

Tender Document

Tender No. 02

**REMOVAL OF GARDENING WASTE AND GARBAGE FROM
CSA AND STAFF COLONY**



CIVIL SERVICES ACADEMY

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Government of Pakistan
CIVIL SERVICES ACADEMY, LAHORE

TENDER NOTICE NO. 02

INVITATION TO BID

**FOR REMOVAL OF GARDENING WASTE AND
GARBAGE FROM CSA AND STAFF COLONY**

Civil Services Academy, Lahore invites sealed bids on open competitive basis, from the authorized distributors/suppliers/dealers who are registered with Income Tax and Sales Tax Departments, PRA and are on Active Taxpayers List of the Federal Board of Revenue, for the removal of gardening waste and garbage from CSA and Staff Colony, Walton, Lahore.

2. Pre-bid meeting will be held on 01.09.2026 at 11:00 a.m. in the Committee Room, Library, Civil Services Academy, Walton, Lahore which is strongly advised to be attended by all the interested bidders.

3. E-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at <https://eprocure.gov.pk> and PPRA website <http://www.ppra.org.pk>.

4. The electronic bids, must be submitted by using EPADS on or before 10.09.2026 at 11:30 a.m. All the interested bids are advised to bring one hard copy of their bid at the time of opening of bid. Electronic Bids will be opened on the same day at **12:00 Noon**.

Dated: - 21.08.2026


Additional Director (Admin)
Civil Services Academy
Lahore

1. Introduction of Purchaser

Civil Services Academy hereinafter to be called “**Purchaser**” is an autonomous organization under the administrative control of the Establishment Division Invitation to Bids.

- i. The Purchaser invites sealed Bids from the original manufacturers/authorized distributors, suppliers for removal of gardening waste and garbage from CSA and Staff colony (**Tender Items**) for this Academy: -

Sr. No	Specification
1	Removal of gardening waste, all debris / dismantled material and garbage from CSA and staff colony through tractor trolley (Size 12’x7’) and loader bucket on daily basis.

- ii. The Tender Document 02 carrying all details can be downloaded from PPRA’s website: <http://www.ppra.org.pk> and EPADS <https://eprocure.gov.pk>
- iii. For the purposes of this tender, Public Procurement Rules 2004 (PPRA Rules) as amended from time to time shall be followed.

2. Instructions to Bidders

- i. As per **Rule 36 (b) of PPRA Rules, 2004** Single Stage – One Envelope Procedure.
- ii. Bids, prepared in accordance with the instructions provided in the bidding documents, must be submitted via EPADS by **10.09.2026 at 11:30 am**. All the interested bids are advised to bring one hard copy of their bid with original bid security at the time of opening of bid.
- iii. Electronic Bid proposal will be opened publically in the Committee Room, Library, Civil Services Academy, Walton Lahore by the Procurement Committee at **12:00 Noon** on **10.09.2026** in presence of the Bidder(s) or their authorized representatives, for which they shall ensure their presence without further invitation. In case, last date of bid submission falls on/within the official holidays, the last date for submission of bids shall be the next working day.
- iv. The bidders should inspect the site of work and acquaint themselves with the nature and requirements of the work.
- v. The bidder shall sign each page of the documents before submitting his tender.
- vi. In case of non-collection of garbage, the charges of the day will be deducted.
- vii. The work is to be started immediately on issuance of work order. In case of failure 2% per day L/D charges with maximum of 10% of total cost shall be imposed, in addition to other legal actions against the contractor as per rules
- viii. CSA authority has the right to rescind the contract and forfeit the security deposit in case of subletting, bribing or contractor becoming insolvent.
- ix. The contractor shall be responsible for any damage, while collecting garbage and in case of any damage the contractor will get the necessary repair and maintenance.
- x. The contractor will share garbage collection plan and will get note the arrival & exit entry in the register placed at gate.

