

SECTION - VI

STANDARD FORMS

FOR

Single Stage One Envelope Procedure



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Form of Qualification Information

1. Individual Bidders or Individual Members of Joint Ventures

- 1.1 Constitution or legal status of Bidder: *[attach copy]*
 Place of registration: *[insert]*
 Principal place of business: *[insert]*
 Power of attorney of the signatory of Bid: *[attach]*
- 1.2 Total annual volume of Services performed in 3-5 years, in PKR specified in the Bid Data Sheet: *[insert]*
- 1.3 Services performed as prime Supplier on the provision of Services of a similar nature and volume over the last 3-5 years. The values should be indicated in the same currency used for Item 1.2 above. Also, list details of work underway or committed, including the expected completion date.

Project Name and Country	Name of Purchasing Agency and Contact Person	Type of Services provided and year of completion	Value of Contract
(a)			
(b)			
(c)			
(d)			

- 1.4 Major items of Supplier's Equipment proposed for carrying out the Services. List all information requested below. Refer also to ITB 13.3(c).

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			
(c)			
(d)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to ITB 13.3(d).

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			



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1.6 Proposed sub-contracts and firms involved. Refer to GCC 24.

Sections of the Services	Value of Sub-contract	Sub-contractor (Name and Address)	Experience in providing similar services
(a)			
(b)			

- 1.7 Financial reports for the last 3 years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.
- 1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB 3 of the bidding documents.
- 1.9 Name, address, telephone, telex, e-mail, and facsimile numbers of banks that may provide references if contacted by SEPCO.
- 1.10 Information regarding any litigation, current or within the last 5 years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
a)			
b)			

- 1.11 Information regarding Occupation Health and Safety Policy and Safety Records of the Bidder. Attach valid certificates.
- 1.12 Statement of compliance with the requirements of ITB 3.4.
- 1.13 Proposed Program (service work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.

2. Joint Ventures

- 2.1 The information listed in 1.11 - 1.12 above shall be provided for each member of the joint venture.
- 2.2 The information in 1.13 above shall be provided for the joint venture.
- 2.3 Attach the power of attorney of the signatory(ies) of the Bid authorizing the signature of the Bid on behalf of the joint venture.
- 2.4 Attach the Contract among all members of the joint venture (and which is legally binding on all members), which shows that
- all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - one of the members will be nominated as being in-charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all members of the joint venture; and
 - the execution of the entire Contract, including payment, shall be done exclusively with the member in charge.

3. Additional Requirements

- 3.1 Bidders should provide any additional information required in the Bid Data Sheet and to fulfill the requirements of ITB 12.1, if applicable.

We, the undersigned declare that

- The information contained in and attached to this form is true and accurate as of the date of bid submission *Or [delete statement which does not apply]*
- The originally submitted pre-qualification information remains essentially correct as of date of submission

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____



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To Whom It May Concern/CERTIFICATES

- i. It is certified that General Conditions of Contract for purchases by PPMC / WAPDA dated 12/08/1984 amended upto date and latest purchase procedure PPRA-2004 (amended to date) are acceptable / agreed.
- ii. It is certified that the material offered is in accordance with the latest WAPDA/ NTDC / PPMC / Tender Specifications (amended to date).
- iii. It is certified that Fixed Bid Security Amount as mentioned in bid schedule of the tender issued by a Scheduled Bank of Pakistan is attached with the bidding documents.
- iv. It is certified that the name of our firm exists on active tax payer list of FBR.
- v. It is certified that our firm is neither blacklisted / debarred nor in litigation with WAPDA / DISCOs / PPMC / PITC / GENCOs / NTDC / K.E at present.
- vi. It is certified that the Bid Validity, Bid Security, Delivery Period & Payment terms/conditions conform to the tender requirement/bidding documents.
- vii. Access to MDC is available at MDM. Bidder will be responsible to removed bugs in the MDC.
- viii. It is certified that representative(s) of SEPCO can visit the firm premises any time to check the manufacturing process as well as quality of material.

SIGNATURE OF BIDDERS

ADDRESS WITH OFFICE STAMP



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BID SECURITY FORM

To: Chief Executive Officer SEPCO

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated *[date of submission of Bid]* for the delivery of *[name and/or description of the goods]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE *[Name of Financial Institution]* of *[name of country]*, having our registered office at *[address of Financial Institution]* (hereinafter called "the Bank"), are bound unto *[name of SEPCO]* (hereinafter called "SEPCO") in the sum of *[amount]* for which payment well and truly to be made to the said SEPCO, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

The conditions of this obligation are:

1. If the Bid
 - (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
 - (b) Disagreement to arithmetical correction made to the Bid price; or
 - (c) having been notified of the acceptance of our Bid by SEPCO during the period of Bid Validity, (i) failure to sign the contract if required by SEPCO to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.
2. We undertake to pay to SEPCO up to the above amount upon receipt of its first written demand, without SEPCO having to substantiate its demand, provided that in its demand SEPCO states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Bid Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name: _____ in the capacity of _____
signed

[Signature of the Bank]

Dated on _____



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PERFORMANCE SECURITY (GUARANTEE) FORM

To: Chief Executive Officer SEPCO

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* to delivery *[description of goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[Name of bank or financial institution]

[Address]

[Date]



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INTEGRITY PACT**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE**

Contract Number: _____

Date: _____

Contract Title: _____

Contract Value: _____

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Buyer_____
Seller_____
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To Whom It May Concern

We (Company Name) hereby certify that we are not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a Public Sector Organization / Division / Ministry.



