

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Registration Procedure First Edition.

October, 1976

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

The Pakistan Water and Power Development Authority is pleased to lay down the Registration procedure to be followed by Wapda w.e.f. 23-10-1976 for registration/renewal of suppliers in Wapda.

By Order of the Authority

(Masud Ahmad)
Chief Engineer
Purchase & Disposal

Lahore 23-10-1976

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Wapda Registration Procedure

CHAPTER-I

1. DEFINITION

- 1.1 Authority – For the purpose of Registration Procedure the Authority means Member (Finance) or any other Member acting as such.
- 1.2 Competent Authority – The competent authority for according approval of registration is Chief Engineer, Purchase and Disposal when acting as Convener of the Registration Committee.
- 1.3 Registration- It is a legal written approval of the competent Authority, given on behalf of Wapda after completion of all formalities to firms for supply of indigenous stores and to Agents-to-Foreign Principals for the supply of imported stores to Wapda.
- 1.4 Provisional Registration. - It is a legal written approval to a firm of great repute or potential for the supply stores against a particular contract without being formally registered with Wapda. It is granted with the prior approval of the Chief Engineer, Purchase and Disposal when certain stores are either not procurable or adequate competition is not expected from the registered firms and the urgency of demand does not allow time required for normal registration i.e. vetting of documents inspection of premises, bank report and Police verification.
- 1.5 Approved Suppliers – The terms approved suppliers means Manufacturers / Fabrications, Agents-to-Foreign Principals, Stockists and General Order suppliers who have been formally authorised through a legal written order by the competent authority, to participate in Tenders/Quotations invited by various Wapda formations for supply of materials for which they are registered.
- 1.6 Principals. – A foreign organization firm or establishment located outside Pakistan who are Manufacturers of materials, and / or sole authorised exporters of materials manufactured by foreign manufacturers.
- 1.7 Agency Agreement – A legal written document containing qualification and capabilities of the Principals duly supported by documents if applicable outlining the terms and conditions of the agency agreement fixing a definite period as to validity and signed by both i.e. Foreign Principals as well as the local agent firm.

- 1.8 Sole Agent – A local firm authorized exclusively by a Foreign Principal to sell their entire products/suppliers in ht entire territory of Pakistan. No local agent for indigenous stores will be registered accepted the sole local agent of Pharmaceutical Products.
- 1.9 Additional Indexation/Registration. – A legal written order by the competent authority to include/add more items/principals in the registration sphere of an already registered firm after completing the required formalities.
- 1.10 Deletion of Principal Items. – It is a legal written order for deleting the principal and /or items for which the are registered.
- 1.11 Blacklisting – It is a legal written order, passed by C.E (P&D) Wapda, to debar a particular firm from participating in all the supply activity. All other Government Departments are also informed to take a similar action against the effected firm.
- 1.12 Removal – It is a legal written order by C.E (P & D) Wapda to remove the name of a registered firm form the list of approved contractors. No Purchase Orders will be placed on such a firm. They are disallowed to participate in all supply activities in further with the Wapda. This punishment is slightly less severe than “Blacklisting” as it affects a firms dealing with the Wapda only and that the firm may deal with other Government Departments.
- 1.13 Embargo -- Legal written order passed by the C.E. (P & D) Wapda to debar a firm from receiving orders and taking part in supply activities, for a specified period with Wapda.

6. REGISTRATION

- 3.1 Classification of firms for the purpose of registration. --- Registration of firm will be in the following four categories:-
 - a) Indigenous Manufacturers / Fabricators,
 - b) Agents to Foreign Principals.
 - c) Stockists,
 - d) General Order Suppliers.
- .2 Financial limit of registered firms. – while according approval of registration, the competent authority will also prescribe financial limit of the firm up to which it can handle any individual Purchase Order. It will be based mainly on the financial status of the firm.
- .3 Registration Fee. – Registration fee (non-refundable) shall be charged for each of the four categories at the rate to be fixed by Authority from time to time.
- .4 Registration Committee.—All applications as per Annexure “B” received for registration shall be considered by a Registration Committee comprising as under: -

