DIRECTORATE OF PROCUREMENT & CONTRACTS

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No. Dir(P&C)/2332 Dated: 15-10-2026

MINUTES OF PRE-BID MEETING

Tender Title:

1. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 561 NO. WATER FILTRATION PLANTS IN DG KHAN DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS).)"*
2. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 671 NO.) WATER FILTRATION PLANTS IN FAISALABAD DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS)"*
3. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 478 NO. WATER FILTRATION PLANTS IN GUJRANWALA DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS)"*
4. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 227 NO. WATER FILTRATION PLANTS IN GUJRAT DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS)"*
5. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 1202 NO. WATER FILTRATION PLANTS IN LAHORE DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS)"*
6. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 930 NO. WATER FILTRATION PLANTS IN MULTAN DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS)*
7. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 379 NO. WATER FILTRATION PLANTS IN RAWALPINDI DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS)"*
8. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 488 NO. WATER FILTRATION PLANTS IN SAHIWAL DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS)"*
9. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 231 NO. WATER FILTRATION PLANTS IN SARGODHA DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS)"*
10. *"FRAMEWORK CONTRACT FOR PROVISION OF HUMAN RESOURCE & OPERATIONS AND MAINTENANCE OF 567 NO. WATER FILTRATION PLANTS IN BAHAWALPUR DIVISION FOR 04 MONTHS (EXTENDABLE FOR FURTHER 08 MONTHS)"*

The Pre-bid meeting of abovementioned tenders was held under the Chairpersonship of Director General (O&M), PSPA at the Committee Room of PSPA situated at 4th Floor, EFU House, Main Gulberg, Jail Road, Lahore at 11:30 AM on 13.10.2026. 15 Bidders participated in the above-mentioned Pre-Bid Meeting. Their Attendance is appended at **(F/A)**. The meeting commenced with

the recitation of Holy Quran, followed by welcoming remarks from the Chair. The Chair extended his gratitude to all members for their presence and showing their interes. The Director (P&C) then explained the project objective which was emphasized especially on provision of safe drinking water, not merely supplying water.

(2) Furthermore, he elucidated that the tender documents have been floated for an initial period of four (04) months, extendable by a further eight (08) months depending on the performance of prospective contractors. The Director (P&C) briefed thoroughly regarding all procurement proceedings including but not limited to Bid Security submission procedures through eP, technical evaluation criteria, payment modalities and contractual requirements. The HR deployment structure, attendance and salary payment requirements, applicable penalties, and reimbursement mechanism for EOBI/PESSI and HR salaries were also explained. Thereafter, the Chair opened the floor for discussion and queries of the participants. The queries and decisions are summarized below:

Sr no.	Participants Questions	Departmental Reply
1	A participant raised a query regarding the total duration of the contract and whether price variation/adjustment for POL products would be admissible during the extension period, keeping in view current POL price hikes.	The Chair clarified that tenders are initially floated for a period of four (04) months, extendable by a further eight (08) months. It was further explained that rates/prices shall remain fixed during the initial four-month period; however, for the extended period, price adjustments shall be allowed as per the following formula: **$P_n = A + b(B_n/B_o)$ wherein:** **A=85% B=15% B_o=Petrol (Hi-Super) price at the date of closing of tender B_n= Average monthly rate**

2	A participant highlighted operational issues regarding Bid Security submission on the newly implemented Punjab e-Procurement System (EPADS) and requested a detailed briefing/demonstration on the proper mechanism for uploading and submitting bid security instruments through the portal.	The Chair briefed the participants on the standard procedure for submitting bid security through the e-Procurement System (eP). Acknowledging the technical issues encountered on the (eP) portal, the Chair directed that appropriate flexibility be exercised during the evaluation/procurement proceedings in the event of genuine technical glitches, in accordance with the relevant PPRA legal framework and regulations.
3	A participant sought clarification regarding the minimum inventory required to be maintained for ensuring uninterrupted operation and timely replacement of components at the water filtration plants, including the specific items to be stocked.	The Chair clarified that the contractor shall maintain an inventory sufficient for two (02) months. Furthermore, the specific items required to be stocked were clarified with reference to the relevant provisions of the Bill of Quantities (BoQ).
4	A participant inquired as to who shall be responsible for conducting and bearing the cost of water-quality testing, as well as which laboratories are designated to be engaged for this purpose.	The Chair clarified that water-quality testing shall be conducted through accredited laboratories, such as PAFDA in collaboration with PFA, and arranged by the Client (PSPA). However, if test results indicate contamination or non-compliance, the contractor shall be required to adopt necessary corrective measures and bear the cost of subsequent re-testing from the aforementioned laboratories, in accordance with contractual requirements.
5	Participants raised concerns regarding the operational coverage of distant water filtration plants via maintenance vans, highlighting that excessive travel distances may adversely affect response times and the delivery of timely maintenance services.	The Chair declared that contractors are required to make effective arrangements to ensure service delivery in full compliance with the requirements set forth in the bidding documents.
6	Participants sought clarification regarding the applicability of the price-adjustment formula specifically its calculation and implementation during the Period of Operation (PoO) and requested that the relevant mechanism and applicable terms be clearly defined in the bidding documents.	Refer to the decision/clarification recorded under Sr. No. 01.
7	Participants sought clarification regarding the applicable standards and permissible limits to be followed for water-quality testing at the water filtration plants.	The Chair clarified that the Punjab Environmental Quality Standards (PEQS) shall be applicable for assessing water quality, and the contractor shall ensure full compliance with the prescribed standards in accordance with the relevant contractual requirements.