- xi. The contractor will share the list of staff along with their CNIC numbers who will come to collect garbage.
- xii. Contractor shall be responsible for any of the damages caused by him to any property of CSA.
- xiii. The contractor will collect the garbage on daily basis from the premises of Walton Campus along with staff colony (in morning or in evening) and will also collect the garbage on gazetted holidays i.e. Saturday, Sunday including Eid or any other leave announced by the government.
- xiv. Scope of work is based upon rough estimates CSA has the right to increase / decrease or modify the scope of work as per requirement, and payment shall be made as per rules.
- xv. **Contractor shall be responsible for removal of gardening waste, garbage and debris from CSA and Staff colony through tractor trolley and loader bucket on daily basis.**
- xvi. The rates offered should be inclusive of Government tax (es) where applicable. Income tax will be deducted at source from the total amount of bill of successful bidders as per rules.
- xvii. The Purchaser shall announce details of the bidders at the time of opening of bids.
- xviii. **Contractor shall be responsible for any of the damages caused by him to any property of CSA.**
- xix. No bid shall be accepted unless complete in all respects. Further, conditional bids shall not be accepted/ considered.
- xx. The bidder (s) shall submit the list of his Partners/Co-owners/ Directors/Joint Ventures/Suppliers along with the bid, if any.
- xxi. The bidder (s) shall bear all costs/expenses associated with the preparation and submission of the bids and the Purchaser shall in no case be responsible for those expenses.
- xxii. A bid withdrawn after the deadline for submission of the bid and prior to the expiry of the bid validity period, shall result in forfeiture of the **Bid Security (under Clause-4 of the bid document)**.
- xxiii. In case, the successful bidder fails to execute the work order as per terms and conditions laid down in the Bid document/ contract (other than delay) or items supplied are found lower in quality, the Purchaser shall have the right to cancel the contract at any time and forfeit **10% Performance Guarantee (under Clause-5 of the bid document)**.
- xxiv. There shall be no partial payment. The payment will only be made at the successful completion of the contract made by the contractor.
- xxv. Before submitting any offer, bidders may consult the Purchaser regarding any query.
- xxvi. The Purchaser reserves all rights to accept or reject any bid/proposal submitted in response to the Advertisement prior to acceptance, reasons will be communicated to the bidder on request.

3. **Bid Validity Period:**

Bid validity period 01 year and shall be started from **1st July 2026 to 30th June 2027.**

4. **Bid Security:**

Bid shall be accompanied by **Rs. 140,000/- Bid Security** of the total bid amount in the shape of Bank Draft/Call Deposit/Banker cheque in favour of Director General Misc. Receipt Fund, Civil Services Academy, Walton, Lahore, which is refundable on request, to the unsuccessful bidder (s) within **three weeks** of the finalization of tender process. Bid security of successful bidders will be returned on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee.

5. **Performance Guarantee.**

- i. The successful bidder shall deposit **10% of bid amount as “Performance Guarantee”** in shape of Bank Draft/Call Deposit/Banker Cheque in favour of Director General Misc. Receipt Fund, Civil Services Academy, Walton, Lahore, before signing of the contract and taking back **Rs. 140,000/- Bid Security**. Performance guarantee shall be retained by the Purchaser till completion of bid validity period under **Clause-4**.
- ii. The purchaser shall have right to forfeit the “Performance Guarantee”, if the contractor violates any of the terms and conditions of the Bid document/contract, except delay in provision the Bid document will be imposed.
- iii. Contractor shall be responsible for any of the damages caused by him to any property of CSA.
- iv. CSA authority has the right to rescind the contract and forfeit the security deposit in case of subletting, bribing or contractor becomes in-solvent.
- v. The disposal/ removal of all debris/dismantled material away from the CSA premises shall be contractor’s responsibility.
- vi. No Claim of contractor on account of fluctuation in rates will be entertained.
- vii. No alterations or additions shall be made by the bidders in the presented schedule of quantities.

6. **Evaluation Criteria:**

The detail of checklist is as under:

		Yes	No
i.	At least two years’ relevant experience with the government departments and well knowing organizations.		
ii.	Detail of relevant vehicles with registered latest model in excise and taxation office and equipment for garbage collection (i.e. Tractor Trolley, Loader bucket etc.).		
iii.	The bidder must own or possess the required machinery, including tractor(s)/loader(s), of a model not older than five (05) years from the date of submission of the bid. The bidder shall submit valid documentary proof of ownership of the machinery, along with the bid.		
iv.	The firm shall be registered with the relevant government bodies i.e. with FBR/ PRA/STRN and shall be active.		
v.	Registration incorporation certificates.		
vi.	Bank statement and satisfactory account maintenance certificate of the firm.		
vii.	The bidder (s) are required to furnish an Affidavit as per Annex-A along with their Bid Proposal, to the effect that the bidder (s) has not been blacklisted by any Provincial or Federal		

	Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan and they have not been involved in any litigation with any client during the last three years.		
viii.	The bidder (s) are required to furnish Bid Proposal Submission Forms as per Annex-B along with their Bid Proposals.		
ix.	The bidder (s) are required to furnish Bid Proposal Submission Form as per Annex-B . The Bid Proposal shall be accompanied by Rs. 140,000/- Bid Security of the total bid price as mentioned in Clause-5 of the Bid Document.		
x.	The bidder (s) are required to furnish Price Schedule as per Annex-C .		
xi.	The quoted price shall include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favour of the Purchaser, the contractor shall be bound to adjust the same in the Bid Proposal.		
xii.	In case of discrepancy between the cost/price quoted in words and in figures, the lower of the two shall be considered.		
xiii.	In evaluation of the price of items which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price shall be determined and considered inclusive of such duties and taxes.		
xiv.	The Purchaser shall not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the contractor.		