1) Chief Engineer (Purchase & Disposal)	Convener
2) Chief Engineer (Design)	Member
3) Superintending Engineer (Mechanical)	Member
4) Director Procurement (Power)	Member
5) Assistant Director (Registration)	Secretary

6. REGISTRATION

- 3.1 Preliminary Applications. – Application for registration shall be invited in the months of June and December every year through the press. These applications shall be submitted on plain paper/letter head of the firm indicating the category in which registration is desired.
- 3.2 Notice to deposit fee. – On receipt of preliminary applications notice (as per Annexure “A”) shall be issued to all applicant firms to deposit registration fee.
- 3.3 Issue of Application Form.—Application form as per Annexure “B” will be issued to the firms producing Bank Draft or Deposit Challan for Rs.1,000/-.
- 3.4 Documents to be submitted with the application form.
- 3.4.1 Demand to submitted by all applicant firms.
- I. Declaration of sole Proprietorship/Partnership Deed Article of Association as the case may be
 - II. Bank certificate regarding financial stability / capacity.
 - III. Income Tax Registration Certificate with T.I.R. G.I.R No. and amount of the latest assessment.
 - IV. Attested Photostat copies of latest Electricity charges bill with receipt of payment if Wapda consumer.
 - V. Attested Photostat copies of letter(s) of registration with other Government / Semi Government Organization (s).
- 3.4.2 Additional documents to be submitted by Agent to Foreign Principals.

Original Agency agreement (along with a Photostat copy) executed between the applicant firm and its Foreign Principals, duly authenticated as under by the Commercial Attach/Trade Mission of the country concerned in Pakistan.

“Certified that M/s _____ are bonafide manufacturers of the material stated in this agreement executed with their Pakistan Agents M/s _____”

OR

“Certified that M/s _____ are the sole exporters from (country) _____ of the material sated in the agreement executed with their Pakistani Agents M/s _____ in our country.”

- 3.4.3 Additional documents to be submitted by Manufacturers Fabricators
- I. Letter of registration of factory under the Factory's Act.
 - II. Ownership Deed/Lease Deed if the factory is owned or has been obtained on lease by the firm.
 - III. Latest receipt treasury challans for payment of excise duty/sales tax into Government treasury.

6. RECEIPT AND SCRUTINY OF APPLICATION.

- 4.1 All applications shall be sent to Chief Engineer, Purchase and Disposal 7th Floor, Wapda House, Lahore. These will be scrutinized and checked for completion of the information contained therein and the documents attached therewith.

4.2 In order to ensure that the firms when registered would handle Wapda suppliers successfully, their financial capacity/stability will be ascertained by getting a "Pen Picture" of the firm from its bankers through Head/Regional Zonal Office in addition to getting their "Bank Statement" showing all transactions for the last one year. The firm will also be directed to furnish attested copies of statements/paid up challans of "Income Tax" paid by the firm during the last three years.

5. INSPECTION OF FIRM'S PREMISES

On completion of all documents inspection of firm's premises will be carried out by the authorized representatives of the C.E (P&D) C.E. Design (Power) and C.E. (I and S) and a report will be submitted as per Annexure "C-1" or "C-2" as the case may be.

6. APPROVAL OF REGISTRATION

After above formalities have been completed, applications will be placed before the Registration Committee for consideration. Approved firms shall be notified through a letter of registration as per Annexure "D".

7. PERIOD OF APPROVAL / REGISTRATION

The approval or registration will be valid from the date of issue of letter of Registration till the end of the financial year in which the letter of Registration is issued irrespective of the period left for operation during that financial year.

8. RENEWAL OF REGISTRATION

- 8.1 Applications for renewal of registration will be received from 15th April to 31st May every year. Such application will not be entertained in the month of June or thereafter till the next renewal period starting from 15th April except under very special circumstance subject to acceptance of the justification by the competent authority.
- 8.2 Renewal will be granted on the year to year basis for the duration of each financial year.
- 8.3 Renewal fee shall be charged as fixed by the Authority from time to time
- 8.4 The grant of renewal by the Registration Committee shall be subject to satisfactory performance of the firm in the previous year. For the purpose a performance report will be prepared as Annexure "E" in the office Chief Engineer, P and D for placing before the Registration Committee.