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Annexure-I**NON / INVOLVEMENT LITIGATION CERTIFICATE**

It is certified that M/s. _____ is not involved in the litigation in any court of law against Sukkur Electric Power Company (SEPCO) and other DISCOs / any formation of WAPDA till date.

If the firm (M/s. _____) is involved in any litigation against above organizations then provide one page brief alongwith following information on the prescribed proforma.

Name of DISCO / Formation	P.O / W.O	Dated	Item	Amount Involved (Rs.)		Reason for Litigation	Current Status with Attested Copies of the evidences (Under Process / Resolved / Stay Order / Arbitrations)
				Pending or Threatened	Resolved		

Net worth of the Firm ending latest fiscal year = _____
(Alongwith proof / documentary evidences of required net worth). Bank statement and FBR statement must be attached.

%age of pending or threatened litigation with respect to Net worth _____

In case of any information found incorrect from the above, SEPCO reserve the right to cancel our tender or prequalification and registration without assigning any reason what so ever and all consequences at our cost.



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SCHEDULE OF TECHNICAL DEVIATIONS

DEVIATIONS FROM TECHNICAL PROVISIONS

It is presumed that the tenderer shall not take any deviation. However, if he intends to take deviations to the specified terms, those must be listed in the space provided below:-

Sr. No.	Clause No. / Section No.	Deviations / Clarifications



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DEVIATIONS FROM CONTRACTUAL CONDITIONS

[illegible]

Page | 64

Manufacturer's Authorization

(This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the BDS.)

Date: [insert date of Bid submission]
Tender No.:

To: [insert complete name of Procuring Agency]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of (insert type of goods manufactured), having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a Bid the purpose of which is to provide the following Goods, manufactured by us insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: (insert complete name(s) of authorized representative (s) of the Manufacturer]

Title: [insert title]

Dated on _____ day of _____ [insert date of signing]



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Documents & Certificates to be submitted with the relevant Bid for Responsiveness of the Bid

Sr. No.	Description	Documents to be attached with	Mention Annex
1	Certificate that General Conditions of Contract for purchases by PEPCO / WAPDA dated 12/08/1984 amended up to date and latest purchase procedure PPRA-2004 (amended to date) are acceptable to the bidder and are hereby agreed to by the bidder.	Bidding Documents	Annex_____
2	The amount of Fixed Bid Security of tender (or as applicable if specified in the special condition above) issued by a Scheduled Bank of Pakistan has been attached alongwith bidding documents.	Bidding Documents	Annex_____
3	Certificate that the material offered is in accordance with the PEPCO / Tender Specifications amended to date.	Bidding Documents	Annex_____
4	Copy of letter of Prequalification for the material quoted in tender with DISCOs under relevant category of material.	Bidding Documents	Annex_____
5	Copy of Letter of Registration with PEPCO/ DISCOs under relevant category of material.	Bidding Documents	Annex_____
6	Technical data of the quoted items along-with PEPCO Standard Specification.	Bidding Documents	Annex_____
7	Literature in English giving out salient feature of the quoted items.	Bidding Documents	Annex_____
8	Copy of valid Prototype approval from Chief Engineer (S&S) NTDC, if applicable.	Bidding Documents	Annex_____
9	Declaration of fees, commission and brokerage etc. payable by the suppliers of goods, services and works in contracts worth Rs: 10 Million or More.	Bidding Documents	Annex_____
10	Satisfactory field performance of the firm against Educational / Regular P.O(s) during last 2-years (or as mentioned above) on the Proforma attached.	Bidding Documents	Annex_____
11	Copy of certificate of registration with Sales Tax Department along-with necessary undertaking that the name of your firm exists on active tax payer list of FBR.	Bidding Documents	Annex_____
12	Schedule of Technical Deviations (if any)	Bidding Documents	Annex_____
13	Schedule of Contractual Deviations (if any)	Bidding Documents	Annex_____
14	Certificate that the firm is not involved in litigation against SEPCO / DISCOs / Any Other WAPDA Formation.		
15	The bidder must be attached a Declaration of Beneficial Owner's Information of Public Procurement Contract Awarded Regulations 2022 on the prescribed Proforma attached for all procurement contracts worth Rs.50-Million and above.		

Note: All above certificates / documents should be attached / signed / properly filled by the firm with submitted Bid. Any document missed or instructions not complied with will lead to non-responsiveness of bid.

Signature of Bidder _____

M/s _____



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