7. **Arbitration**

All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole Arbitrator i.e. Additional Director (Admin), Civil Services Academy, Walton, Lahore.

8. **Cancellation of Tender**

The Competent Authority reserves all rights to cancel the Tender at any stage. Reasons for such cancellation will be communicated on request.

CONTRACT

This CONTRACT is made on _____ **[Date]**, between **Civil Services Academy, Walton, Lahore** (the “Purchaser”), on the one part, and **Contractor [full legal name of Contractor]**, on the other part individually /severally liable to the Purchaser for all of the Contractor’s obligations under this Contract.

RECITALS

WHEREAS,

(a) The Purchaser has requested the Contractor to provide the services according to Bid Document.

and

(b) The Contractor, having represented to the Purchaser that it has the required professional skills, personnel and technical resources, has agreed to provide the services, on the terms and conditions set forth in this Contract and Bid document.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to provide the prescribed services at the time and in the manner, in conformity with the Terms & Conditions of the Contract and Bid document.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract price which may become payable, at the time and in the manner, in conformity with the provisions of the Contract and Bid document, in consideration of provide the services and complete satisfaction of the Purchaser.
3. The contractor shall provide the service at the rates as quoted in the proposal submitted by the contractor within a period of 05 days from issuance of purchase order.
4. The contractor shall solely be responsible for any discrepancy or damage to the academy.
5. **Bid security of Rs. 140,000/-** of the total Bid price by contractor in the shape of Bank Draft/Call Deposit/Banker Cheque in favour of Director General Misc. Receipt Fund, Civil Services Academy, Walton, Lahore will be returned to them on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee in shape of Bank Draft/Call Deposit/Banker Cheque. The “Performance Guarantee” shall be returned after the completion of “bid validity period under **Clause-3**”.
6. The purchaser shall have a right to forfeit the “Performance Guarantee”, if the contractor violates any of the terms and conditions of the bid document/contract, except delay for which liquidated damages under **Clause-2** of the Bid document shall be imposed.
7. There shall be no part payment. The payment shall only be made after the successful completion of the commitment made by the contractor in the Bid document and after

satisfactory supply of entire lot of the Tender Items.

8. All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole arbitrator i.e. Additional Director (Admin), Civil Services Academy, Walton, Lahore.
9. The terms and conditions mentioned in the Bid document shall be considered part and parcel of this contract agreement.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For [**Civil Services Academy**]
(the Purchaser)

For []

WITNESSES:

Name _____

Name _____

Signature _____

Signature _____

CNIC # _____

CNIC # _____

ANNEXURE-A

(On Stamp Paper)

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. We have not been blacklisted from any Government/Semi Government Department/Autonomous Body or Private Company/Organization.
2. We have not been involved in any litigation with any client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of bid document.
4. We understand that the Purchaser shall have the right, at its exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor (s).
5. It is certified that information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20____

Signature

(Company Seal)

In the capacity of _____

Duly authorized to sign bids for and on behalf of:

Bid Proposal Submission Form

[Location, Date]

To
Additional Director (Admin),
Civil Services Academy,
Walton, Lahore.

Dear Sir,

We, the undersigned, offer to provide the required services in accordance with your requirement/Tender Document No. 02 and our Proposal. We are hereby submitting our Bid Proposal sealed single envelope.

We, will provide the services in accordance as mentioned in Bid Document of Tender No. 02. Our attached Bid Proposal is for the sum of (insert amount in words and figures). This amount is inclusive of all taxes.

We undertake, if our Proposal is accepted, to provide the services in the bid document related to the assignment in specified time schedule.

Our Bid Proposal shall be binding upon us up to expiry of the validity period as per contract attached.

We understand you are not bound to accept any Proposal you receive.

We have studied the Tender document and shall fully abide by its terms & conditions.

Yours Sincerely,

Name and Designation of Signatory with official seal
Name of Firm

Address

PRICE SCHEDULE/ BID COST SHEET

S. No.	Description/Specifications/ Standards	Rate with all taxes	Rate with all taxes	Total Bid Cost/ Amount
1.	Removal of gardening waste, all debris / dismantled material and garbage from CSA and staff colony through tractor trolley (Size 12’x7’) and loader bucket on daily basis As demanded by “purchaser”	Per Day/ Per Trolley	Per Month	Per Year

Signature of authorized person

Name:

(Company Seal)

In the capacity of

Duly authorized

by

Note: No cutting or overwriting is allowed.

(Member)

(Member)

(Member)

(Member)

(Chairman)