9. PROVISIONAL REGISTRATION

Since the formal registration procedure takes a long time to finalise the provisional registration of a firm may be allowed by the approval of the Chief Engineer, Purchase and Disposal for a particular contract only if

the stores are urgently required and either these cannot be obtained from the Registered firms, and or at reasonable rates.

10. PERIODICAL REVIEW OF ALREADY REGISTERED FIRMS

A periodical review will be carried out by Assistant Director, Registration at least once a year and the firms who continuously show lack of interest in obtaining contract and persist in ignoring the terms and conditions under which they were registered will be recommended to the Registration Committee for removal from approved list.

CHAPTER II

BLACKLISTING/REMOVAL OF FIRMS OR INDIVIDUALS

1. **Deletion of particular items from the Registration spheres—**
It is a legal written order to amend the original registration letter of the firm by deleting particular item/items and debarring the firm from receiving orders and participating in the supply activities for those particular item/items so deleted.
2. **Deletion of Foreign Principal –** It is a legal written order to amend the original registration/additional indexation letter thereby debarring the firm from receiving orders and participating in the supply activities on behalf of the particular principal.
3. **Approval. --** Firm/individuals will be "Blacklisted" Removed and placed on Embargo with the approval of Registration Committee. Blacklisting of firms will be published in Wapda Weekly and the information will be conveyed by circular to other Government Department also.
4. **Disciplinary. –** Action against the firm i.e Blacklisting. Removal and Embargo will be processed and coordinated by Registration Section upon receipt of reports from the complainant formation of Wapda.
5. **Cause of Blacklisting –** The following are the cause of Blacklisting:-
 - a) Making false statements and allegations to gain undue advantage.
 - b) Commission of fraud.
 - c) Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of a trademark, securing fraudulent registration, giving false evidence, furnishing of false information of serious nature.
6. **Period of Debarment of Blacklisting Firms.**
The Blacklisting shall be for a reasonable specified period of time commensurate with the seriousness of the cause. As a general rule, the period shall not exceed three years. In the event debarment is preceded by embargo when the matter is under enquiry, consideration shall be given to such period suspension in determining the period of debarment for

blacklisting the complainant formation which recommended blacklisting should review all the facts and circumstances relating to the debarment. The blacklisted firms shall stand removed from the penalty at the expiration of the specified period unless it is determined by Registration Committee that debarment for an additional period is required in order to protect the Wapda's interest for the basis recommendation made by the complainant after review of the facts relating to original debarment.

6. **Debarring may include** all known affiliated connection and individuals. Business concerns are considered affiliated each other when either directly or indirectly one concern or individual controls or has the power to control another, or a third concern has the power to control both.
7. **A decision to include known** affiliates in a proposed debarment will be determined by Registration Committee on a case-to-case basis on the recommendation of the complainant formation concerned.
8. **The fraud or crime** conduct of an individual may be imputed to be business firm with which he is connected when the impropriety involved was performed in the course of official duty or with the knowledge or approval of the business firm.
9. **Notice of Debarment.** Before decision of Registration Committee has been arrived at the firm or individual and its known affiliates concerned shall be furnished with a written show-cause notice of the proposed debarment stating:-
 - a) The fact that blacklisting is being considered.
 - b) The reasons for the proposed action.
 - c) The period to be afforded to the firm to present information for consideration.

The Notice will be circulated to the complainant formation and that during the period for which the matter is under consideration bids and proposals will not be considered from the firm or individual and if received will not be considered. Registration Section will intimate this to all other formations soon after decision has been approved by Registration Committee.

10. Plea against the proposed debarment may be presented by the firm in writing or through representation. The period of time to be afforded to present the plea for consideration shall be limited to 15 days unless for cogent reasons/request for extension of time made by Firm is accepted by the Chief Engineer, Purchase and Disposal.
11. When no additional time is requested or the request is rejected by Chief Engineer, Purchase and Disposal the debarment determination including notice to the firm or individual and known affiliates involved shall be completed as soon as possible and referred to Registration Committee orders blacklisting a notice will then it served on the firm. If debarment is affected, the firm or individual shall be notified in writing within 10 days after determination by Registration Committee indicating:-
 - a) Reason for Blacklisting
 - b) State the period of debarment including effective dates and
 - c) That the debarment is effective throughout the Wapda.
12. Copies of the notice of blacklisting (and of any removals) shall be furnished to all appropriate Government Department and Directorate of Procurement of Army.

