



# WALTON CANTONMENT BOARD

R.A Bazar, Ahmed Bukhsh Road, Lahore

Ph. # 042-99220406, Fax 042-99220161

Website: [info@wcb.gov.pk](mailto:info@wcb.gov.pk)

---

## BIDDING DOCUMENTS

**FOR THE WORK**

**SUPPLYING OF DIFFERENT**

**ARTICLES / ITEMS FOR**

**BEAUTIFICATION AND UPLIFT OF**

**WALTON CANTONMENT BOARD**

**AREA**

Price Rs.1500/- deposited vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

This “**Quotations Form**” is issued to M/S \_\_\_\_\_ for the under mentioned work.

**The**

\_\_\_\_\_

**Dear Sir,**

**I/We, hereby, quote rates for the following specified job / supplying of different articles / items for beautification and uplift of Walton Cantonment Board area (Design Attached)**

**GENERAL CONDITIONS**

- i). The quoted rates shall be inclusive of the allied costs of standard accessories required for supplying of different articles / items for beautification and uplift of Walton Cantonment Board area ( as per design / specification )
- ii). The quantum of work may be increased or decreased as per site requirement.
- iii). Minimum warranty of the accessories shall be 12 months
- iv). The successful bidder shall have to submit the performance warranty in this regard.
- v). Before execution of work, the sample of proposal will be examined and finalized by Cantonment Board / Engineering and Horticulture branch.
- vi). The successful bidder shall have executed an agreement with WCB for smooth performance of the job.
- vii). I/We abide by all the terms and conditions shown in the Tender Notice and shall also abide by all the terms and conditions as will be laid in the agreement should my / our quotation be accepted.

**Yours Faithfully**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

# Letter of Application

*[Letterhead paper of the Applicant, including full postal address, telephone no., fax no., telex no., cable and e-mail address]*

Date:.....

To:  
The Executive officer  
Walton Cantt Board Lahore.

**Dear Sir,**

1. Being duly authorized to represent and act on behalf of ..... (hereinafter “the Applicant”), and having reviewed and fully understood all the bidding information provided, the undersigned hereby apply to be a bidder for the supplying of different articles / items for beautification and uplift of Walton Cantonment Board area.
2. Attached to this letter are copies of original documents defining:
  - (a) the Applicant's legal status;
  - (b) the principal place of business; and
  - (c) the place of incorporation (for applicants who are corporations); or  
the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).  
Registration with Income Tax Department.
3. The Executive Officer Cantonment Board Walton and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by the Walton Can't Board Lahore or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. The Executive Officer Walton Cantonment Board, Lahore and its authorized representatives may contact the following persons for further informations, if needed.

Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
  - (a) bids by qualified applicants will be subject to verification of all information submitted for bid at the time of bidding;

- (b) The Executive Officer Walton Cantonment Board, Lahore reserves the right to:-
  - (i) amend the scope and value of any contract under this project; in such event bids will only be called from qualified bidders who meet the revised requirements; and
  - (ii) reject or accept any application, cancel the bidding process, and reject applications; and
- (c) The Executive Officer Walton Cantonment Board, Lahore shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.

6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

a) \_\_\_\_\_  
Signature

b) \_\_\_\_\_  
Name (For and on behalf of)

c) \_\_\_\_\_  
Designation

d) \_\_\_\_\_  
Seal

## General Information

*All firms applying for prequalification are requested to complete the information in this form.*

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration

## Details of Contracts of Similar Nature and Complexity

<i>Name of Applicant</i>
--------------------------

Use a separate sheet for each contract.

1.	Name of Contract
2.	Name of Employer
3.	Employer Address .....
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify ..... .....
5.	Contract Role (Tick One)  (a) Sole Contractor                      (b) Sub-Contractor                      (c) Partner in a joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract  Currency.....                      Currency.....                      Currency.....
7.	Equivalent in Pak / Rs.
8.	Date of Award
9.	Date of Completion
10	Contract Duration (Years ad Months)  _____ Years                      _____ Months

## REQUIREMENTS FOR REQUEST FOR PROPOSAL:

The firms must provide the following information / documents along with their bidding documents:-

1. The firms must provide their complete company profile (name, mailing address, certificate of registration with concerned professional body.
2. Copy of registration with Income Tax Department.
3. List of permanent professional staff.
4. lists of similar works complete by the firm during last three (05) years to be supported by documentary proof i.e. copy of work order/award of work.
5. Preference shall be given to the firm who has undertaken the maximum projects of similar nature of works.

## BID EVALUATION CRITERIA:

If any firm does not provide the data as per check list then the company profile of that firm will be considered for evaluation/shortlisting.

Following factors will be taken into account for evaluation:-

Description	Max Score
Experience and standing (5-No. Project, 12 marks for each project of same magnitude and nature otherwise proportionate marks)	60
Personnel	20
PowerPoint Presentation in detail with respect to design	20

After selecting a suitable assignment, corresponding weight is selected from the table below:

Similarity	Relative size of assignment		
	80% or more	50% - 79%	Less than 50%
<b>Strong Category</b> (Parks works having hard and soft landscape work)	1	0.75	0.30
<b>Medium Category</b> (RCC bridges, Road works i/c Bridges/ Fly over component, commercial swimming pool only with building works, play grounds, Building Construction works residential, commercial etc.)	0.50	0.35	0.150

<b>Weak Category</b> (Heavy and small Fabrication works i/c Fabrication of Bridges, Sewerage, Water Supply, Water Filtration plant, Landfill site works, Road carpeting, Parking, Irrigation works such as canal Lining etc.)	0.30	0.195	0.090
---	------	-------	-------

**Personnel:** Total marks for this section is as follow:

	Max Score
Educational qualifications	20
Number of years working on similar assignments	50
Number of projects on which similar tasks have been undertaken	30

For educational qualifications, 20 points / score will be awarded for a post- graduate or equivalent, 18 points / score for Bachelor's degree or equivalent. 0 points will be given for any degree below Bachelors.

