SUKKUR ELECTRIC POWER COMPANAY

BIDDING DOCUMENTS

TENDER NO. 1393/26

FOR SUPPLY OF
BILL FORM (GEN), BILL FORM (MDI)

Bidding Opening Procedure: PPRA Rule 36 (a)
SINGLE STAGE SINGLE ENVELOPE

(For the purpose of this tender, all references to manual processes and manual submission of tender/bid should be deemed to have been replaced with the processes and procedures in pursuant to E-Pak Acquisition & Disposal System (EPADS) and defined in E-PAK Procurement Regulation, 2023.)

This completed Bidding Documents; along with Bid Security Instrument and all necessary documents for the responsiveness of the bid as specified in the bidding documents; shall be submitted / uploaded on PPRA's EPADS V2.0 Portal; before close of bid submission time.

Manager (Material Management) SEPCO
Old Thermal Power Station Old Sukkur
Phone: 071-9310798, 071-5620079
Fax: 071-9310797

AUGUST-2026

Bid Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITBs). Whenever there is a conflict, the provisions herein shall prevail over those in ITBs.

BDS Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

1.	<u>Name of Procuring Agency:</u> Sukkur Electric Supply Company (SEPCO) **<u>The subject of procurement is:</u>** **Supply of BILL FORM (GEN) & BILL FORM (MDI)**

Sr. No	Description	Unit	Quantity Sheets	Specifications Description
01	**Bill Form (General Batches)** A4 Size Indonesia Made Wood-Free High Finished Offset Paper of 80 GSM ± 5% tolerance in size (210 × 297 mm) to the extent of 2 mm. Top margin 5 mm and left margin 5 mm tolerance ± 0.5 mm. Micro perforated (A-5) printed on A-4 (2000 sheets/per Box). A box contains 2,000 No. A-4 sheets with 4,000 No. A-5 perforated bills. 2 bills per A4 Sheet (As per Sample)	No	3,600,000	At Annex-A
02	**Bill Form (MDI Batches)** **A4 Size Indonesia Made** Paper A4 Size Indonesia Made High Finished Offset paper of 80 GMS ± 5% tolerance in size (210 × 297 mm) to the extent of 2 mm and offset tolerance 1 mm. Micro perforated (A-5) printed on A-4 (2000 sheets/per Box). A box contains 2,000 No. A-4 sheets with 4,000 No. A-5 perforated bills. 2 bills per A4 Sheet (As per Sample)	No	360,000	

to be supplied on FCS basis (free Consignee Stores) at Regional Stores SEPCO (ROHRI & LARKANA) The loading/unloading of the goods shall be the responsibility of the Supplier.

<u>Period for delivery of goods:</u>
50% quantity shall be supplied within 30 days or earlier & Remaining 50% quantity shall be delivered from 31st to 60th days or earlier.

2.	Financial year for the operations of the Procuring Agency: 2026-27 Name of financing institution: SEPCO Name and identification number of the Contract: **Tender No. 1393/26**
3.	Maximum number of members in the joint venture, consortium or association shall be: Three

MATERIAL MANAGEMENT SUKKUR SEPCO

BIDDER SIGN STAMP

4.	The invitation to e-bid is open to pre-qualified/registered/ non-registered suppliers/manufacturers in SEPCO/DISCOs/NTDC/PPMC/WAPDA in relevant category who are registered with FBR and are on Active Taxpayers List. The procurement process would be as per Public Procurement Rule 36 (a) Single Stage One Envelope procedure.
5.	Ineligible countries are stated in the Bidding Documents.

B. Bidding Documents

6.	The Bidding Documents (BD) can be downloaded by interested bidders from the following link: https://epms.ppra.gov.pk/public/tenders/active-tenders?keyword=&tender_no=&closing_date=&tender_type=&procurement_category=1&sector=9&tender_nature=0&organization=44&country=&advertise_date_from=&advertise_date_to=&status=&city= The bidders shall download the Bidding Documents, duly fill, sign and stamp all pages of the same, and upload the scanned copy as part of their bid submission through EPADS V 2.0. In addition, the bidder shall also submit a hard copy of the Bidding Documents, duly signed and stamped, at the office of the Manager Material Management SEPCO Sukkur on or before the deadline for submission of bids. In case of any discrepancy between the uploaded (soft copy) and submitted hard copy, the submitted bid on EPADS V 2.0 shall prevail.
7.	The clarification can be sought on the EPADS portal.
8.	**Pre-Bid Meeting:** **Nil**

C. Preparation of Bids

10.	The Language of all correspondences and documents related to the Bid is: English
11.	**SAMPLE:** Sample Submission Clause The bidder shall submit five (05) samples each of MDI Bill Forms and General Bill Forms along with the bid at the time of submission. The submitted samples shall be evaluated for compliance with the required specifications, printing quality, paper quality, dimensions, and overall workmanship. Failure to submit the required samples along with the bid documents shall render the bid non-responsive and it may be rejected without further evaluation.
12.	Power of Attorney Authorizing the signatory of the bidder to submit the bid on the Company's Latter Head.
13.	The bidders will have to submit complete technical detail of the offered item including technical schedule and drawings.
14.	The bidder shall provide the following documents: - Per year manufacturing/Printing capacity. - Supply record of last three years. - Current contract commitment. - Bank statements for the last One year.