13. Action after Firms are placed on Blacklist: All other Government Departments and Directorate of Procurement (Army) will be informed immediately a firm is blacklisted. The contracts already placed for which necessary approval of the competent purchase authorities has already been obtained subject to approval of the Registration Committee, these will be executed by the firm concerned in accordance with the terms and conditions thereof.
14. For the quotations which have been opened or likely to be opened against tenders issued so far the offer received from the firm concerned will be ignored and fresh quotations not opened at all thus considering these as disqualified.
15. No fresh tender will of course be issued to the firm
16. A separate register will be maintained for firms blacklisted indicating reasons and period.

REMOVAL OF FIRMS

Assessment of Factors

17. The removal of a registered firm from the list of approved firms is a drastic action which must be based upon adequate evidence, consideration should be given to how much credible information is available its reasonableness in view of surrounding circumstances and inference which may be drawn from the existence or absence of affirmative facts. The assessment should include an examination of basic documents, such as contracts, inspection reports and correspondence.
18. Causes of Removal
With the approval of Registration Committee a firm / individual may be removed from the list of registered firms as an administrative action for following reasons: -
 - a) Forwarding quotations knowing his incapacity, technically or financially to meet the invitation to tender requirements.
 - b) Repeatedly (at least on four consecutive occasions) dispatching tender quotations late so that these reach after the date and time of opening of tenders.
 - c) Failure to quote in response to invitation to tender on six successive occasions and not to return the tender form even of "NOT" quoted.
 - d) Submission of four successive quotations all of which are fifty percent or above the quotation ultimately accepted.
 - e) Failure to deposit renewal fee.
 - f) Misconduct i.e. failure to proceed with the signed contract, withdrawal of the commitment, quoting ridiculously low and then withdrawing the offer and not responding to written communication etc.
 - g) Repeated failure to observe the instructions given in tender forms including schedule thereto.
 - h) Failure to perform a contract(s) satisfactorily in accordance with the contractual obligations which in the opinion of competent authority was due to exclusive fault of the suppliers.

- i) Any ground which in the opinion of the Registration Committee renders the retention of the contractor(s) name on the list of approved contractors undesirable in the public interest.

Period of Removal

19. The period will not be less than 24 months, thereafter on representation of the firm the case be reviewed by the Registration Committee. The reasons for reinstatement or otherwise would be recorded for consideration and orders of Registration Committee. If the firm is to be reinstated the firm will have to pay the registration fee for fresh registration and complete the requisite documents.

Scope of Removal

20. The information in respect of removal will be intimated to all the formations of Wapda, indicating reasons for the action taken by Registration Committee.

Notice of Removal and Action till Removed

21. The firm or individual concerned shall be furnished a written notice and asked to furnish their plea against proposed action within 15 days of receipt of notice. The notice shall include: -

- a) Comments of other formations about performance of the respective firms.
- b) In the event of non-receipt of a reply within the specified period, action as proposed will be proceeded with and no representation thereafter will be accepted.
- c) The removal from the list of Registered Firms is based on information that the firm or individual has committed irregularities of a serious nature in business dealings with the Government or that it is based on irregularities which seriously reflect on the propriety of further dealing of the firm or individual with the Government together with a description of the nature of these irregularities, in general terms without disclosing the Government's evidence.
- d) In case the reply is found unsatisfactory and that other formations have also given unfavourable comments. Registration Section will forward the case to Registration Committee for approval.

Notice of Action Taken

22. After determination of the case for removal by Registration Committee the supplier concerned shall be information within 10 days of the decision by Registration Section. All other Wapda purchasing Agencies will also be informed simultaneously.

Action after firm is Removed form the list.

24. The contracts already placed or for which the necessary approval of the competent purchase authorities has already been obtained will be executed by the firm concerned in accordance with the terms and

conditions there of subject to discretion of the Chief Engineer Purchase and Disposal.

25. Quotations/offers which have been opened or are likely to be opened against tenders issued so far will be ignored. Fresh quotations will not be opened at all thus considering them as disqualification.
26. No fresh tenders will be issued to the firm.
27. A separate register will be maintained for the firms "Removed" indicating reasons, and No. and date of letter under which removed.