A maximum of 50 points / score will be awarded for 10years' experience in the field of Landscape and magnitude of works, i.e. 5 per year.

A maximum of 30 points / score will be awarded for working in 10 projects of a Landscape and uplifting of Parks i.e. 3 marks per project.

The total score for the CV is added up to get T, after which the component score is calculated as follows:

$$\text{Component Score} = \frac{T}{100} \times 20$$

**Core Members of Team:** The following are the core members/experts of the team:  
Landscape Architect/ Horticulturist/ Agri engineer at least Bachelor degree (20)

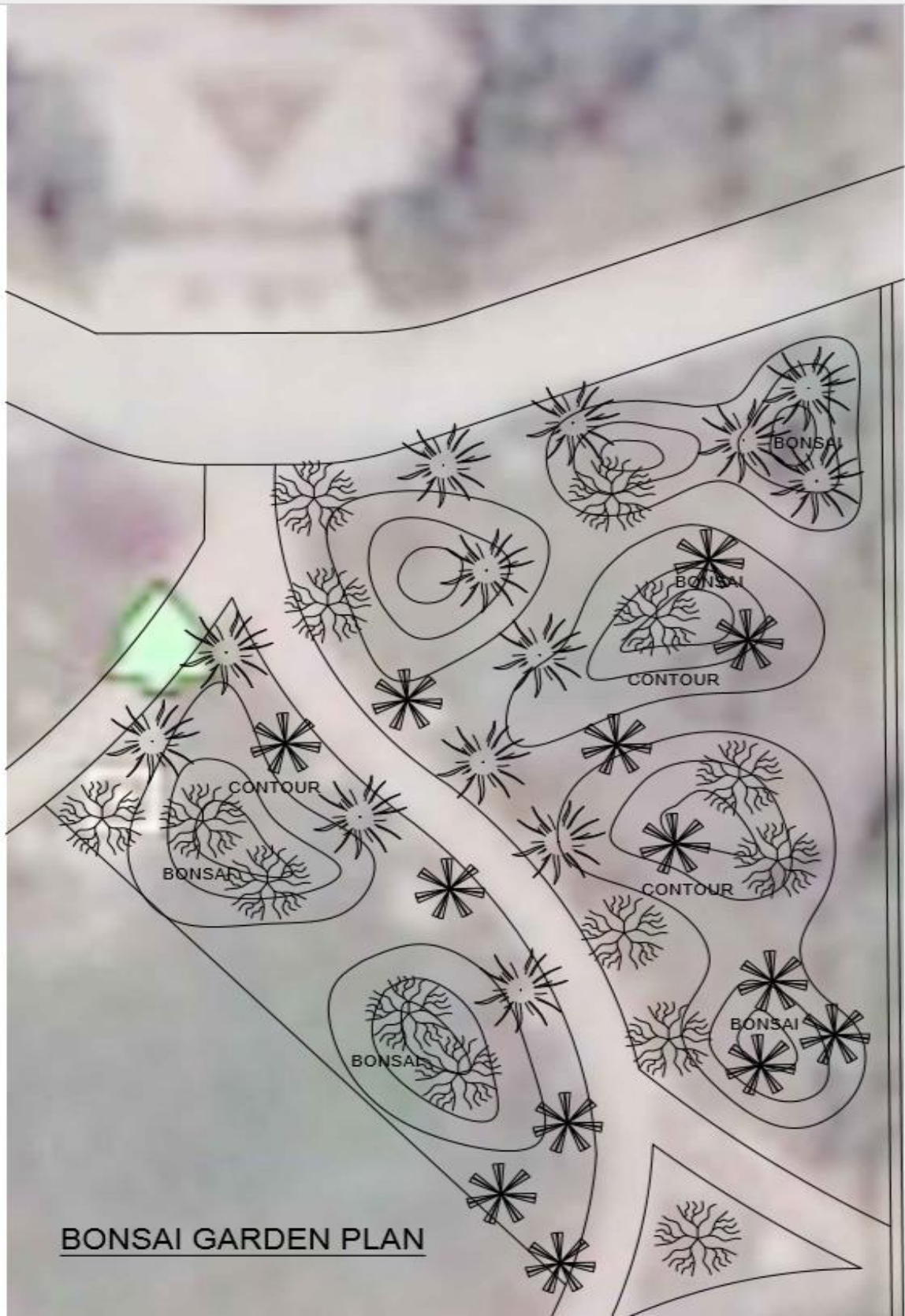


**BONSAI GARDEN**

<b>Sr.No.</b>	<b>Description</b>	<b>Unit</b>	<b>QTY</b>	<b>Rate</b>	<b>Amount</b>
	Area	Sft	6200		
1.	Filling sweet soil for contouring	Cft	7130		
2.	bonsai Thai (Large, medium & small)	No.	10		
3.	bonsai / topari Local (Large, medium & small)	No.	20		
4.	Grill topari (Large& medium)	No.	10		
5.	Grassing (carpeting fine Dhaka)	Sft	6200		
6.	Organic matter other than FYM	Cft	930		
7.	Iriseen herbistri (Blastic bags)	No.	10000		
8.	Stone Boulders	No.	10		
9.	Stepping Stones	No.	150		
				Total	

<b>Sr. #</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate</b>
<b>1</b>	<b>Development of Bonsai Garden at Cavalry Ground Park</b>	<b>01 Job</b>	

**SIGNATURE OF FIRM / COMPANY**



BONSAI GARDEN PLAN