MANAGER MATERIAL MANAGEMENT SEPCO SUKKUR

BIDDER SIGN STAMP

<table>
<tr>
<td></td>
<td>
The following Clause is added:
A. Eligible Bidders
The bidding process shall be open to all bidders meeting the following eligibility criteria:
<ol type="i">
The bidder shall be a citizen of, or a legal entity duly incorporated and operating under the laws of, the Islamic Republic of Pakistan.
The bidder shall be a manufacturer, printer, or supplier of the offered Bill Forms/MDI Bill Forms, having relevant experience in printing and supply of similar items. Firms prequalified, registered, or enlisted with WAPDA, DISCOs, GENCOs, NTDC, PPMC, PITC, or any other Government/Semi-Government organization shall be eligible. However, non-registered firms may also participate, provided they fully meet the qualification and experience criteria specified in the bidding documents.
The bidder shall be duly registered with the Federal Board of Revenue (FBR) for Income Tax and Sales Tax (where applicable) and shall be appearing on the Active Taxpayers List (ATL) at the time of bid submission.
The bidder/manufacturer shall not have been blacklisted, debarred, or declared ineligible by WAPDA, DISCOs, NTDC, PPMC, PITC, or any Federal, Provincial, or other Government Department/Organization at the time of bidding. The bidder shall furnish an affidavit to this effect along with the bid. This version is suitable for inclusion in SEPCO/PPRA-compliant bidding documents.

B. Qualification of the Bidder
To be qualified for award, the Bidder shall meet the experience, capability and adequacy of resources as per criteria delineated herein:
Contractual Experience
<ol type="i">
The bidder/supplier must have demonstrated at least Two (2) numbers of contracts successfully completed as main supplier for similar item within the last five (5) years. The total quantity of contracts (i.e. sum of multiple contracts) shall at least be equal to or more than the quantity of contract for which the bid is submitted. In case of JV, all JV partners shall combinedly meet the said required experience.

Supply Capacity
The manufacturer shall provide the following information with the Bid to establish its capacity/capability to execute the order.
<ol type="i">
Manufacturing Capacity
Orders in hand
The manufacturing capacity of the Bidder should be at least equal to orders in hand and this order (if placed on it).

Note:- In case of new entrant following criteria shall apply:
The tenderer should submit the copy of educational / regular purchase order issued by any DISCOs along-with its completion and performance of supplied material in the light of specification / instructions / guidelines issued by Chief Engineer (D&S) NTDC Lahore letter No.3187-97 dated. 20.10.2015, otherwise your firm will be considered for educational order / non responsive.
</td>
</tr>
<tr>
<td>15.</td>
<td>The offered Bid prices shall be on FCS (Free Consignee Stores) at Regional Stores SEPCO (ROHRI & LARKANA) basis. The unloading of the goods shall be the responsibility of the Supplier.</td>
</tr>
<tr>
<td>16.</td>
<td>The quoted Prices shall be in PKR.</td>
</tr>
</table>

BIDDER SIGN STAMP

17.	**Bid Validity and Extension:** The Bid Validity Period shall be Ninety (90) days from the date of opening of bids. If, under exceptional circumstances, SEPCO is unable to complete the bid evaluation and award process within the initial bid validity period, it may, for reasons to be recorded in writing, request all bidders in writing to extend the validity of their bids for a further period. Such extension shall not exceed the period of the original bid validity, in accordance with Rule 26 of the Public Procurement Rules, 2004 (as amended from time to time). A bidder may accept or decline the request for extension without forfeiture of its Bid Security. However, a bidder agreeing to the extension shall also extend the validity of its Bid Security for the corresponding period. During the extended bid validity period, no change in the bid price or any other terms and conditions of the bid shall be permitted.
18.	**The amount of Bid Security shall be Rs. 236808/-**. The bid validity period for the aforementioned tender shall 90 days. The bank instrument shall remain valid for an additional 28 days beyond the validity date. The currency of the Bid Security shall be in PKR.
19.	Bid Securing Declaration is not allowed.
20.	The Bid Security shall be in PKR issued in favour of Chief Executive Officer (CEO) SEPCO and it shall be in the form as per the following: - A bank guarantee issued by a scheduled bank of Pakistan in the form provided in the Bidding Documents. - Call Deposit Receipt (CDR) **Note:** The bid security from any insurance company will not be acceptable in any case and the bid shall be liable for rejection.
21.	Alternative Bid is not allowed.
22.	Only bids on EPADS will be accepted.