EMBARGO OF FIRMS

Embargo

28. This is the mildest punishment for debarment of a firm for minor offences which are not covered under provisions of Blacklisting or Removal but require to be taken notice of by the Purchase Agency to enforce business ethics on the part of contractors.
29. This punishment will be awarded for a fixed period but not less than six months. Before taking any action however a Show-Cause Notice will be served by C.E. (P&D) and comments will be obtained from the complainant formation also.
30. All the other conditions as laid down in para 22 will be applicable in this case also.
31. All register will be maintained for firms placed on Embargo indicating reasons and period.

RE-REGISTRATION OF REMOVED FIRMS

32. Firm so removed may be re-registered after at least one year from the date of their removal. Following conditions will be fulfilled.
 - a) The firm is interested in registration and applied for the same in writing.
 - b) Pays full registration fee.
 - c) Complete requisite documents if not already done.
 - d) The complainant formation who recommended the original removal of the firm not only gives his no objection but also recommends their case.
 - e) Registration Committees approval is obtained.

ANNEXURE "A"

WATER AND POWER DEVELOPMENT AUTHORITY
PURCHASE AND DISPOSAL
(REGISTRATION WING)

Phone: 69911/210
Grams: WAPDAPURCH

G-70, Wapda House,
Lahore.

No.CEP/Reg(G-F)/

Dated: _____

NOTICE TO DEPOSIT REGISTRATION FEE

M/s _____

Subject: - **REGISTRATION AS APPROVED SUPPLIERS TO WAPDA**

Dear Sirs,

Please refer to your preliminary application No. _____
Dated: _____ .

Please send to this office Bank Draft for Rs.1,000 towards payment of registration fee. The draft should be in favour of Chief Engineer, Purchase and Disposal, Wapda, Lahore payable at Habib Bank Ltd. Wapda Branch, Lahore. Alternatively the said amount may be deposited in cash in the above mentioned bank after getting Bank Challan verified from this office.

Please note that registration fee of Rs.1,000 is not refundable to you under any circumstances, i.e even if your firm is not approved for registration.

On production of Bank Draft/Receipt Bank Challan prescribed application from will be issued to you for completion.

Yours faithfully,

Assistant Director, Registration
For Chief Engineer, Purchase and Disposal

WATER AND POWER DEVELOPMENT AUTHORITY
PURCHASE AND DISPOSAL
(REGISTRATION WING)

Phone: 69911/210
Grams: WAPDAPURCH

G-70, Wapda House,
Lahore.

No.CEP/Reg(G-F)/

Dated:_____

NOTICE TO DEPOSIT REGISTRATION FEE

A. Serial No. of Application Form_____

This Application Form has been sold to:

M/s_____

Against Bank Draft/Receipt Bank Challan No._____

Assistant Director Registration for
Seal-----Chief Engineer, Purchase and Disposal
Wapda House, Lahore.

.....
B. TERMS AND CONDITIONS:

- 1) The sum of Rs.1000 (Rs. One thousand) only deposited by the firm towards Registration is Non-refundable.
- 2) Registration is subject to be terms and conditions which may be imposed by the authority from time to time.
- 3) The renewal of this registration irrespective of the date of registration is to be applied for between 15th of April and 31st May every year for the next financial year starting 1st of July.
- 4) This registration will be valid from the date of issued to the end of the financial year during which registration is approved.
- 5) Application for renewal must accompany the renewal fee of Rs.250 which should be paid in cash in the Habib Bank Ltd. Wapda House, Branch, Lahore (after getting the Bank Challan verified from this office or through a scheduled Bank Draft or crossed cheque of a Bank in Lahore, payable to Chief Engineer (P and D) Wapda, Lahore). Failure to pay renewal fee by the due date i.e. 31st May will render the registration cancelled automatically.
- 6) This office reserves the rights to modify or cancel the registration at any time without assigning any reasons.
- 7) Generally our enquiries for purchase of material is notified in Wapda Weekly published by D.P.R. Wapda advertised in leading newspapers and displayed on the Notice Boards in respective Wapda formations. Individual intimations to this effect are not guaranteed.
- 8) In case any information given by the firm in Part D of this application is found incorrect at any stage after registration the registration of the firm will be cancelled and the firm will be blacklisted for entire wapda and all

other Government departments and autonomous / semi-autonomous bodies will also be apprised of the fact.

