.

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

(On Stamp paper of relevant value)

POWER OF ATTORNEY

Know all men by these presents, we..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms..... (Name and CNIC No.) who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to, for providing the service of collection, transportation and safe disposal of solid waste in Walton Cantonment Area in _____ Sanitation sector(s), including signing and submission of all documents and providing information/responses in all matters in connection with our Proposal for the Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ Day of _____ 2026

For _____

(Name and designation of the person(s) Signing on behalf
of the Bidder / Lead Member In case of JV)

Accepted

_____ Signature

(Name, Title and Address of the Attorney)

Date:.....

Note:

(To be executed by all the members in case of a JV.)

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

JV POWER OF ATTORNEY

We, the undersigned members of JV, hereby appoint _____ as
Lead Member authorized to act on our behalf for this project.

All members shall be jointly and severally liable.

Member 1 Name: _____

Member 1 Signature: _____

Company Seals:

Member 2 Name: _____

Member 2 Signature: _____

Company Seals:

ANTI-COLLUSION CERTIFICATE

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which s or could be regarded as anti-competitive.

We further confirm that we have neither offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Proposal.

Dated this the.....Day of.....2026

.....
(Name of the Bidder)

.....
(Signature of the Authorized Person)

.....
(Name of the Authorized Person)

Note:

1. *On the Letter head of the Bidder*
2. *To be executed by both members in case of JV*

Names of all members in case of JV:

Authorized Signature: _____

EXPERIENCE & FINANCIAL STATEMENT FORMAT**Experience of Bidders**

Name of Member: (in case of JV the details of the Operator shall be provided)

S. No.	Qualification Criteria	F.Y 2023-24	F.Y 2024-25	F.Y 2025-26
1	Collection, transportation and safe disposal of municipal solid waste including horticulture waste etc. (approx. Tons / annum)			
2	Annual billing from collection, transportation and safe disposal of municipal solid waste etc. (Certified Annual billing in Rupees)			
3	Experience in handling of fleet and manpower for mechanized transportation / lifting of municipal Solid Waste. (Manpower, Number of vehicles, including compactors, managed)			

Supporting Documents

The following documents, specified for each category and tasks under each category, would need to be submitted to support the Bidder's claim of experience stated in the tables above.

S. No.	Qualification Criteria	Supporting Documents
1	Collection, Transportation and disposal of Municipal solid waste etc. (Approx. Tons / Annum)	Copy of agreement with Client for relevant years along with letter of client indicating that work performance is satisfactory.
2	Annual billings details	Certificate of client verifying the payments made against the collection, transportation and disposal of solid waste etc. Attach: Work Orders & Completion Certificates

FINANCIAL PROPOSAL FORM
(To be submitted in separate sealed envelope)

Sector: _____

We hereby quote the following lump-sum monthly amount for performance-based sanitation services:

Monthly Bid Amount (PKR): _____

Monthly Bid Amount (In words): _____

Annual Bid Amount (PKR): _____

Annual Bid Amount (In words): _____

Bid amount includes:

All labor
All vehicles & fuel
All maintenance
All taxes etc.

Signature: _____

Seal: _____

The rates quoted should be free from cutting, erasure & over-writing. The rates quoted shall be inclusive of all Govt. taxes applicable at the time of each monthly payment.

LITIGATION HISTORY DECLARATION
(On Stamp paper of relevant value)

The Bidder shall declare:

- Any ongoing litigation in last 5 years
- Any contract termination by Government body
- Any blacklisting history

If none:

“We hereby declare that we have no litigation or blacklisting record.”

.....
(Signature of the Authorized Person)

.....
(Name of the Authorized Person and designation)

Manpower and Vehicle fleet details

1- Contractor have to provide Manpower and Vehicle fleet details for each sector separately after proper site survey.

Sector	No. of Dumpers	No. of Compactors	No. & Detail of Supporting Machinery	No. of Lorry Loaders	No. of drivers	No. of Sanitary workers

Note: All the above provided data must be supported by documents.

.....(Signature of the Authorized Person)

..... (Name of the Authorized Person and designation)