D. Submission of Bids

23.	The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through EPADS v2.0 on or before Thursday, September 10, 2026 10:30 AM. E-bids will be opened on the same day at Thursday, September 10, 2026 11:00 AM, In addition, the bidder shall also submit a hard copy of the Bidding Documents, duly signed and stamped, at the office of the Manager Material Management SEPCO Sukkur on or before the deadline for submission of bids. In case of any discrepancy between the uploaded (soft copy) and submitted hard copy, the submitted bid on EPADS V 2.0 shall prevail.
24.	The deadline for Bid submission on EPAD is **Day: Thursday Date: 10.09.2026 Time: 10:30 A.M**

E. Opening and Evaluation of Bids

25.	The Bid opening on EPAD is **Day: Thursday Date: 10.09.2026 Time: 11:00 A.M**
26.	Opening of the e-bids does not mean that all the participating bidders are responsive.
27.	Only PKR currency is acceptable.

MANAGER MATERIAL MANAGEMENT SEPCO SUKKUR

BIDDER SIGN STAMP

28.	Technical and Commercial Evaluation/Comparison of bids shall be carried out on FCS (Free Consignee Stores) unit price basis (at Regional Store SEPCO ROHRI & LARKANA). The unloading of the goods shall be the responsibility of the Supplier). The material shall be supplied as per legitimate delivery schedule strictly according to specified specifications. any deviations in the tender specification shall be liable for the rejection of the tender. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the total Tender price entered in Form of Tender and the total shown in the Schedule of Prices. The amount stated in the Form of Tender will be corrected by the Purchaser/Engineer in accordance with the Corrected Schedule of Prices. If the Tenderer does not accept the corrected amount of Tender, his Tender shall be rejected and his Tender Security forfeited. Tenders indicating the delivery beyond the date specified in Tender Schedule shall be declared non-responsive. The bidder must be registered with Income Tax and Sales Tax Department.
29.	The comparison shall be made on the basis of FCS (Free Consignee Stores) at Regional Store SEPCO ROHRI & LARKANA. The unloading of the goods shall be the responsibility of the Supplier.
30.	The offered bid in addition to the relevant specification shall be evaluated by the procuring agency's evaluation committee as per PP Rule-4 *Principles of Procurement* especially in terms of quality, reliability , efficiency, economy and value for money etc.
31.	The evaluation shall be carried out as per ITB Clauses for bid currencies, Bid Securing Declaration, Examination of Terms and Conditions; Technical Evaluation, Abnormally Low Financial Bids, Criteria of award and Negotiations of BDS, NIT and Bidding documents on the basis of the eligibility of the supplier/manufacturer and the eligibility of goods. If eligible, the bidder will be selected on the least cost basis.
32.	Negotiations will be undertaken as per Public Procurement Rule 40.

F. Award of Contract

33.	The Percentage for quantity increase or decrease is 15% during the currency of the contract.
34.	Failure of the successful Bidder to comply with the requirements of ITB relevant clauses of performance guarantee, signing of contract, Issuance of PO, submission of integrity pact shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
35.	The Performance Security (or guarantee) shall be in the form of: - A bank guarantee issued by a scheduled bank of Pakistan in the form provided in the Bidding Documents. - Call Deposit Receipt (CDR) **Note:** The bid security from any insurance company will not be acceptable in any case and the bid shall be liable for rejection.
36.	The Arbitrator shall be appointed by mutual consent of both parties. Arbitration shall take place at SEPCO Sukkur.

MANAGER MATERIAL MANAGEMENT SUKKUR SEPCO

BIDDER SIGN STAMP

37.	**Following shall be added in Clause Mechanism of Blacklisting**: The debarment / blacklisting of firms / suppliers shall be as per PPRA Rule-19 (Amended todate). **The address of the Procuring Agency:** Manager Material Management, Sukkur Electric Power Company (SEPCO) Regional Head Quarter, Old Thermal Power Station Sukkur-Pakistan Direct: +92-719310798, P.N: +92-719310796 Email: arif.bhutto@sepco.com.pk Email: managermmsepco@gmail.com **The Address of PPRA to submit a copy of grievance:** Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority 1st Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254

BIDDER SIGN STAMP