- 9) Only one category shall be applied for in one application.

C: INSTRUCTION FOR FILLING UP PART D:

1. In case the space provided is not sufficient separate sheets should be attached.
2. All the relevant information and documents required should be furnished in the first instance. Applications with incomplete information or lacking in documents shall not be normally considered, unless detailed justification is given for the late submission of balance information and documents.
3. In case of any incorrect information the application is liable to be rejected and the registration fee forfeited and an embargo will be imposed for one year.

D: PARTICULARS TO BE FILLED IN BY THE APPLICANT

1. General Information:

1. Name of firm with status i.e. whether sole proprietary, partnership, limited liability concern _____
2. Police Station _____
3. Registered telegraphic address _____
4. Official address with telephone No. _____
5. Name of Sole Proprietor / Managing Director _____
6. Date of Establishment of the Firm _____
7. Address of Branch Office, if any _____
8. Telephone No. of Branch office, if any _____
9. Financial status supported by Bank Certificate _____
10. Particulars of whole time and part time technical and non-technical personnel engaged by the firm indicating their names, nationality, religion, qualifications, experience and length of service with the firm

11. Name and address of Foreign Principals / Associates if any

12. Name attested photograph and signature of the person authorized to sign correspondence on behalf of the firm _____
13. Category for which registration is sought:
 - a) Manufacturers / Fabricators.
 - b) Agents to Foreign Principals.
 - c) Stockists.
 - d) General Order Suppliers.

(Note – Write only one category)

14. Description of materials pertaining to the category being applied for

15. Are you registered with C.C I and E? If so what is your category for the stores for which your are registered _____
16. Whether registered under the Development of Industries Rule, 1950 (as amended from time to time). _____
17. Whether the firm / factory etc. is being run with money/assets borrowed from somebody else, Government Department or Bank etc? If so give full details _____
18. Was the firm over blacklisted by any Government or Semi-Government organization? If so indicate when why and for how long? _____

II. Business Particulars for all Categories.

1. Year wise list of contracts of suppliers executed during the past three years indicating category of articles supplied contract period value and contracting authority _____
2. List of supply order in hand with brief description of items to be supplied or being supplied _____
3. Has the firm ever failed to complete any contract? If so full particulars should be indicated _____
4. Has the firm over obtained extension for the completion of any contract? If so particulars about work value and contracting authority be indicated _____
5. Has the firm ever taken recourse to litigation for settlement of any claim/dispute arising out of a contract? If so full details be given

III. Additional Particulars from Manufacturers / Fabricators only

1. Name of Factory
2. Location and address with telephone No.
3. Date of establishment
4. Name(s) of owner(s)
5. Name of Manager, attested photographs and signatures.
6. Registration No. under the Factories Act.
7. Description of products ordinarily manufactured in the factory.
8. Details of machinery installed.

Type of Machine with No.	Country of origin	Approx. value	Production capacity of the machine
--------------------------	-------------------	---------------	------------------------------------

- a)
- b)
- c)
- d)
- e)
- f)

9. Testing facilities and equipment available in the factory.
10. Provision of a Bond Room in the factory.

11. Particulars of factory employees, with name nationality, religion, designation, qualification, experience and length of service with the factory.
12. Electricity connection particulars i.e. name of consumer, Consumer A/C No. Electricity Sub-Division and Division concerned.
13. Particulars of materials previously supplied to Wapda during the last three years, indicating contract/purchase Order No. materials, quantity and value.
14. Particulars, as above, of material supplied to organization other than Wapda during the last three years.
15. Were the materials referred to in paras 13 and 14 manufactured entirely in the manufacturer's own factory or arranged from elsewhere?
16. What arrangements does the factory have for "Quality Control" of its products?
17. Has the manufacturer ever failed to complete the supply of contract? If so, details may be stated.
18. Was the factory ever leased out to any other party? If so, details may be given.
19. Has the manufacturer ever taken any supply cases to the Court of Law? If so, details may be given.
 - a) Under Factory Act.
 - b) Under Import Trade Control.
 - c) Under Sales Tax.
 - d) Under Income Tax.
 - e) With Directorate of Procurement (Army)
 - f) Textile Commissioner.

