



Water & Sanitation Services Company Mardan Government of Khyber Pakhtunkhwa

Registered under Section 42 of Companies Ordinance, 1984

Muhabatabad Bungalow, Opposite Gulberg Town, Muhabatabad Mardan.

Phone No 0937-840890-2,   @wsscmardan website: www.wsscm.gkp.pk

Name of Work: Pre Bid Meeting Minutes for Hiring of Vehicles, Machinery and Manpower for Solid Waste Management and Waste Water Management in WSSCM Lot # 1 And Lot # 2 for the year 2024-25			
Date:	19 th September 2024	Time:	03:00 PM
Venue:	Conference Room WSSCM	Chair:	Mr. Imran Zaman

The Pre-bid meeting was started with verses from Holy Quran, the chair welcomed all the participants and highlighted the importance and need for Hiring of Vehicles, Machinery and Manpower for Solid Waste Management and Waste Water Management in WSSCM.

The Following members Participated in Pre bid meeting.

- Manager Planning & Projects / Acting GM
- Deputy General Manager
- Manager Admin & HR
- Deputy Manager Finance
- Assistant Manager Procurement
- Bidders and others

The following points were discussed.

1. The number and quantity of workers, Vehicles and Machinery etc can be increased and decreased as per the requirements of the management.
2. Fuel will be given to all vehicle by WSSCM except Excavators in Sr. No 10 and 11 of the BOQ.
3. The company must submit undertaking on legal valid and attested stamp paper that the firm is financially sound enough to pay at least 2 months salaries to all labour force and rental vehicles dues in case of any delay in payment.
4. The contractor will clear all the dues of labor and other resources hired to perform the contract by 5th of each month. Any delay in payment will lead to penalty as per contract clause # 13.
5. The Staff Shall be equipped with proper uniform and PPEs in good condition.
6. The passing marks as per bidding document will be 60 out of 100 and selection will be made on financially lowest evaluated responsive bid (Non-Consulting Services).



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7. The maximum no of workers will be 100, however it can be changed according to the need of WSSCM.
8. The Contractor must pay minimum wages to all labor force as notified by the government from time to time. There will be no compromise on minimum wages.
9. All labor force must be registered with ESSI and EOBI within 30 days instead of 15 days mentioned in the bidding documents.
10. ESSI and EOBI contribution will be deposited by the contractor @ 6% & 6% of minimum wages respectively as per government rules and must submit contribution slips with each month invoice.
11. Current contract will be considered as ongoing contract and completed project will be considered as completed projects.
12. All the employees must be registered with ESSI and EOBI at the start of the project, if any employee is not registered the invoice will not be processed till registration of the employee.
13. Similar nature project either machinery or Vehicles or manpower provided to any procuring entity will be considered if comes under the limit mentioned in the technical criteria.
14. Wages of Skilled labor and HTV drivers, will be paid as per mentioned in the bidding documents.
15. Both the parties will terminate this contract by giving 30 days prior notice to each other for termination of contract instead of 60 days mentioned in the bidding documents.
16. Reference to the Government of Khyber Pakhtunkhwa, Public Procurement Regulatory Authority S.R.O. (18)/Vol: 1-28/2023-24 dated 8th April 2024 regarding the performance guarantee and its states that ***the option of insurance bond issued by insurance companies as a form of performance guarantee mentioned at option (c) of the notification regulation dated August 22, 2022 is hereby deleted with immediate effect.***
17. All the Sanitation Vehicles must be kept clean during working, All the Solid waste and silt carrying vehicles must be covered.
18. The trolley must be in good working conditions and leak proof to avoid seepage of waste during movement.
19. The contractor will install trackers in all vehicles which must be mobile compatible in order to check the daily route of the said vehicles.



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20. No Workers must be allowed to leave the duty station during Eid operation / special days without prior permission of the management if any one left the site without permission, he would be marked absent for the whole day.
21. Release of performance security will be at the end of the project.
22. All other terms and conditions mentioned in the bidding documents will be remained the same.

Name: Imran Zaman	Manager Planning & Projects / AGM	Signature:
Name: Muhammad Khalil	Deputy General Manager	Signature:
Name: Fazle Subhan	Deputy Manager Finance	Signature:
Name: Rahat Ullah	Acting Manager Admin & HR	Signature:
Name: Farhan Ahmad	Assistant Manager Procurement	Signature: