



MEPCO DISPOSAL TORs

EDITION 2025

APPROVED BY:

HONOURABLE BOD MEPCO

IN 232ND MEETING HELD ON 04.06.2025

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PREFACE

Disposal of Scrap material in MEPCO had been carried out as per WAPDA Disposal Procedure till 2022. Agenda Item was put up to BOD for obtaining approval regarding disposal of scrap material of GSO Formation before 7th Risk Management & Disposal Committee of BOD MEPCO. The Committee resolved that disposal unserviceable scrap material shall be kept on hold till development of TOR for asset verification. Subsequently TORs were prepared & discussed in BOD. Lastly BOD directed to prepare TOR in annotated format. This TOR is based on WAPDA Disposal Procedure Edition 2006, with some changes as per MEPCO organizational requirements.


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Chapter-1

Introduction

1.1 GENERAL

The disposal procedure is intended to be used as a guideline for the disposal of unserviceable. Scrap/obsolete material and to assign responsibility to various organizations and individuals for the handling inspection pricing and documentation of disposable material.

The object of this procedure is to arrange the disposal of material in the best interest of MEPCO with minimum delay.

This procedure supersedes all interim office order and instructions issued for the disposal of material and the disposal procedure.

All disposal actions within all MEPCO Formations shall be governed by the provisions of this procedure unless and until written instructions are issued by the BOD MEPCO.

Chief Supply Chain Management Officer MEPCO., has the authority to amend/modify the MEPCO Material Disposal Procedure from time to time as needed.

Points requiring clarification / ruling / advice may be referred to Chief Supply Chain Management Officer MEPCO.

1.2 DEFINITIONS

AUTHORITY

Authority means BOD MEPCO.

DISPOSAL

Disposal means the process of transfer by sale through Tender, Auction, Negotiation or any other method stated herein of unwanted, obsolete, unserviceable and surplus serviceable material and vehicles to private parties or Government Departments or Autonomous Bodies from a MEPCO formation or Stores. It also includes transfer from one formation to another formation within MEPCO after the preparation of a Survey Report.

SURVEY REPORT

It is a document which shows the discretion of disposable material and its reserved price when completed, authorized the stores to begin the disposal process of the listed item/ items.


STORES

All item which are stored in any MEPCO formation Store for use within MEPCO such as but not limited to, Line material, Vehicles, Equipment, Machinery, Plants,

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Tools, etc. excluding buildings, bricks, stone, coarse aggregate, bajri, sand, cement, standing of fallen trees, waste of arms and ammunition, bits of sealing pliers, office records.

CANNIBALIZATION

Removing serviceable parts from 1 item of equipment for utilization on another item or equipment.

RESERVES PRICE

The approximate price of disposable stores to be used as a guide by the disposing agency, it is based on the intelligent guess keeping in view the market rates it is only a suggested sale price.

1.3 DISPOSAL ORGANIZATION

The disposal organization is under the Chief Supply Chain Management Officer MEPCO, to deal the disposal of unwanted stores belonging to all MEPCO Formations.

1.4 POLICY AND PRINCIPALES OF DISPOSAL

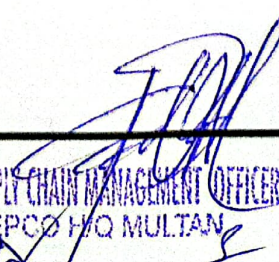
Disposal store, whether scrap, unserviceable, obsolete but service able and unwanted store from the blocked funds of *MEPCO*. They occupy valuable storage space, need care and vigilance, and are liable to pilferage deterioration and consequently loss to *MEPCO* As such.

It is the bounden duly of every Store Owning Formation (SOF) to arrange their survey and disposal as soon as possible similarly, it is the basic duty of every officer to ensure that regular inspection and maintenance of vehicles, equipment, stores and plant on his charge is carried out to avoid deterioration and premature condemnation. Authority expects all visiting and inspecting Senior Officer to see that the disposable stores and equipment are promptly Surveyed disposed off and that vehicles/equipment on charge of their subordinate formations are given due care and maintenance.

1.4.1 CONCEPT OF DISPOSAL

Disposal sale should be treated as a Commercial Transaction. All decisions relating to the Reserve Price, acceptable and rejection of tender and auction or conclusion of Private Treaty should be finalized from a commercial point of view and in the best economic interests of the Authority. The survey committee (as mentioned in chapter 2 clause 2.2) will periodically visit the store to evaluate the need of disposal, arrangement of stacking and check the physical availability of material at-least once in a year.

1.4.2 PRINCIPLES OF DISPOSAL


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Based on the above policy and concept, all disposal actions in MEPCO will be guided by the following principles.

- A) Once declared as unserviceable beyond economical repairs or dead by the competent authority the material should be disposed off with minimum delay but not more than a year.
- B) Requirement of MEPCO formation and DISCOs will normally be given the rights of preference in the case of departments other than MEPCO the rates charged should compare favorably with the market trend at the time of disposal.
- C) Reserve price been a guide of disposal agency, it should be as near the prevailing market rate of the material in similar condition as reasonably possible and all prevailing market standards should be consider by survey / verification committee for fixing the reserve price.
- D) Mode of disposal adopting in any given transaction shall be determined by Chief Supply Chain Management Officer MEPCO taking into account in the best interest of MEPCO.
- E) In MEPCO all regional store / field store / where houses will act as disposal stores. Disposal will be carried out at the same store where material is available for disposal or at site as per the convenience of MEPCO.
- F) All regional stores / field store / where houses will allocate a separate space to store the disposal material separately with the facilities of weighting facility near by the area.
- G) Prior to the verification, Chief Supply Chain Management Officer MEPCO may advise the Store Owning Formation to move similar quantities of the Store material equipment to a more convenient site under the jurisdiction of the MEPCO, if such move would facilitate early disposal.
- H) All serviceable items will be circulated to all MEPCO formations before publication of tender notices.
- I) As a rule all serviceable items lying dead for 3 years or less and determined obsolete regardless of its reserved price/ value. The SOF will initiate the case for declaring an item as obsolete, survey committee and verification committee along with survey report will verify the same for approval of competent authority as mention in financial powers in chapter 13.

Specialized vehicles and equipment will only be disposed after approval of the Chief Supply Chain Management Officer MEPCO.

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Chapter-2

SURVEY OF DISPOSABLE STORES

2.1 GENERAL

- A) Prior to the survey of disposable material the items must be evaluated to determine, if the material is in fact repairable or not. All items serviceable, unserviceable, declared excess shall be transferred to Stores by the Field Formation. Survey report is initiated by Store Owning Formations. A Survey Committee will be formed to decide which surplus and obsolete stores are no longer required in *MEPCO* and require disposal.
- B) Deputy Manager of the Stores will arrange all surplus material and scrap by category for survey and inspection by the Survey Committee.

2.2 SURVEY COMMITTEE

- A) Survey Committee may be a standing survey Committee formed by Chief Supply Chain Management Officer MEPCO, or it may be a committee assembled for survey of a specific item or items.
The Chief Supply Chain Management Officer MEPCO will have overall responsibility for the establishment of a survey committee and to ensure the timely disposal of unwanted stores.
The composition of a Survey Committee will be as follows.

Survey Committee

The composition of a Survey Committee will be as follow:

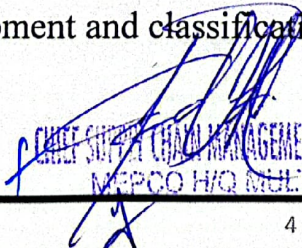
i.	Director/ S.E (Op) / (GSO) P.D GSC /Const. /Manager (MM) / any officer nominated by CEO	Convener
ii.	Executive Engineer / (Incharge of the store)	Member
iii.	Divisional Accounts officer concerned	Member
iv.	Representative of (IA)	Member

NOTE

Formation can add more members if considered necessary by the Chief Supply Chain Management Officer MEPCO,

- B) The Survey Committee responsible for

- 1 The assessment of the condition of stores, equipment and classification into one of the categories
 - A) Serviceable


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- B) Unserviceable
 - C) Scrap
- 2 Recommend disposal, if warranted by condition/age.
 - 3 Prepare survey report on the Performa (Exhibit 2.1)
 - 4 Fix reserve price.
 - 5 Obtain approval from competent authority.

INSTRUCTIONS FOR FILLING OF SURVEY REPORT

- C) 7 copy of the form will be prepared and distributed as indicated at the bottom of the form.
- A separate report will be prepared for serviceable and unserviceable material. A separate survey report will be prepared for each category of material for example Iron, Copper, ACSR, and Wood etc.
- The basis on which the reserve price was set must be attached to survey report, if applicable.
- Member of the survey committee and officer according approval should write their name in capital letter with their seal and signature.

2.3. BURNT METER SCRAP USED TRANSFORMER OIL AND OTHER WASTE OILS.

A) BURNT METER SCRAP

No Survey report of the burnt meter scrap will be prepared unless the scrap is completely crushed after obtaining M&T report.

CRUSHING BY HIGH PRESSURE PRESS

A suitable high pressure press should be installed at a proper place in the Regional Stores, The burnt meter scrap received in the stores should completely be crushed through the high pressure press under the supervision of the Store Manager. He will ensure that the scrap has completely been crushed before initiating its survey report so that disposed meters are not recycled.

USED TRANSFORMER OIL AND OTHER

B) WASTE OILS

The priority for the used of transformer oil and other waste oils must be given to regeneration of oil for MEPCO. If required to be disposed-off; the Ministry of Petroleum and Natural Resources Government of Pakistan has imposed a ban on the sale of used transformer oil and other waste oils in the open market. The Chief Engineer concerned of the formation may arrange the sale of such

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oil to the government approved firms. For the latest approved list of Ministry of Petroleum and Natural Resources may be contacted.

2.4 ASSESSMENT OF CONDITION

No hard and fast rule can be laid down for assessing condition of store material. However, the following guidelines are given in respect of various types of stores.

- A) All Store material to be surveyed shall be classified in one of the following on the basis of its condition:

1 **SERVICEABLE**

New or used and Serviceable

2 **UNSERVICEABLE**

Beyond economical repair

3 **SCRAP**

The item unserviceable and completed its useful life

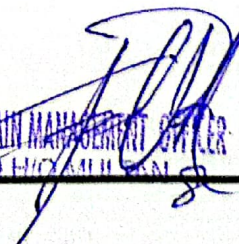
2.5 RESERVE PRICE

- A) The Survey Committee is responsible for fixing the reserve price for the items recommended for disposal. Fixation of reserve price requires careful consideration of the market conditions at given time, the reserve price will be used as the basis for the acceptance or rejection of a bid through the tender or auction.

The following are some factors which must be considered prior to fixing the reserve price.

- 1 Present Condition and Age serviceability or otherwise, cost of repairs (where applicable) cost of the parts, utility of the items/equipment.
- 2 Current Market Trends and available market standards for the same or items in similar condition or age.
- 3 Location (including the likely expenditure to be incurred by the buyers in its removal, transportation, octroi etc.)
- 4 Storage Charges that MEPCO may incur by non-disposal including watch and ward and rent for the storage accommodation etc.

- B) The above factors are subject to fluctuation. Consequently no formula can be laid down to pinpoint the setting of an exact reserve price of the disposable stores.


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- C) Reserve price is an approximate guide for the disposing agency to evaluation the adequacy of the various offers received. The reserve price should NOT be interpreted as the only and/or final acceptable price.
- D) The Survey Committee shall attach to the Survey Report a written description of the basis used for setting the reserve price (where applicable e.g. in the case of disposable transformers and cables) as per Exhibits 2.2, 2.3 & 2.4 (for transformers) and 2.5 (for cables).

E) FILLING INSTRUCTIONS FOR THE EXHIBITS

i) EXHIBITS 2.2 & 2.3 (FOR DISTRIBUTION TRANSFORMERS)

These exhibits relate to the Reserve Price analysis of the disposable Distribution Transformers. Columns of these exhibits are self-explanatory. These exhibits are to be filled in and signed by the Store Owning Formation in the light of the report of the Committee constituted from time to time for declaring the transformers as disposable or otherwise. These exhibits are also to be signed by the XEN TRW & SDO TRW.

ii) EXHIBITS 2.4 (FOR POWER TRANSFORMERS)

This exhibit relates to the price analysis of disposable power transformers. The columns of the exhibit is to be filled in and signed by the Store Owning Formation C-Type Store / Ware House, Grid Stations & any other location / at site in the light of the report of the Committee constituted from time to time for declaring the Power Transformers as disposable or otherwise. These exhibits are also to be signed by either of the officers given below:-

a) EXECUTIVE ENGINEER TRANSFORMER RECLAMATION WORKSHOP.

When the disposable Power Transformer is lying in in the Transformation Reclamation Workshop PWF Lahore.

**b) SUPERINTENDING ENGINEER GSO CIRCLE
XEN (P&I) & XEN SS&T DIVISION OF THE GSO CIRCLE.**

When the disposable Power Transformer is lying in the jurisdiction of the GSO Circle Concerned.

iii EXHIBITS 2.5

This exhibit relates to the price analysis of disposable cables. Necessary columns are provided to mention all the contents found in the one meter length of the cable. Calculation of the reserve price is fully explained in the exhibit. The exhibit is to be filled in by the Store Owning Formation and signed by the Officer In-charge of the Store.

2.6 APPROVAL AND DISTRIBUTION

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- A) After assessment of condition, the Survey Report will be signed by the members of the Committee and approved by the competent authority exercising financial powers given in the Chapter 13. Five (5) copies of the completed Survey Report will be sent to Chief Supply Chain Management Officer MEPCO.
- B) Stores which have once been reported disposable and for which a survey report has been sent to Chief Supply Chain Management Officer MEPCO will not be utilized, released or disposed off in any manner without formal approval of Chief Supply Chain Management Officer MEPCO.

Exhibits 2.1,2.2,2.3,2.4,2.5 (attached).


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Chapter-3

INSPECTION AND VERIFICATION

3.1 GENERAL

To ensure correctness all lots /Survey Reports need to be verified by a party other than the S.O.F.

Verification Committee.

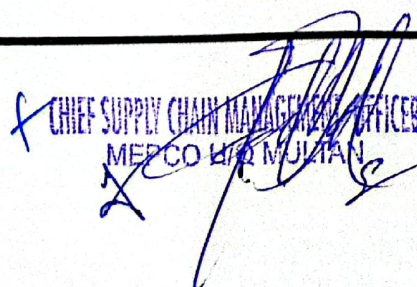
- | | |
|--|----------|
| ➤ Director (Proc)., Distb., / Manager (Proc), PMU.
/ any officer nominated by CEO | Convener |
| ➤ Manager (CP&C) MEPCO Multan. | Member |
| ➤ Manager (IA) MEPCO Multan. | Member |
| ➤ Dy: Manager of Other Store. | Member |

This Verification Committee will carry out the third party check of the Stores included in a Survey Report prior to the disposal of an item unless otherwise stated in writing by the Chief Supply Chain Management Officer. Verification of the material (descriptions quantities and value) listed on the Survey Report will be carried out by the Verification committee on receipt of the Survey Reports in the office of Chief Supply Chain Management Officer. The Verification committee may also initiate the preparation of the Survey Reports during the Inspection/Verification visits of SOF. If the detailed Verification of the lot is carried out by the team in the absence of the Director/Deputy Director at least two members of the Team will do the checking in the presence of the Store Officer or his representative. After the verification, officer in charge of the Store and the checking team will affix their signature on the Verification Report.

All Survey Reports prepared by S.O.F. are to be reviewed by Verification committee. Committee will study the Survey Reports and dispatch Verification Report to Stores.

3.2 FUNCTION OF VERIFICATION COMMITTEE.

- A) The Survey Reports of all disposable material excluding vehicles/heavy mobile machinery will be inspected and verified by the Verification Committee.
- B) Verification Committee will check the general correctness of the survey report i.e composition of the survey committee approval by the competent authority location analyze of the reserve price and mode of verifying the measures weight are the reason for not doing the same and completion of the verification report. He will satisfy himself of the check and verification by the terms and

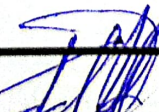

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also Endorse signature on the verification report. Committee may also carry out a full or part verification of the stores/ material before fixing his signature.

- C) After lot verification by the verification team no issue addition or cannibalization the store is allowed without prior approval of Chief Supply Chain Management Officer.
- D) Completed Survey Reports together with the verification report will be distributed as under;-
- 1 Chief Supply Chain Management Officer
 - 2 C.E Development
 - 3 Manager MM
 - 4 DM/XEN/Stores Officer concerned
 - 5 Deputy Chief Auditor for Scrutiny of the documents.
 - 6 Office copy for receipt
- E) If the verification work was under taken, simultaneously along with the preparation of the survey report. The completed verification report will not be issued, until and unless the survey report is completed by the survey committee and the approval the competent financial authority is obtained.
- F) The survey report of unattractive disposable material upto Rs. 15000/- may be authorized to the store owning formation for sail at their end exercising the financial power given in chapter 13.3 D (i).
- G) If the interval between the preparation of verification report and the approval by the competent authority exceeds six months then the survey report will be verified afresh.
- H) Similarly, a change of location after the verification, automatically makes the survey report and its verification report null and void unless authorized by Chief Supply Chain Management Officer.

3.3 DUTIES OF FIELD VERIFICATION TEAM /SOF.

- a) Ensure that the survey report has been prepared properly.
- b) Ensure that any Special order of the authority and provision of disposal procedure have been complied within the preparation of the Survey report.
- c) Ensure that the Survey report is signed by the Survey committee and approved by the competent financial authority according to the disposal procedure. .
- d) Ensure that the Written basis for the determination of the reserve price is attached with the survey report


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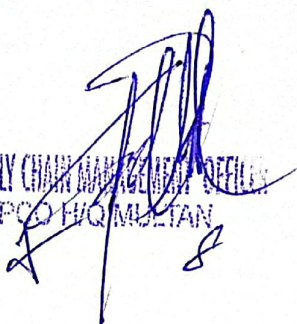
- e) Ensure that the major contents of the material to be disposed off are specifically mentioned in the Survey report by the SOF.
- f) To verify the quantity of store to be disposed. When actual quantities cannot be determined without incurring extra costs the verification report. Is to be endorsed *only lot verification*, so that actual weighment is done under proper supervision of a Release Committee constituted for the purpose at the time of release of material at the cost and labour/transport of the successful bidder.
- g) Verification team is authorized to make correction/amendments to the Survey Report when written justification is presented and concurrence is received from the SOF/competent financial authority. All revisions to the Survey Report will be reviewed by the Verification Committee prior to initiating the disposal Process and must be attached to the applicable Survey Report.
- h) All correction to the survey report must be authorized under signature of convener of the survey committee/ officer in charge store.
- i) The field team will prepare verification report on exhibit 3.1 (attached) in token of completing the verification job.

INSTRUCTION FOR FILLING VERIFICATION REPORT

This form is to be prepared in five copies and distributed to the offices listed and shall be filled according to the instructions given below.

- 1) Enter the name of the store owning formation and the location of the verified material.
- 2) Enter the unique serial number assigned to this document from the Verification Log Register as maintained by the Verification Committee.
- 3) Enter the date on which the Stores are verified.
- 4) Enter the Survey Report Number and Date of the item/items verified.
- 5) Enter a brief description of store verified.
- 6) Enter the quantity as indicated in the Survey Report.
- 7) Enter the quantities actually verified.
- 8) List of brief description of any discrepancies which may be found for the store verified.
- 9) List the reserve price as stated in the survey report.
- 10) Enter any other remarks.
- 11) Each number of the verification team shall print his name, title, sign and date on the form.

- 12) Obtain the signatures of the Officer Incharge of the store on the Verification Report as the token of Joint Inspection/Verification.
- 13) Enter the name, signature, date, of Verification Committee according to the para 3.2. B.


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Chapter-4

SURVEY OF VEHICLES/HEAVY MOBILE MACHINERY (H.M.M.)

4.1 GENERAL

All MEPCO formations must ensure that their vehicles/H.M.M. are maintained regularly and properly under the supervision of some responsible officers/officials. Without an efficient system of maintenance it would be impossible to conserve our valuable resources of transport. The object of this chapter is to extend guidelines and to assign responsibilities to various formations for the speedy disposal of vehicles/H.M.M. in the best interest of the Authority.

4.2 RESPONSIBILITIES OF THE VEHICLES/H.M.M. OWNING FORMATION

- A) It is the responsibility of the vehicles/H.M.M. owning formation to ensure that the four copies of survey reports Exhibit 2.1 along with Exhibit 4.1 of vehicles/H.M.M. which are beyond economical repair are initiated are sent to the Director Transport three copies, one copy promptly but not later than two months after going off road. This will facilitate the Director Transport to finalize the survey report of the vehicles/H.M.M. during his visit for the purpose. The officers Incharge of the vehicles/H.M.M. are expected to keep on pursuing till final disposal of vehicles/H.M.M.
- B) All formations must take the notice of the quarterly schedule programmed (as given in the succseded paras) of the condemnation Board and ensure all possible coordination and assistance to the Board, so that the survey reports of all vehicles/H.M.M. awaiting disposal are finalized in the programme.

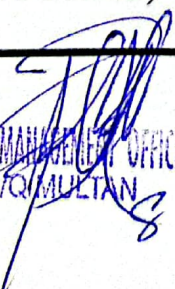
4.3 ROLE OF VERIFICATION COMMITTEE

On receipt of the Survey Report a file of the vehicle/H.M.M. will be opened in this Directorate for the coordination and persuasion. The Verification teams will get the survey reports prepared during their tours to the areas.

4.4 CONDEMNATION BOARD

Condemnation Board is the standing survey committee to survey off the Vehicle/H.M.M. The composition of the Board is as under;-

- | | |
|--|----------|
| A) Director Transport / any officer nominated by CEO | Convener |
| B) A Grade 18 Officer of the Vehicle/H.M.M. Owning formation
(Preferably a Mechanical Engineer) | Member |
| C) B&AO of the vehicle/H.M.M. Divisional Account Officer
(where the formation does not have B&AO) | Member |


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|----|---|--------|
| D) | Deputy Director Transport / Security of the Region. | Member |
| E) | Vehicle Expert from the Market | Member |

4.5 RESPONSIBILITIES OF CONDEMNATION BOARD

Director Transport, the convener of the Condemnation Board will issue a programme for inspection and survey of the vehicles/H.M.M. which will be held on quarterly basis. The Board will ensure that the survey reports of the vehicles/H.M.M. awaiting disposal are finalized in the programme of that quarter.

The Condemnation Board will ensure that the vehicles/H.M.M. produced for Condemnation by the formation have not only run their prescribed life but are beyond economical repair. Where the Board spots "unfair wear and tear" or "willful damage" on the part of vehicle owning formation to a particular vehicles/H.M.M. a report will initiated against the concerned formation to their respective Chief Supply Chain Management Officer for necessary action against the defaulter.

4.6 ASSESMENT AND THE APPROVAL OF THE RESERVE PRICE.

Director Transport will make all possible arrangements for quick disposal of vehicle/H.M.M. One of the major reasons delaying the disposal of vehicle/H.M.M. is the assessment of unmatching reserve price with the conditions of vehicle/H.M.M. and its demand in the market. In case of unrealistic reserve price the disposal through tender/auction (which takes a couple of month's time) does not fetch the matching offer. Obviously, the unmatching offer has to be rejected. Even subsequent attempts for sale will not work. The ultimate solution is the realistic revision of the reserve price. Therefore, the Condemnation Board is stressed to feel the importance of the reserve price and it should be assessed carefully and intelligently keeping in view the information provided in the survey report. The Director Transport will approve the survey report of vehicle/H.M.M. exercising the financial powers delegated to him in the Book of Financial Power amended upto date. The completed survey reports of vehicles/H.M.M. (exhibit 2.1 & 4.1) will be distributed as indicated at the bottom of exhibit 2.1.

4.7 PERMISSION FOR USE OF VEHICLE UNDER DISPOSAL FOR A SHORT PERIOD.

Director Transport will finalize the survey At the time of inspection by Director Transport the Store Owning Formation (in rear case) will seek permission of the Director Transport explaining him the exigencies of service to continue the use of the vehicle under disposal for a short time. The Director Transport will accord permission to continue the use of the vehicle with minor repair only (No heavy expenditure should be incurred on major repair in any case) for a maximum period


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of six months or till the procurement of replacement vehicle whichever is earlier. The procurement of replacement vehicle automatically ceases the permission of further use of vehicle under disposal irrespective of the period allowed.

reports of vehicles especially endorsing his permission for continuing the use of vehicle for the period allowed by him. He will issue one copy of the survey report to the Store Owning Formation and retain the copy of the Director Disposal till the Store Owning Formation informs about the procurement of replacement vehicle or expiry of the period allowed by him. It is the bounden duty of the Store Owning Formation to inform immediately about the procurement of replacement vehicle to the Director Transport and stop forthwith the use of vehicle under disposal.

As soon as the Store Owning Formation informs the Director Transport about the procurement of replacement vehicle or the permission for continuing the use of vehicle expires the Director Transport will forward the copy of the survey report (earlier retained) to the Director Disposal for sales action.

Exhibit-4.1 (attached)


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CHAPTER 5

DISPOSAL DIRECTORATE

5.1 GENERAL

Chief Supply Chain Management Officer will process the sale of the stores listed in the survey reports. Missing accessories of any item, damage to it, shortage of the stores premature condemnation, excess purchase/purchase of the substandard stores is the sole responsibility of the Store Owning Formation. The responsibility for taking any administrative/disciplinary action rests with the Store Organization concerned. The Disposal Division has no role in conducting any sort of enquiries in this regard.

Survey Report duly verified by the committee will be forwarded to. Chief Supply Chain Management Officer: who will decide the mode of disposal in the best interest of MEPCO.

5.2 MODE OF DISPOSAL

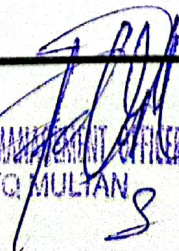
The unwanted stores will be disposed off through any of the following methods.

- 1 Right of first choice
- 2 Advertised Tender
- 3 Public Auction
- 4 Rate Contract

The disposal process must commence promptly on receipt of the Verification Report.

5.3 RIGHT OF FIRST CHOICE

- A) To ensure maximum economic utilization of disposable stores, a list of all service stores which have been declared disposable shall be circulated to all concerned by the Chief Supply Chain Management Officer, giving a period of 30 days for sending the demands before initiating the disposal action.
- B) Right of first choice is given to MEPCO Formations.
- C) Open receipt of request from interested formation the Chief Supply Chain Management Officer shall issue a letter authorizing the Store Owning Formation to release the material listed to the interested formation. The Store Incharge will issue the material to MEPCO formation on approved Reserve Price.
- D) Under special circumstances right of first choice can be extended by Chief Supply Chain Management Officer to Central/Provincial Government


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Departments and Autonomous/Sami Autonomous Bodies. The stores will be transferred on at least 125% of the approved Reserve Price.

5.4 ADVERTISED TENDER

All disposable stores must except as stated in para 9.3 be advertised in the press through the Director (Public Relations) MEPCO at least 15 calendar days prior to opening of tender as per PPRA Rules.

However due to administrative exigencies and under special circumstances which must be documented and approved by Chief Supply Chain Management Officer, may issue short tender notice giving not less than 7 days. The tender procedure is outlined in Chapter 6.

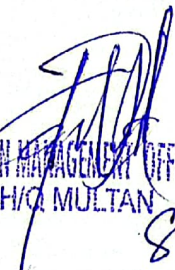
5.5 PUBLIC AUCTION

When disposable material is to be sold through public auction to fetch better sale price, the auction programme giving the description of material, place and date is advertised through newspapers after obtaining approval form CEO MEPCO. The auction is conducted as per schedule advertised in the newspapers.

5.8 RATE CONTRACT

In case of certain material that has a recurrent flow into the stores of the S.O.F. and whose market price do not often fluctuate or whose long retention with the S.O.F. is not desirable because of fast deterioration or fire hazard like used batteries, waste paper or other waste material. It will be economical and more practicable to enter into a standing Rate Contract with the interested parties.

Chapter 10 outlines the Rate Contract Procedure.


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CHAPTER 6

TENDERING PROCEDURE

6.1 GENERAL

Tender procedure will be done as per PPRA Rules.

Normally all stores declared disposable and not transferred/issued to a MEPCO Formation within 30 days of Notification shall be disposed off through tender/auction.


The following points must be checked before the advertisement of a Tender;

- A) Survey Reports are properly verified. There is no arithmetical or other error liable to be disputed later.
- B) Correct location of stores is specified.
- C) Category, Quantity and specification are defined.
- D) In case the large lots of the disposable stores involving weighment, (Where only visual assessment has been made at the time of verification to save Authority's extra expenditure for such weighment). Director (Proc)., Distb., / Manager (Proc). PMU will float the tenders for the verified quantity of disposable stores on the basis of unit rates. The tenderers, on receipt of letter of acceptance will be required to pay the total cost of the verified quantity at the quoted unit rate. The total cost will be adjusted on the basis of actual quantity delivered.
- E) Unit of measure and the quantity are specified. Otherwise the stores should be defined as the Lot on ``as is where is basis``.
- F) Circulation has been made, in case of serviceable items.

6.2 TERMS AND CONDITIONS OF TENDER

These should specify all the conditions binding on the parties to the tender viz.

- A) Date of opening tender.
- B) That the Chief Supply Chain Management Officer with the approval of CEO MEPCO, reserves the right to reject any lot or the tender as a whole, without assigning any reason.
- C) That the Tender Notices may be cancelled altogether, if required due to exigencies of service or the requirements of the MEPCO. Before a tender is cancelled written justification must be prepared for the office record and approved by the Chief Supply Chain Management Officer. In such cases cost of tender shall be refunded.
- D) That an invitation of a tender does not constitute any liability on the part of the MEPCO, until a letter of acceptance is issued.


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- E) If there is any dispute regarding description of the stores, the decision of the Chief Supply Chain Management Officer will be final and shall be binding on the bidders.
- F) As a rule, stores of a lot are sold on ``as is where is basis`` and no dispute thereon is entertained.
- G) Disputes on obvious exceptions shall not be considered For example;
 - 1 When conductor reels are sold, it will not include the conductor wound on them and vice versa unless otherwise stated.
 - 2 When a vehicle sold, it will not include any stores temporarily found loaded in them.
 - 3 When damaged transformers are sold, it is not implied that all components are intact or the transformer is serviceable or complete.

6.3 OTHER MISCELIANEOUS REQUIREMENTS.

- A) Each page of the Tender on which rates are quoted shall be signed by the bidder.
- B) Stores, irrespective of description are generally sold on ``as is where is basis`` therefore, instructions should be forwarded to the bidder to inspect and satisfy himself regarding the type, quantity and condition of the stores for which he is bidding. Failure to inspect the disposable goods will not be advanced as a pleas in any claim.
- C) Tender will be sent in a sealed cover with the following clearly written thereon;
Tender No. _____ Date of Opening _____ Time _____
_____ AM/PM.
- D) Each tender will specify whether stores are to be sold on the basis of unit rates or as a lot.
- E) Unit of measurement i.e. Quantity. Weight will be specified so that the price of actual deliveries can be adjusted.

6.4 ADVERTISING TENDERS.

Chief Supply Chain Management Officer for GSO and distribution material after obtaining approval regarding tender publication from CEO, will send the tender notices to the Director Public Relation who is responsible for advertising tenders for the disposal of unwanted material.

The following information must be included in the advertisement.

1. Tender Notice
2. Description of item to be disposed

3. Unit of Measure
4. Quantity of item to be disposed
5. Location of material
6. Name of Organization to be contacted for inspection
7. Opening date and time of tender
8. Earnest Money
9. Cost of tender
10. Last date and location where bids will be received
11. Conditions of sale such as Stores are sold on "as is where is basis".

The price of tender document will vary with the Reserve Price of the Stores but not exceeding Rs. 2000/-. (Expenses of the tender documents).

Tender Fee can be revise with the approval of Chief Supply Chain Management Officer. The cost of the tender documents will be published in tender notice.

6.5 SALES OF TENDER DOCUMENTS

- A) All tender documents will be sold to the interested parties (except to the black listed firms/persons) on payment of price of tender into the Bank Account. Money will be deposited in a designated bank on a Challan prepared by the B&AO and on production of the bank receipt; the documents will be handed over.
- B) Normally, five sets of tender documents including tender schedule will be sent to the SOF for sale to any local party interested. And ten sets or more if required will be handed over to B&AO for sale to the intending buyers.
- C) Each of the tender documents can be sold by Director (Proc) Distb. / Manager (Proc)., PMU must be stamped and initialed by the Budget and Accounts Officer/AB&AO/Divisional Accountant concerned on receipt of payment of the cost of the tender documents.
 - A) B&AO will keep a register similar to Exhibit 6.1 showing the particulars of the documents sold together with the relevant particulars of Challan form.
 - B) While issuing the tender forms, Budget and Accounts Officer shall record names, national identity card number and complete postal address of the tenderer or, the Tender Documents.

6.6 EARNEST MONEY

- A) Each tender shall be accompanied by an Earnest Money Deposit, which must be specified in the Tender Document and a fixed bid security (up-to 5% of the reserve price, decided by the Chief Supply Chain Management Officer) and clearly communicated to the bidders through advertisement.

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- B) Tenders not supported by the required Earnest Money will be rejected. The Earnest Money will be in the bidder's own name participating in the tender, otherwise the tender will not be entertained by the Tender Opening Committee.
- C) Earnest Money must be in the form of a Call Deposit Receipt (CDR)/Bank draft or MEPCO bearer bond in favour of CEO MEPCO, showing the name of bidder who is participating in the tender. Earnest Money in the form of cheque or cash or any other form shall make the tender liable for rejection.
- D) Earnest Money of the unsuccessful bidders shall normally be returned on the same day of the opening of tender but later than 3 days except those of the highest and the 2nd highest bidder (if retained)
- E) Earnest Money being the security for the tender, when a tender is accepted, that tenderer Earnest Money shall be refunded on receipt of bid amount. The Earnest Money of the 2nd highest bidder will only be retained when the difference between the offers of the highest and the 2nd highest bidders is nearly equal to the Earnest Money.
- F) Earnest Money of the 2nd highest bidder will be returned after the highest bidder has paid the full bid money but not later than 60 days.
- G) Validity of tender shall be for 3 months or as specified in the tender documents.

6.7 RECEIPT OF TENDERS

The receipt of tenders will be the responsibility of the Chief Supply Chain Management Officer or his designee.

All tenders will be received in the office of Chief Supply Chain Management Officer or his designee. The documents shall be placed in a locked tender box in the said office until the time and date of tender opening.

Tender received by Registered Post shall be put in the Tender Box, if received before the date and time of scheduled tender opening.

6.8 TENDER OPENING

All Disposal Tenders will be opened by a Standing Tender Opening Committee composed as under:-

- | | |
|---|----------|
| 1. Director (Proc.) Distb/Manager (Proc). (PMU)
/ any officer nominated by CEO | Convener |
| 2. Representative from Finance Directorate | Member |
| 3. Representative from C.E (P&E) | Member |
| 4. Representative from Manager (I.A) | Member |
| 5. Deputy Manager (MM) R/Store concerned | Member |

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NOTE.

Quorum of the Committee will complete, when at least two members, one from Procurement Department and other from Accounts are present.

6.9 DUTIES OF THE TENDER OPENING COMMITTEE

- A) Assemble on the date, time and place specified.
- B) Check that the record related to the tender is complete and ready.
- C) Check and ensure that appropriate press advertisement for the tender to be opened has been duly published.
- D) Open the tenders only by one separately, in the presence of the bidders or their representatives if present.
- E) Initial each and every tender in ink with the date on which the tenders are opened.
- F) Announce the tendered rates/prices at the spot as each tender is opened.
- G) Ensure that the original Call Deposit Receipt is included with the tender document. The Call Deposit Receipt enclosed must be complete in all respects and contain the bank identity, be numbered and dated. The above information must be also documented to the tender document in the prescribed place.
- H) A witness sheet is prepared showing the particulars of the bidders/representatives who are in attendance. This list will be countersigned by at least two members of the Tender Opening Committee.
- I) To get the Comprehensive Statement of Tenders completed soon after the opening of tenders.

NOTE;-

- A) If any quotation has been left blank against any item by a tenderer, this should be particularly noted. Such omission shall be indicated by drawing a line across the blank space under the initials of the Convener of the Tender Opening Committee. All corrections, where acceptable must be initialed by the Tender Opening Committee.
- B) **DELAYED/LATE TENDERS.**
Tender not received at the scheduled time and date will be reckoned as Late Tenders. ``late Tenders`` will not be entertained in any case.
- C) Any other discrepancy observed by the Tender Opening Committee will be endorsed in ink on the tender.

6.10 STEPS AFTER TENDER OPENING.

After the tenders are opened and announced, earnest money deposit of highest bidder and 2nd highest bidder (if decided to be retained) will be handed over

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to the B&AO of concern office for retention. The B&AO will enter their particulars in the Register kept for the purpose and will be responsible for their safe custody till return to the bidder. Earnest Money deposit of the remaining will be returned for them by the Director (Proc) Distb., / Manager (Proc)., PMU.

When the Comparative Statement has been completed, it will be signed by the members of the Tender Opening Committee.

6.11 COMMERCIAL EVALUATION

The commercial evaluation of the highest announced bidder shall be completed as per criteria mentioned in the tender documents within 15 days of the tender opening date by the standing evaluation committee and shall consider (but not limited to) the following;

- A) Comparison of bid price to reserve price.
- B) Consideration of previous offers.
- C) Possibility of deterioration of material.
- D) Market trend.
- E) Location of Material.
- F) Bidder's previous performance.

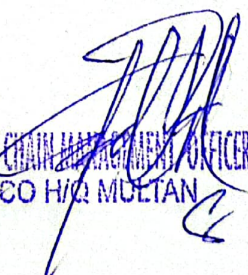
Standing Evaluation Committee

- | | |
|--|----------|
| 1. Chief Engineer Strategic Planning / any officer
nominated by CEO | Convener |
| 2. Manager Corporate Accounts | Member |
| 3. Director Procurement | Member |

Standing Tender Evaluation Committee will submit the commercial evaluation report along with the comparative statement duly recommended to Chief Supply Chain Management Officer.

NOTE:-

For further procedure see Chapter-11.


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CHAPTER 7

AUCTION PROCEDURE

7.1 GENERAL

All items may be disposed off by auction under any of the following circumstances;

- A) When one or more attempts through tender have NOT brought forth the expected offer.
- B) The location and the nature of the material are such as to be more suitable for auction at site rather than a tender opened at the Disposal Directorate.
- C) When sales by auction is considered by Chief Supply Chain Management Officer likely to generate better competition, therefore better sales price and thus serve the interest of the Authority.
- D) When the exigencies of service demand a more expeditious disposal at site than sales through routine tenders.

As sales by auction implies financial, legal and commercial obligations for competent authority involves contracts with private parties, all steps taken must be carefully and conscientiously examined by all concerned.

7.2 PRELIMINARY STEPS

Taking the above circumstances (para 7.1) into consideration Chief Supply Chain Management Officer will decide as to whether the material be sold through tender or auction. The points mentioned in para 6.1 Chapter 6 of Tender Procedure must be got checked by Auction Committee before issuing auction notice.

7.3 AUCTION PROGRAMME.

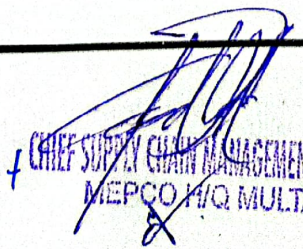
The auction notices/auction programme shall contain but not limited to the following;-

- Date/Time of Auction
- Location of Auction
- Brief Description of items
- Unit of Measure
- Quantity of items to be sold.

7.4 AUCTION ADVERTISEMENTS.

The finalized auction notices/auction programme will be advertised in the press after obtaining approval of CEO MEPCO, through Director, Public Relations, MEPCO as per PPRA rules giving at least 15 days prior to the date of auction.

7.5 CO-ORDINATION WITH THE SOF AND THE


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AUDIT AUTHORITIES.

A copy of auction programme will be sent to Deputy Chief Auditor, the Store Managers/XENs concerned and Manager (MM) / PMU (if applicable). The store officers are to make stores available for the bidders to inspect at the site and necessary arrangements to conduct the auction. A copy of the auction programme is to be sent to the Deputy Chief Auditor so that he may depute a member of his staff to witness the auction.

7.6 CONDUCT OF AUCTION

Financial Power will be exercised as given in Chapter 13 of this book.

All auctions conducted by the Chief Supply Chain Management Officer will be attended and witnessed by Auction Committee on his behalf;

Auction Committee

- A. Manager (MM) / Manager Procurement
- B. An Audit Officer detained by the Head of Internal Audit MEPCO.
- C. An Officer detained by the Store Owning Formation not below the status of BPS-16.

7.7 DUTIES OF AUCTION SUPERVISING OFFICER.

The duties of auction supervising officer are given as under;-

- A) Be fully conversant with the auction procedure, terms and conditions of the auction and other relevant provisions of the Disposal Procedure.
- B) Ensure the prior advertisement of auction notice has been published in the press.
- C) Coordination with the SOF and the Audit Officer about the dates, timing and location of auction.
- D) Ensure the correctness of the auction documents, including the Survey Reports and any remarks and recommendations on the verification report to detect any last minute defects or omissions overlooked at the previous stages of scrutiny.
- E) Ensure that the representatives of the Audit and SOF are assembled at the spot well before the commencement of the proceedings.
- F) Ensure that the stores for auction are properly laid out lot wise or marked clearly and that related arrangements have been made for the inspection of the stores/vehicles/equipment by the intending bidders.

- G) Ensure that the terms and conditions of the auction and the particulars of the items that are withdrawn from auction after the publication, if any, prior to each auction are announced to the bidders.
- H) Ensure auction does not start before the time advertised in the press. He may defer the auction proceedings, in special circumstances, for a short while, say not more than half an hour, to allow the bidders to inspect the stores and assemble, so that the best offer is obtained for the stores being put up in the auction.
- I) Conduct the auction in a systematic and efficient manner and generate an orderly atmosphere to encourage bidders to come forth with their bids in healthy competition.
- J) Ensure that appropriate stationery and books are available to record auction proceedings and issue receipts for Earnest Money received.
- K) Ensure that the auction money has been received and cash converted into bank draft. He should ensure the safe custody of the cash and no undue risk is taken with the authority's money.
- L) Complete the auction Performa (Exhibit 7.1) for each auction before the commencement of another.
- M) Stop the auction if a fair offer is not being made or he feels that the bidders are ganging up into a ``combine`` to defeat the competition and document justification for stopping the auction.
- N) On completion of each auction, he will recheck and compile all documents. He shall assisted by the Audit Representative and the SOF Representative in the finalization of the documentation.

NOTE;-

- 1 The witnessing officers of Audit and SOF may be of the rank of BPS-16 and above depending on the value of the material to be auctioned. The value relates to the Reserve Price of the material or of each lot if sold as a lot.
 - 2 If an Audit officer is not made available, the SOF will depute another officer.
 - 3 Where the Auction committee feels the necessity of assistance of any official he will seek the services of the incumbent for the conduction of auction.
- 7.8 Financial Powers to accept the highest bid are given in Chapter 13 of this book.

7.9 RECORD OF AUCTION PROCEEDINGS.

All bids offered for each lot will be entered on a Performa (Exhibit 7.1). The auction committee will be responsible for its completion and will along with the witnessing officers sign each Performa at the close of each lot auctioned.

The Performa shall contain, but not limited to the following information;

- 1 Date and Time of Auction
- 2 Location of Auction
- 3 Description of Lot Disposed
- 4 Record of all Bids
- 5 Name, National identity Card No. and Address of highest bidder
- 6 Amount of highest bid (Numerical & Words)
- 7 Reserve Price
- 8 Survey Report No. and Date
- 9 Recommendation of Auction Committee for Bid Acceptance or Rejection
- 10 Signature supervising officer for the acceptance/rejection of all bids.
- 11 Bid acceptance, subject to approval
- 12 Amount received from successful bidder
- 13 Balance due
- 14 Signature of successful bidder in token of his acknowledgement that the bid offered by him may be accepted by the competent Authority.
- 15 Approval as per Chapter 13 of this book if it is written the competency of the officer conducting auction otherwise the case will be prepared for the approval of the competent authority

7.10 COLLECTION OF BID / EARNEST MONEY.

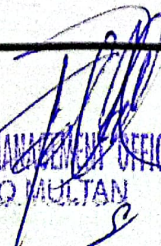
All bidder have to submit a fixed bid security (up-to 5% of the reserve price, decided by the Chief Supply Chain Management Officer) and clearly communicated to the bidders through advertisement.

At the fall of hammer, the highest bidder for each bid shall be required to deposit as Earnest Money 25% (with adjustment of bid money) of the bid amount with the auction committee or the officer detailed to conduct/supervise the auction and a written receipt for cash given. Where the bidder fails to pay the Earnest Money the bid should be cancelled forthwith announced on the spot and re-auctioned. The defaulting bidder will be debarred from further participation in that auction.

7.11 ACCEPTANCE OF THE BID

Detail procedure of bid and issuance of Letter of acceptance is outlined in Chapter 11 paras 11.2 and 11.3 of this book.

7.12 CODE OF CONDUCT.


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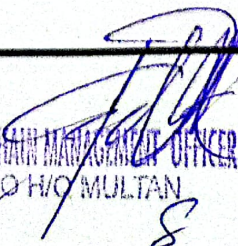
Staff and officers of MEPCO are forbidden from participating in a Disposal auction or favoring any particular bidder in performance to others. The bidder offering the highest bid will normally be given a Letter of acceptance.

Only with the approval of competent authority, a employee may be allowed to participate in the open auction.

7.13 TERMS AND CONDITIONS OF SALE BY AUCTION.

The following conditions will apply to all sales through auction conducted by the Chief Supply Chain Management Officer;

- A) All sales shall be made to the bidder offering the highest price subject to the approval of the competent authority. In the event of any dispute between the bidders, the dispute shall be decided by the Chief Supply Chain Management Officer and the decision will be binding on both the parties.
- B) Chief Supply Chain Management Officer or the officer detailed to supervise the auction may refuse to accept the bid of any person or persons.
- C) The officer supervising the auction may also withhold from Auction any lot/lots or part of a lot, in the interest of MEPCO or for administrative necessity. The specifics and justification must be documented.
- D) Payment of 25% of the highest bid shall be made as Earnest Money on the fall of hammer. The balance of the bid money shall be paid within 21 days from the date of issue of letter of acceptance.
- E) The Earnest Money paid by the successful bidder is a security for due performance of the bidder. In case of failure of the bidder to fulfill the conditions of the auction, including the payment of the balance of the bid money. The earnest money will be forfeited.
- F) Chief Supply Chain Management Officer may grant extension up-to 15 days for depositing the balance amount of the accepted bid.
- G) The whole lot or lots shall be taken from the site of accumulation with all faults and any error in the earlier description or otherwise. Quantities, sizes, measurements, numbers and weight as stated in the lists of description are approximate. The stores are sold at the site on the clear understanding that the bidders have inspected and satisfied themselves of the lot or lots they are bidding for NO complaints after the sale whatsoever shall be entertained.
- H) Where stores are sold by weights or numbers, the bidder will be charged for only the actual quantity supplied by the SOF.


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- I) Where the whole lot or lots of the bid is not delivered to the bidder for any cause whatsoever, other than the negligence of the bidder. The whole or a proportionate of the bid money shall be refunded to the bidder. No claim will be entertained other than for a proportionate refund of the value of the undelivered quantity of the material sold.
- J) Where the exigencies of the service demand Chief Supply Chain Management Officer may add to these terms and conditions or modify any or some of them.

Exhibit-7.1 (attached)


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CHAPTER 8

NEGOTIATION

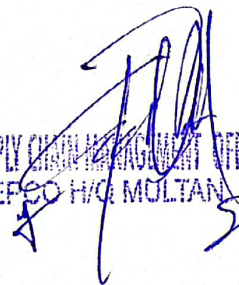
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CHAPTER 9

PRIVATE TREATY

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CHAPTER 10

RATE CONTRACT

10.1 GENERAL:

Some disposable material have a recurrent flow into the Store Owning Formation whose market prices DO NOT often fluctuate or whose long retention with the Store Owning Formation is NOT desirable because of rapid deterioration or fire hazard, like used batteries, waste paper or other waste material etc. it will be more economical and practicable to enter into a Rate Contract. It is the intent of this chapter to establish guidelines and assign responsibilities for disposing off material through Rate Contract.

10.2 RESPONSIBILITY:

The Chief Supply Chain Management Officer will determine which item or group of items shall be disposed off through Rate Contracts. The Rate Contracts shall be approved by the CEO MEPCO before issuance.

10.3 TENDER PROCESS:

Each item or group of items which have been selected to be disposed off by issuing a Rate Contract will be advertised in the press as outlined in Chapter 6 Para 6.4.

10.4 TENDER EVALUATION:

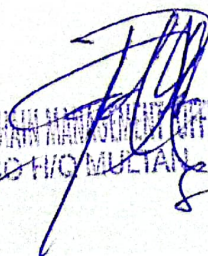
The tender will be evaluated as outlined in Chapter 6 Para 6.11.

10.5 TENDER APPROVAL:

The bid evaluation document containing the recommendations will be approved by Chief Executive Officer MEPCO.

10.6 RATE CONTRACT:

A Rate Contract will be executed with the bidder quoting the highest rate. The rate contract will normally be made out for a period of one year. However, Chief Supply Chain Management Officer may extend the contract for the period of one year at a time.


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CHAPTER-11

ACCEPTANCE OF BID AND RELEASE OF MATERIAL

11.1 GENERAL:

This chapter is intended to act as guideline and to assign responsibilities for the various functions required to approve the tender documents, issue and distribute the Letter of Acceptance and release of disposable material.

11.2 BID APPROVAL:

When the evaluation process described in Chapter 6 Para 6.11 is completed, the complete package will be reviewed by the Chief Supply Chain Management Officer and approved by the competent financial authority. The financial competencies are set-forth in Chapter 13 of this book.