15. **Any other remarks you wish to make and give production capacity.**
16. **Recommendations.**

Inspector(s)

Dated: _____

- a) _____
- b) _____
- c) _____
- d) _____

INSPECTION REPORT
ALL CATEGORIES EXCEPT
MANUFACTURERS / FABRICATORS

1. Date of visit.
2. Name address and Telephone (a) Office
Number of the concern:- (b) Godwon
3. Type of concern, state whichever is applicable, Private / Partnership / Public limited / Cooperative.
4. Name of owner / chairman/ partners / managing director etc.
5. What do they supply for commercial consumption?
6. What Wapda Stores the firm desire to be registered for (List all)
7. Which stores in your opinion the firm can supply form its available resources / stocks
8. What is total area of Godown
9. Have they supplied any stores against Wapda Contracts previously? If so what and against which contract.
10. Whether the firm is registered with the following. If so give registration number and date.
 - a) Under Registrar of firms
 - b) Under Import Trade Control
 - c) Under Income Tax.
 - d) Under Sales Tax
 - e) With Directorate of Procurement (Army)
11. What is the stock position. Give details item wise.
12. What is the financial capability of the firm in your opinion having seen their documents etc?
13. Have they in past supplied stores to other Government Department? If so give details.
14. Add any other remarks you wish to make
15. Recommendations

Dated_____

Inspector(s)

- a)
- b)

ANNEXURE "D"

WATER AND POWER DEVELOPMENT AUTHORITY
PURCHASE AND DISPOSAL
(REGISTRATION WING)

Phone: 69911/210
Grams: WAPDAPURCH

G-70, Wapda House,
Lahore.

No.CEP/Reg(G-F)/

Dated: _____

LETTER OF REGISTRATION

To

Messrs

Yours letter No. _____ dated _____ refers.

Dear Sirs,

Your firm has been approved for registration as contractors with Chief Engineer Purchase and Disposal, Wapda, as manufacturers/ Stockists / Agents /General Order Suppliers for the supply of following stores up to the value of Rs. _____ per contract.

Your registration is subject to the terms and conditions which may be assigned by the Chief Engineer, Purchase and Disposal, Wapda, from time to time.

Your registration will expire on the 30th of June or earlier in case your performance is considered unsatisfactory. You will have to apply for renewal of your registration along with a receipted copy of Challan amounting to Rs.250 (non-refundable) renewal fee at least 45 days before the expiry of the registration in case you desire to continue as registered supplier.

It shall be the responsibility of the agent firm to inform us immediately regarding any change / Cancellation / Termination of agency agreements with their principals. Failure to do so may render removal of Principals from the list of agencies held by the firm.

Any change in the production or status may please be communicated immediately on occurrence to this Directorate.

Yours faithfully

Assistant Director, Registration
For Chief Engineer, Purchase and Disposal,
Wapda

c.c.

- 1) All General Managers (Water and Power Wings)
- 2) All Chief Engineer, (Water and Power Wings0)
- 3) All Heads of Divisions
- 4) Chief Accountant (W) Wapda.
- 5) Chief Accountant (P) Wapda.

PERFORMANCE REPORT

1. Name of the firm _____
2. Postal Address _____
3. Telegraphic address (if any) _____
4. Telephone No. _____
5. Registration No. _____
6. Category
 - a) G.O.S. _____
 - b) Stockists _____
 - c) Agents to Foreign Principals _____
 - d) Manufacturers / Fabricators _____

(Sign whichever is applicable)

7. Previous year performance :-

Sr. No.	Purchase Order No. and Date	Manufacture Ex-Stock of Imported	Value of the Contract	Delivery Period				Brief reason for extension	Remarks	
				Originally stipulated	Extensions granted with or without L.D					
					I	II	III			IV

8. Litigation / dispute.

Date: _____

Assistant Director Purchase
(Sell)

Details to be given regarding complaints received from any quarters connected with contracts and in respect of general.