

**PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY**

**Annexure – “B”**

Telephone:  
Telegrams:

Office of the

A. Serial No. of Application Form: \_\_\_\_\_

This Application Form has been sold to: -

M/s \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_

against Bank Draft / Receipted Bank Challan No. \_\_\_\_\_ dt: \_\_\_\_\_

SEAL: \_\_\_\_\_

**DY. DIRECTOR (REGISTRATION)**

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**B. TERMS & CONDITIONS.**

1. The sum of Rs. 1000/- (Rupees One Thousand only) deposited by the firm towards registration is non-refundable
2. Registration is subject to the terms & 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 15<sup>th</sup> of April & 31<sup>st</sup> May every year for the next financial year starting 1<sup>st</sup> of July.
4. This registration will be valid from the date of issue 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 the shape of Pay order / Bank Draft in the bank of United Bank / Challan verified from this office payable to Chief Engineer (Purchase & Disposal) WAPDA Lahore. Failing to pay renewal fee by the due date i.e. 31<sup>st</sup> 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 reason.
7. Generally our enquiries for purchase of material are notified in WAPDA Weekly published by C.M.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 Govt. Deptt. and Autonomous / Semi-Autonomous bodies will also be apprised of the fact.
9. Only one category shall be applied for tin one application.

Limited (SDV) Branch The Mall  
Lahore (after getting the Bank

**C. INSTRUCTIONS FOR FILLING UP PAR “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. Registration telegraphic address. \_\_\_\_\_
4. Official address with Telephone No. \_\_\_\_\_
5. Name of Sole Proprietary / Managing Director. \_\_\_\_\_
6. Date of establishment of the firm. \_\_\_\_\_
7. Address of Branch Office, if any. \_\_\_\_\_
8. Telephone No. of Branch Officers, if any. \_\_\_\_\_
9. Financial status, supported by Bank Certificate. \_\_\_\_\_
10. Particulars of whole time and part time technical & non-technical personnel engaged the firm indicating their name, nationality, religion, qualifications, experience & length of service with the firm. \_\_\_\_\_
11. Name & address of Foreign Principals / Associates, if any. \_\_\_\_\_
12. Name, attested photographs and / Govt. signatures (duly attested by a Gazitted officer or a notary public) or the person authorized to sign the correspondence on behalf of the firm. \_\_\_\_\_
13. Category for which registration is sought: -
  - a. MANUFACTURERS / FABRICATORS.
  - b. AGENTS TO FOREIGN PRINCIPALS.
  - c. STOCKIEST.

(Note: - Write only one category)

14. Description of material pertaining to the category being applied for. \_\_\_\_\_
15. Are you registered with C.C I & E. If so what is your Category of the stores for which you are registered. \_\_\_\_\_
16. Whether registered under the Development of Industries Rules, 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 etc, if so give full details. \_\_\_\_\_
18. Was the firm ever black-listed by any Govt. or semi Govt. Organizations? if so indicate when, why and for how long? \_\_\_\_\_

**Business Particulars for all categories.**

1. Year wise list of contracts of supplies executed during the past three years \_\_\_\_\_
2. Indicating category of articles supplied, contract period, value and contracting authority. \_\_\_\_\_
3. Has the firm ever failed to complete any contract? If so full particulars should be indicated. \_\_\_\_\_
4. Has the firm ever obtain 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. \_\_\_\_\_

**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 & signatures \_\_\_\_\_
6. Registration No. under the Factories Act. \_\_\_\_\_
7. Description of products ordinarily manufactured in the factory \_\_\_\_\_

8. Details of Machinery installed:

<u>Type of machine with No.</u>	<u>Country of origin</u>	<u>Approx: Value</u>	<u>Production qty of the machine</u>
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- a)
  - b)
  - c)
  - d)
  - e)
  - f)
9. Testing facilities and equipment available in the factory \_\_\_\_\_
10. Provision of Bond Room in the Factory. \_\_\_\_\_
11. Particulars of factory employees with Names, 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. Elec: Sub-Division and Division concerned. \_\_\_\_\_
13. Particulars of materials previously supplied to WAPDA during the last three years, indicating contract / purchase order No. material, quantity & value. \_\_\_\_\_
14. Particulars as above of materials, supplied to organizations other Than WAPDA, during the last three years. \_\_\_\_\_
15. Were the material referred to in paras 13 & 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 a 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.
20. Detail of material already supplied to the Govt. Semi Govt Dept. \_\_\_\_\_
21. Performance Certificate of the concern Department. \_\_\_\_\_
22. Reference list of the Principals i.e. Foreign Forms \_\_\_\_\_
23. To verify whether the same fulfil the condition of manufacturing. \_\_\_\_\_
24. Building Specification approach to the main road. \_\_\_\_\_

**E DOCUMENTS (APPLICABLE) TO BE SUPPLIED BY APPLICANTS.**

1. Partnership Deed / Articles of Association \_\_\_\_\_
2. Bank Certificate \_\_\_\_\_
3. Original attested Photo Copies of agency arrangement executed between you and your Foreign Principals, duly authenticated as under by the Commercial Attache / 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 Pakistani Agent M/s \_\_\_\_\_ ”.
- OR
- “ Certified that M/s \_\_\_\_\_ are the sole exporters from (country) \_\_\_\_\_ of the material stated in the agreement executed with their Pakistani Agent M/s \_\_\_\_\_  
The said materials are manufactured by M/s \_\_\_\_\_ in our Country”
4. Letter of Registration Factory. \_\_\_\_\_
5. Latest electricity charges bill with receipt of payment \_\_\_\_\_
6. Lease Deed / Rent Receipt / Proof of ownership. \_\_\_\_\_
7. Income Tax Registration Certificate with TIR / GIR No. and amount of latest assessment \_\_\_\_\_
8. Names of persons authorized to operate the bank account of the firm \_\_\_\_\_
9. Pass-Port size photograph (duly attested by a Gazitted Officer or a Notary Public) or the Sole Proprietor / Managing Director of the firm \_\_\_\_\_

Date: \_\_\_\_\_

Place \_\_\_\_\_

**Signature & Name of Applicant  
(SEAL)**

Signature of witness

Signature of witness

Address of witness

Address of witness

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I / We do hereby solemnly declare that to the best of my / our knowledge. I / We do not have any relative serving in WAPDA, having any financial interest in my / our firm except as below:-

<b><u>NAME</u></b>	<b><u>DESIGNATION &amp; ADDRESS</u></b>	<b><u>RELATIONSHIP</u></b>	<b><u>INTEREST</u></b>

Delete if not applicable

**SIGNATURE & NAME OF THE PROPRIETOR / MANAGING DIRECTOR**

**STAMP OF THE FIRM**