8	Participants sought clarification regarding the applicability of taxes on HR costs, as well as the mechanism for the reimbursement of HR-related statutory expenses, specifically EOBI and PESSI.	The Chair clarified that HR costs shall be processed on a reimbursement basis and treated as non-taxable, in accordance with the prescribed mechanism and applicable contractual provisions. Furthermore, reimbursement against EOBI and PESSI contributions shall be admissible only upon submission of documentary evidence confirming actual payment by the contractor; no reimbursement shall be made in the absence of such evidence.
9	Participants sought clarification regarding the prescribed working days, overtime requirements, uniform specifications for deployed human resources, the provision of mobile phones for operational coordination, and staffing arrangements for the security of water filtration plants.	The Chair declared that the contractors shall opt all measures to ensure the continuous service delivery of WFP's during gazetted holidays. Furthermore, the Chair advised the participant to hire such operators on WFP's who own their smart cell phones and is well versed with its operation for effectual contract management.
10	Participants sought clarification regarding the requirement to conduct a comprehensive survey of the handed-over water filtration plants within fifteen (15) days of handover.	The Chair clarified that the contractor shall be responsible for preparing a baseline inspection report of all handed-over water filtration plants (WFPs) through their own field survey, conducted in collaboration with the PSPA field team after the award of the Contract Agreement. The resulting report shall be submitted to the office of the Engineer-in-Charge, PSPA, for future reference.
11	Participants sought clarification regarding Health, Safety, and Environment (HSE) requirements and requested that the relevant provisions be explicitly incorporated into the Bill of Quantities (BoQ).	The Chair declared that the contractor shall manage all such Health, Safety, and Environment (HSE) expenses from the designated management cost.
12	Participants requested that the required qualifications and expertise for engineering personnel be broadened to explicitly include Electrical, Mechanical, Civil, Chemical, and Environmental Engineers.	The Chair agreed to the proposal for consideration and approved the relevant provision in the evaluation section of the bidding documents accordingly.

13	Participants requested that an appropriate cut-off date for the bank balance/credit limit certificate be considered to provide bidders with sufficient time to obtain the requisite documentation from the bank.	The Chair agreed to the request and clarified that the bank balance/credit limit certificate shall be valid from the date of publication of the tender notice up to 26th October 2026.
14	The participants observed that, under the evaluation criteria prescribed in the Bidding Documents, a bidder having no prior experience in the Operation & Maintenance (O&M) of Water Filtration Plants (WFPs) may still qualify.	The Authority acknowledged the concern raised by the participants and agreed to reconsider the evaluation criteria, particularly the weightage allocated to relevant experience in the O&M of Water Filtration Plants, to ensure that the criteria adequately assess the technical capability and relevant experience of bidders. Any revision, if deemed necessary, shall be incorporated into the Bidding Documents in accordance with the applicable procurement rules.
15	Participants expressed concerns regarding potential delays in payments by the Client arising from unfounded complaints, operator-related disputes, and other administrative issues. They highlighted that timely payment of salaries to deployed human resources is critical to ensure uninterrupted operations, particularly where HR costs are reimbursed by the Client.	The Chair acknowledged the concerns raised and declared that the Authority (PSPA) shall ensure the reimbursement of HR salaries within 07 working days subsequent to the submission from the Contractor along with required supporting documents to ensure timely disbursement of HR salaries of the upcoming month from Contractor. In case of delay in reimbursement of HR salaries by the Authority, the Contractor shall not be liable for any penalization for onward disbursement of HR salaries in upcoming / proceeding month till the reimbursement of previous salaries.
16	A participant inquired as to who shall bear the cost of replacement of WFP components in case of theft.	The Chair apprised that it is clearly stipulated in the Bidding Documents that the Framework O&M Contractor shall be responsible for the safety and security of all WFPs/PSPA installations falling under its jurisdiction. In case of theft of any WFP component, the concerned Framework O&M Contractor shall be liable to install a new component, as per specifications approved by the PSPA field team, at his own cost within a period of two (02) days. In case of delay in installation of new components against the stolen items, a penalty of Rs. 10,000/- per day shall be imposed on the Contractor.

17	The participants expressed concerns regarding the number of penalties stipulated in the Bidding Documents, their applicability, and the ceiling of the maximum penalty amount that may be imposed	The Chair acknowledged the concerns raised and clarified that the applicability of the penalty is restricted to Bill No. 02 of the Financial Bid only. Furthermore, the ceiling of the applicable penalty shall be 10% of the monthly amount of Bill No. 02.

Deputy Director (Finance)
Punjab Saaf Pani Authority

Director (Planning)
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Director (P&C)
Punjab Saaf Pani Authority

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15/1/2026