11.3 LETTER OF ACCEPTANCE:

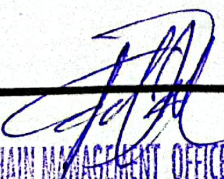
- A) As soon as the decision is taken to accept a bid, by the competent authority a letter of acceptance (L.O.A) as Exhibits 11-2A & 11-2B will be issued to the successful bidder under registered cover by the Director (Proc)., Distb., / Manager (Proc)., PMU.
- B) In addition to the instructions at para 11.3 (a) in case of auction, if the Reserve Price of material is within the financial power of acceptance of the Chief Supply Chain Management Officer or the officer supervising the auction an LOA will be issued, after the receipt of the Earnest Money. When the Reserve Price of the material is beyond the power of acceptance of the officer conducting the auction, he may accept the earnest money subject to the approval of competent authority. However, the supervising officer shall have the power to reject any bid which is below reserve price or considered unattractive. On return to the Hear quarter, cases of rejection will be got approved from the competent authority.
Performa of the auction proceedings will nevertheless be completed and signed by the Supervising Officer and the officers witnessing the auction, with the remarks that issue of LOA deferred till approval by competent authority (as per financial Power) as the case may be.
- C) The Letter of Acceptance will be scrutinized by the Director (Proc). Distb., / Manager (Proc)., PMU for correctness of entries and particulars of the material and the bidder before issue.

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- D) The successful bidder will be required to deposit the total bid amount within 15 Days from the date of issue of the Letter of Acceptance sent under registered cover.
- E) If a bidder applies in writing for issue of LOA by hand, the Chief Supply Chain Management Officer may allow issue by hand and will record the permission in writing in the relevant file. The period of 15 Days commences from the date of issue of the Letter of Acceptance.
- F) If the successful bidder fails to comply with the condition of the LOA, his award will be annulled and his Earnest Money forfeited. The award may then be made to 2nd highest bidder, if considered reasonable, otherwise afresh sale action will be taken.
- G) Chief Supply Chain Management Officer may grant an extension upto 15 Days for the deposit of the total bid amount beyond the date given in the L.O.A and in special circumstances General Manager may give a further extension.

11.4 RELEASE OF STORES:

- A) On deposit of full bid amount (in case of tender and balance of bid amount in case of auction) as given in the LOA after scrutiny and confirmation by the B&AO, the Director (Proc)., Distb., / Manager (Proc)., PMU will issue a Release Order as Exhibits 11-3A and 11-3B addressed to the Officer Incharge Stores, authorizing him to deliver the stores sold to the bidder. Earnest Money (only in case of tender) of the bidder will be released and sent to him alongwith the copy of the Release Order by Registered Post or on request by hand as in para 11.3 E.
- B) The Stores having Reserve Price upto Rs.20,000.00 (Rupees Twenty Thousand only) and all vehicles (irrespective of their values) will be delivered by the officer Incharge of the store / vehicle to the bidders. To safe-guard the interest of the MEPCO while handing over the stores having Reserve Price more than Rs.20,000.00 (Rupees Twenty Thousand only) to the successful bidder, the following measures must be adopted:
 - i) A "Release Committee" comprising the following officers shall be constituted by the Chief Supply Chain Management Officer to deliver the disposable material to the successful bidder in accordance with quantities mentioned in the Release Order issued by the office of the Director (Proc)., Distb., / Manager (Proc) PMU.

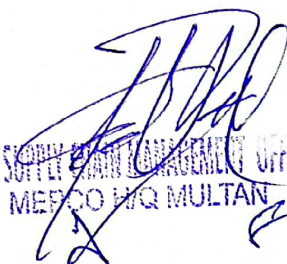

CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
MEPCO HQ MULTAN

1. XEN / Dy: Manager Store /warehouse / any officer nominated by CEO Officer of the equivalent status. (Convener)
 2. Assistant Manager Store (Member)
 3. B&AO or Accounts representative available (Member)
 4. The Security Incharge at the station (Member)
- II) All members of the Release Committee will be present at the time of delivery of stores to ensure correct weighment, counting and measurement etc. they will sign store requisition / store Challan / any other document used for the delivery of the disposable store to the successful bidders. The Release Committee will be fully responsible for any discrepancies / irregularities noticed afterwards.
- C) The bidder will be required to lift the stores from the location as soon as possible but not later than 21 working days or any other period specified in the Tender Documents.
- D) Under special circumstances, the period of 21 days may be extended:
- i. Upto 15 Days by Chief Supply Chain Management Officer without rental charges.
 - ii. Additional extension may also be accorded by Chief Supply Chain Management Officer without rental charges.
 - iii. Any delay in lifting the store will be on payment of 1% of the bid amount per day (after above period) till such time the entire quantity is removed from the site.
- E) All weighment, counting, measuring and loading of material will normally be done at the cost of labour and transport of the bidder and in the presence of Release Committee.
- F) On removal of the stores and completion of the delivery, the officer Incharge stores will immediately issue the Sale report on Exhibit 11-1.
- G) S.O.F will recover all the claims from the bidder including additional charges, rental charges @ 1% per day and cost of damages to the premises etc., before completion of the lifting of the material.
- H) If the actual buyer wishes to take delivery of the stores purchased through a representative, he must authorized his representative by a proper letter of authority to be presented to the officer Incharge of the stores. The officer Incharge of the stores, it satisfied of the authenticity of the letter of authority, is to deliver the stores through that proxy at the risk and responsibility of the

buyer. In such cases there shall be no claim against the Authority on any account whatsoever.

- I) The buyer shall be responsible for any damage to the MEPCO premises while removing the lot or lots bought by him SOF should demand due compensation from the bidder to make good the damage, which will be paid by the buyer before completion of lifting of material.
- J) Deliveries of the stores will normally be made to the bidders on working days only.
- K) The officer Incharge of stores will remove the items disposed of from the books on the basis of store requisition / store Challan / any other document used for the delivery of material.

Exhibit-11.1,11.2A11.2B, 11.3A, 11.3B


CHIEF SUPPLY & STORES MANAGEMENT OFFICER
MEPCO HQ MULTAN

CHAPTER 12

DESTRUCTION OF DISPOSABLE MATERIAL.

12.1 General

When a disposable stores have not been sold through all modes of disposal process within a reasonable time period from the date the survey report is received by the office of the Chief Supply Chain Management Officer the material is to be destroyed by the most economical means.

12.2 Notice To Destroy.

When an item meets the criteria above and has not been sold during the specified period of time. Upon written instructions from the Chief Executive Officer. The Chief Supply Chain Management Officer shall issue a notice to the Store Owning Formation to destroy disposable items.

12.3 Destruction of Valueless Material.

There are certain items which after completing their useful life are of no commercial value. for instance, broken China/glass crockery, rubber gloves, broken porcelain portion of insulators. curtains, floor-coverings, could arise, tents etc., in the shape of rags. For such like items having no commercial value, the Superintending Engineer concerned may approve/arrange the destruction on the recommendation of the Survey Committee

12.4 Destruction Method

No hard and fast rule can be laid down for determining the method for destruction of the run-saleable material.

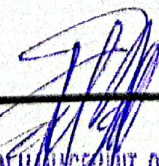
It shall be the responsibility of the Store Owning Formation to determine the best method for destruction of each item.

12.5 Disposal Method

Again no hard and fast rule can be laid down for determining the best method of disposing the destructed items due to environmental conditions and other factors. However, where possible al items should be burnt, buried or discarded in a manner least damaging to the environment

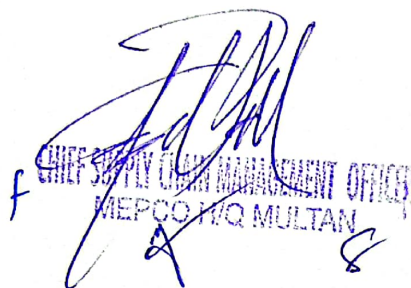
12.6 Survey Committee

A Survey Committee as appointed by the Store Owning Formation shall witness the destruction of all MEPCO material and will record certificate indicating that the material has been destroyed in accordance with this procedure.


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MEPCO FOR MULTAN
A S

12.7 Documentation

When an item is destroyed, the members of the Survey Committee will prepare and sign a Store Requisition/any other document indicating description, the stock code and quantity of the items destroyed. On the basis of this document the items will be removed from the books of the Store Owning Formation.


CHIEF SUPPLY CHAIN MANAGEMENT OFFICE
MEPCO H.Q. MULTAN

Chapter-13

FINANCIAL POWERS

13.1 General

The competent authority and financial limits to approve and dispose off any item are outlined in the latest revision/amendment to the Book of Financial Powers.

- (a) The authority approving the survey report is supposed to ensure that: -
- (i) The reserve price has been fixed correctly keeping in view the market trend and condition of stores.
 - (ii) The material to be disposed off is no more required.
- (b) The authority exercising the powers to accept the bids is supposed to ensure.
- i. Comparison of the bid price with the reserve price.
 - ii. Previous offers for the stores under approval and market rates.
 - iii. Current offers for the similar stores.
 - iv. Possibilities of the deterioration of the material.

An extract of the powers from the Book of Financial Powers as amended upto 1.3.1989 for the disposal of material is reproduced below-

13.2 Powers To Approve The Survey Reports

"DECLARATION OF STORE MATERIALS, INSTRUMENTS, TOOLS AND PLANTS AND EQUIPMENT AND VEHICLES INCLUDING SPARE PARTS AS SURPLUS, UNSERVICEABLE OR SCRAP

Nature of Power:

Competent Authority.

Extent of Monetary Limit.

(C). To declare store materials instruments, tools and plants and equipment and vehicles including spare parts as surplus serviceable, unserviceable or scrap.

Competent Authority.

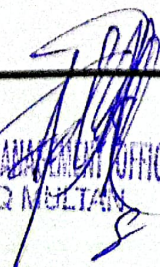
- (i) General Manager
- (ii) Chief Supply Chain Management Officer.

Monetary Limit

Full Powers
Rs. 50 Million in each case

NOTES.

(1). The declaration of store materials, instruments, tools & plants equipment and vehicles including spare parts as surplus, serviceable, unserviceable or scrap shall be made subject to the conditions laid down in MEPCO Disposal Procedure and on the recommendation of a Committee constituted for the purpose by the Chief Supply Chain Management Officer as given


 CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
 MEPCO H/Q DELTA

in the Disposal Procedure/ However, it shall also Include a Representative of Finance/Accounts not below the rank of a Grade 17 officer.

(2) Amounts indicated above refer to the reserve price of store material etc.

13.3 Powers To Accept the Bids.

DISPOSAL OF SURPLUS STORE MATERIALS, INSTRUMENT, TOOLS AND PLANTS, EQUIPMENT AND VEHICLES INCLUDING SPARE PARTS.

Nature of Powers

D (1)

To dispose off store materials, Instruments, tools & plants and equipment declared as surplus, serviceable, unserviceable or scrap by the competent authority mentioned in item (C) above.

Competent Authority.

- (i) CEO
- (ii) General Manager
- (iii) Chief Supply Chain Management Officer.

Monetary Limit

Full Powers
Rs 50 Million in each case
Rs 20 Million in each case

Superintending Engineers/ Manager / Director & officers of equivalent status may however, exercise the powers upto Rs. 15000/- with the approval of Chief Supply Chain Management Officer, where bid price is above reserve price.

D (2)

To dispose of vehicles declared as unserviceable by the competent authority mentioned in item (c) above.

Competent Authority.

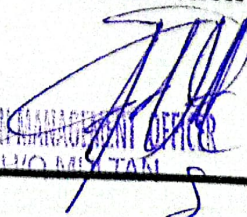
- (i) CEO
- (ii) General Manager
- (iii) Chief Supply Chain Management Officer.

Monetary Limit

Full Powers
Rs 50 Million in each case
Rs 20 Million in each case

NOTES.

1. The above powers will be exercised strictly in accordance with the conditions laid down in MEPCO Disposal Procedure.
2. Amounts indicated above refer to the reserve price.
3. Disposal of all serviceable material would be in accordance with the disposal procedure
4. The amounts indicated above refer to the reserve price of each lot when stores are sold in lots, and to the reserve price of each item when sold item-wise".


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MEPCO HQ, MUMBAI

CHAPTER-14

TRANSFER OF SALE PROCEEDS

14.1 GENERAL

The successful bidders are required to deposit the total bid amount into the designated bank account as laid down in their letters of acceptance

The Budget & Accounts Officer, assigned to the concerned SOF shall maintain a disposal collection receipt cash book to record the details of all transactions of the collection bank account. He is also responsible to reconcile the balance of the cash book with the corresponding bank statement.

14.2 Responsibilities For Transfer Of Sale Proceeds

The Budget & Accounts Officer on behalf of concerned SOF shall be responsible for the transfer of the deposited amount (as mentioned here above) to the respective Managers Finance.

14.3 Transfer Of The Amount Deposited By Bidders

The cash deposited by the bidder's will be transferred on monthly basis in the 1st week of the following months through (Account Payee) bank cheques prepared and issued by the Budget & Accounts Officer of concerned SOF. He shall also prepare a statement (Exhibit 14-1) showing the details of the amount deposited which will be annexed with the cheque to be sent to the Manager Finance concerned.

The Budget & Accounts Officer will make arrangements for prompt delivery of the cheques alongwith the statement through special messenger to the concerned offices.

14.4 Credit Advice To The Concerned Accounting Units

The Managers Finance concerned will issue credit advices to the concerned accounting units within their jurisdiction in the corresponding monthly account. The concerned formations should contact their Manager Finance for missing credits of the material sold if any.


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MEPCO DISPOSAL PROCEDURE

EXHIBITS

INDEX

Chapter No. 2	Survey of Disposable Stores	Exhibit 2-1
		Exhibit 2-2
		Exhibit 2-3
		Exhibit 2-4
		Exhibit 2-5
Chapter No. 3	Inspection & Verification	Exhibit 3-1
Chapter No. 4	Survey of Vehicles / Heavy Mobile Machinery (H.M.M).	Exhibit 4-1
Chapter No. 6	Tendering Procedure	Exhibit 6-1
Chapter No. 7	Auction Procedure	Exhibit 7-1
Chapter No. 11	Acceptance of Bid & Release of Material	Exhibit 11-1
		Exhibit 11-2A
		Exhibit 11-2B
		Exhibit 11-3A
		Exhibit 11-3B
Chapter No. 14	Transfer of Sale Proceeds	Exhibit 14-1

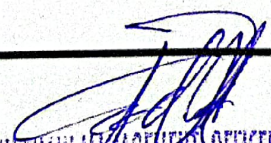

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 MEPCO HQ MULTAN
 2 8

EXHIBIT 2.1**SURVEY REPORT
(FILLING INSTRUCTIONS)**

- A) Report No. _____ Date _____
- B) Stores Owning Formation _____
- C) Location of Stores _____
- D) Type of Material _____

Item No	Nomenclature	Specification/Part No	Unit of Measure	Quantity	Unit Reserve Price	Total Reserve Price
---------	--------------	-----------------------	-----------------	----------	--------------------	---------------------

(Use continuation sheet for additional items and for the basis of setting the reserve price, where applicable)

Condition of Stores _____

Reasons for declaring disposable _____

MEMBERS SURVEY COMMITTEE.

Sr. No.	Name	Title	Signature	Date
1		Senior Store Keeper		
2		Asst. Manager (MM)		
3		Asst. Manager (CA)		
4		Dy. Manager (MM)		

Approved by.

Name	Title	Signature	Date
	Manager (MM)		

DISTRIBUTION OF SURVEY REPORT

- | | |
|---|------------|
| 1. Director Proc., (Distb)/PMU | 05 Copies. |
| 2. Director /SE/ PD/Manager (MM) Convener of survey committee | 01 Copy |
| 3. Regional Store Manager / Officer In charge of Stores | 01 Copy |

In case of the survey reports of vehicles/ heavy mobile machinery, the distribution will be as under:-

- | | |
|---|---------|
| 1 Director Transport - | 01 Copy |
| 2 Officer in charge of Vehicle / Heavy Mobile machinery | 01 Copy |

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MEPCO/HQ MULTAN

TRANSFORMERS ON THE BASIS OF 100% COMPONENTS AVAILABLE

Stores Owning Formation_____

Sr. No	Capacity KVA	HT/LT Winding	Core Lamination	Tank / Body	Lump Sum Value of other Components	Total Value	Remarks
A	B	C	D	E	F	G	H

XEN/SDO M&T

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EXHIBIT 2.3**RESERVE PRICE ANALYSIS OF UNSERVICEABLE DISTRIBUTION TRANSFORMERS**

Ref Survey Report No _____ Name of S.O.F _____ Lot No. _____

Dated _____ Location _____ Cooler Code _____

Sr. No	Capacity KVA	Manufacturer Name	Manuf acturer No	% Available & Condition of Components				Tank/ Body Condi tion	Cost of available components in accordance with exhibit 2.2				Total Reserve Price	Remarks
				HT/LT Winding		Core Lamination			HTLT Windi ng	Core Lamina tion	Tank/ Body	Other compon ent		
				% Avail able	Condit ion	% Avail able	Condit ion							
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O

CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
MERCO HQ MULTAN

[Signature]

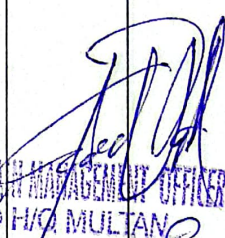

 CHIEF SUPPLY CHIEF MANAGEMENT OFFICER
 MERCO HQ MULTAN
 f X S E

EXHIBIT 2.4**ANALYSIS RESERVE PRICE OF UNSERVICEABLE DAMAGE POWER TRANSFORMER**

Ref Survey Report No _____ Date _____ Name of S.O.F.. _____

Location _____ MVA Rating _____ Voltage Ratio _____

Manufacturer Name _____ Manufacturer Number _____

Year of Purchase _____ Year of Damage _____

Sr. No	Description of item	Weight/No as per Specification	Weight/No Physically available	Rate per KG/No	Total Reserve Price (RS)
--------	---------------------	--------------------------------	--------------------------------	----------------	--------------------------

- 1 Copper Winding (HV/LV & Tertiary)
- 2 Core lamination
- 3 Tank and Tubes
- 4 Platform
- 5 Transformer bushing
- 6 Cooling Fans
- 7 Other major components
- 8 Other miner Components

G.Total RS.

Signature

Officer In Charge of the Stores(Store Owning Formation)

Signature

XEN TR W/Shop MEPCO/XEN P& I**NOTE:-**

This exhibit also to be Signed by either of the Officers given below;-

- A) **EXECUTIVE ENGINEER TRANSFORMER RECLAMATION WORKSHOP WAPDA**

When the disposable Power Transformer is lying in the TR W/Shop MEPCO.

- B) **EXECUTIVE ENGINEER PROTECTION AND INSTRUMENTATION OF THE GSO CIRCLE**

[Signature]
 f CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
 MEPCO H/Q MULTAN
 8

When the disposable Power Transformer is lying in the jurisdiction of the GSO Circle Concerned / Ware House / At any Site.

EXHIBIT 2.5**RESERVE PRICE ANALYSIS OF CABLE WITH REFERENCE TO**

Survey Report No _____ Date _____ At SR.NO _____

Belonging to name of Stores Owning Formation _____

One meter price of the cable was cut, peeled and found

The contents therein as under

Sr.No	Description of Cable	Weight of Copper Contents (KG)	Weight of Aluminum Contents (KG)	Weight of Steel/Iron Contents (KG)	Weight of PVC Insulation (KG)	Weight of other Insulation (KG)	REMARKS
1	2	3	4	5	6	7	8

CALCULATION OF THE RESERVE PRICE

- A) Cost of _____ (KG) Copper Contents @ RS;- _____ Per KG RS.
- B) Cost of _____ (KG) Aluminum Contents @ RS;- _____ Per KG RS.
- C) Cost of _____ (KG) Steel/Iron Contents @ RS;- _____ Per KG RS.
- D) Cost of _____ (KG) PVC Insulation @ RS;- _____ Per KG RS.
- E) Cost of _____ (KG) Other Insulations @ RS;- _____ Per KG RS.
- F) Total Cost of meter length of the Cable (A+B+C+D+E) RS.
- G) Less the Cost involved in peeling the Cable RS.
- H) Net Cost of one meter of the Cable (F+G) RS.

SIGNATURE OF THE OFFICER OF S.O.F.

CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
MEPCO H/A MULTAN

EXHIBIT 3.1**INSPECTION/VERIFICATION OF STORES**

OF _____

1) SITE AT _____ 2) VERIFICATION REPORT NO _____

3) DATE _____

SR.NO	NOMENC LATURE	SURVEY REPORT NO & DATE	QUANTITY AS PER SURVEY REPORT	QUANTITY VERIFIED	DISCRIP ANCIES	SURVEY REPORT RESERV E PRICE	REMARKS
	4	5	6	7	8	9	10

11) Members verification team

12) Officer Incharge Store (SOF)

SR. NO	NAME	TITLE	SIGNATURE	DATE	NAME	TITLE	SIGNATURE	DATE
1								
2								
3								
4								

13) _____

Distribution:-

1. Director Proc. (Distb). / Manager (PMU) MEPCO.
2. Manager (MM) /SE/ PD concerned.
3. XEN/ Store Officer concerned
4. Manager (IA) for scrutiny of the documents
5. Office copy for record.

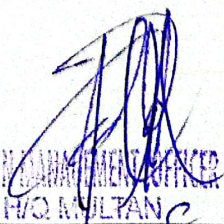

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 MEPCO H/O MILTAN
 f

EXHIBIT 4.1**(ANNEXURE TO THE SURVEY REPORT OF VEHICLE)****PARTICULARS OF DISPOSAL VEHICLES**

- 1 Registration No. of the vehicle _____
- 2 Registration documents available _____
- 3 Token paid upto _____
- 4 Registration documents not available _____
- 5 Did the vehicle meet major accident _____
- 6 Month and year of going the vehicle off road _____
- 7 Make _____ Model _____
Total Mileage / K.M covered _____
- 8 Engine No. _____ Chassis No. _____
- 9 Capacity of the Engine _____
- 10 Engine Petrol/Diesel _____ (Write whichever is applicable)
- 11 Condition of the Engine _____
- 12 Over all condition of the Body _____
- 13 Wind screen; Available/not available/Broken (Tick & Initial whichever applicable)
- 14 Doors Available/Not available _____
Lying dismantled/Partly available (Tick & Initial whichever applicable)
- 15 Door Glasses; Available/not available/Broken (Tick & Initial whichever applicable)
- 16 Steering Assembly; Available/not available/
Not available/Partly available (Tick & Initial whichever applicable)
- 17 Condition of the Dash Board _____
- 18 Gauges Available/not available/
Not available/Partly available (Tick & Initial whichever applicable)
- 19 Over all Condition of the seats _____
Satisfactory/Not available/Partly (Tick & Initial whichever applicable)
- 20 Condition of the Tyres _____

- 21 No. of Tyres with Rim available _____
- 22 Detail of T&P _____
- 23 Battery Available/Not available (Tick & Initial whichever applicable)
- 24 **ACCESSORIES OF THE PETROL ENGINE**
 Self starter, Dynamo/Generator, Cut out, Carburetor, Radiator, Radiator fan assembly, Air Cleaner Assembly Ignition Coil. (Strike off and initial all Missing accessories)
- 25 **ACCESSORIES OF THE PETROL ENGINE**
 Self starter, Dynamo/Generator, Cut out, Carburetor, Radiator, Radiator fan assembly, Air Cleaner Assembly Fuel injection Pump, Injectors (Atomizers) Heater Plug (Strike off and initial all Missing accessories)
- 26 Gear Box Available/Available with broken Condition/Not available. (Tick & Initial whichever applicable)
- 27 Differential unit complete Available/Available Without driving shaft/only driving shaft available/ Complete unit missing. (Tick & Initial whichever applicable)
- 28 Suspension System Complete available/ Not available/Partly available. (Tick & Initial whichever applicable)
- 29 Road spring Assembly Complete unit Available/ Not available/Partly available. (Tick & Initial whichever applicable)
- 30 Shock absorber Available/Not available/ Only one available. (Tick & Initial whichever applicable)
- 31 Head Lights Available/Not available/Broken. (Tick & Initial whichever applicable)

NOTE:-

Urdu translation of this exhibit must be officially given to the watchman (Chowkidar) and he should be instructed to ensure the safe custody of vehicle and its accessories. Notice served to the Watchman (Chowkidar) vide No. _____ Dated. _____

SIGNATURE OF DRIVER
CONCERNED

SIGNATURE OF
SUB ENGINEER/
LS CONCERNED

COUNTER SIGNATURE
SDO OF THE VEHICLE
OWNING FORMATION

CHIEF SUPPLY & MANAGEMENT OFFICER
MEPCO HQ MULTAN

EXHIBIT 6.1**SALE REGISTER OF TENDER DOCUMENTS**

A) Tender No. _____

B) Date of Opening. _____

C) Cost of Tender Documents. _____

Sr.No	Date of issue of Tender Documents	Bank Challan No & Date	Name & Address of Purchaser	Remarks

f
CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
MEPCO H/Q MULTAN

EXHIBIT 7.1**STATEMENT OF PROGRESSIVE BIDS (AUCTION)**

Open public auction held on _____ Hours on _____

At _____ to dispose off _____

Belonging to _____

Bids Rs. _____

SIGNATURE OF HIGHEST BIDDER_____
NAME & ADDRESSCertified that the above mentioned auction has been conducted in our presence and maximum offer of
Rs. _____ Given by MR _____

_____ is recommended for acceptance/rejection.

AUDIT REPRESENTATIVE_____
S.O.F REPRESENTATIVE

APPROVED BY

Director (Proc)., Distb. / Manager (PMU)

An amount of Rs. _____ (Rupees _____)

Being 1/4th /full bid money and Rs. _____ (Rupees _____)

As advance Income tax vide Receipt No. _____ Dated. _____

Against the reserve price of Rs. _____ Vide Survey Report No (S) _____

Dated _____ has been received.

Balance bid money Rs. _____ Advance Income Tax Rs. _____

The offer is _____ % of the reserve price.

Director (Proc)., Distb. / Manager (PMU)

f
CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
MEPCO HQ MOLTAN
8

EXHIBIT 11-1**TENDER / AUCTION SALES REPORT**

1. NAME OF STORE OWNING FORMATION _____
2. TENDER & LOT NO. _____
3. DATE OF AUCTION / TENDER _____
4. DATE OF DELIVERY _____
5. NAME & ADDRESS OF THE PURCHASER _____
6. DESCRIPTION OF THE STORE _____
7. QUANTITY DELIVERED _____
8. AUCTION BID / TENDER BID _____
9. RESERVE PRICE _____
10. GATE PASS NO. & DATE _____
11. LOADING CHARGES IF ANY _____
12. GROUND RENT 1% IF ANY _____
13. REMARKS _____
14. RELEASE ORDER NO. & DATE _____

ASSISTANT STORE OFFICERSTORE INCHARGE

Material delivered by _____ Material Received by _____

_____ No. _____ Dated: _____.

Distribution:

- 1 Director (Proc)., Distb. / Manager (PMU) MEPCO H/Q Multan.
- 2 Bidder.

EXHIBIT 11-2A

TELEPHONE:061-9220279

Office of the Director (Proc) Distb./ Manager
(PMU) MEPCO H/Q Multan

No. _____

Dated: _____

REGISTERED A.D.SUBJECT: **LETTER OF ACCEPTANCE FOR TENDER (OPENED ON _____) TENDER**
NO.CE (P&D)/DD/DDT/

Your bid pertaining to the above tender for the purchase of following articles has been accepted:

Lot No.	Survey Report No. and Date	Description of material	Quantity	Amount

Kindly arrange to deposit with United Bank Ltd., S.D. Vault Branch, The Mall, Lahore. Account No.8000-2 either in cash or by Crossed Bank Draft drawn in favour of the Chief Engineer (Purchase & Disposal) WAPDA, Lahore, for Rs. _____ + 3% Advance Tax Rs. _____ (Rupees _____) within 15 Days after the issue of this letter failing which the Earnest money for this tender will be forfeited without any further notice and no claim shall lie against this decision.

On payment of the full amount a Release Order will be issued in your favor by this office on the basis of receipted Bank Challan to be furnished by you and confirmation from bank, regarding receipt of the amount for which your tendered bid has been accepted.

You will be held responsible for any loss due to incomplete / incorrect or change in postal address as given by you.

Director (Proc), Distb / Manager (PMU)
MEPCO H/Q Multan

CC. To:-

1. Finance Director MEPCO.
2. Manger (MM) MEPCO H/Q Multan
3. Deputy Manager (MM) R/Store Concern.
4. Master Copy.

EXHIBIT 11-2B

[Signature]
CHIEF SUPPLY AND MANAGEMENT OFFICER
MEPCO H/Q MULTAN

TELEPHONE: 061-9220279

Office of the Director (Proc) Distb./ Manager
(PMU) MEPCO H/Q Multan

No. _____

Dated: _____

REGISTERED A.D.**SUBJECT: LETTER OF ACCEPTANCE FOR AUCTION AGAINST LOT NO. SURVEY
REPORT NO. _____ DATED _____.**

The highest bid made by you in the auction held on _____ at _____ in respect of _____ (Stores) for which you deposited in cash Rs. _____ (Rupees _____) vide Receipt No. _____ Dated: _____ has been accepted.

You are required to deposit with United Bank Ltd., S.D Vault Branch, Lahore, Account No.8002-2 the balance of the bid money i.e., Rs. _____ (Rupees _____) as advance Tax either WAPDA Haleem Plaza, 10-Temple Road, Lahore, within 14 working days after the issue of this letter failing which the Earnest Money will be forfeited without any further notice and no claim whatsoever shall lie against WAPDA in this respect.

On payment of the full amount a Release Order will be issued in your favor by this office on the basis of receipted Bank Challan to be furnished by you and confirmation from bank, regarding receipt of the amount for which your bid (in auction) has been accepted.

You will be held responsible for any loss due to incomplete / incorrect or change in postal address as given by you.

**Director (Proc), Distb / Manager (PMU)
MEPCO H/Q Multan****CC. To:-**

1. Finance Director MEPCO.
2. Manger (MM) MEPCO H/Q Multan
3. Deputy Manager (MM) R/Store Concern.
4. Master Copy.



f CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
MEPCO H/Q MULTAN
S

EXHIBIT 11-3A

TELEPHONE: 061-9220279

Office of the Director (Proc) Distb./ Manager
(PMU) MEPCO H/Q Multan

No. _____

Dated: _____

REGISTERED POST **A.D****SUBJECT: RELEASE ORDER FOR THE STORES OF TENDER NO. CE (P&D)/DD/DDT/**

As per Letter of Acceptance issued by this office vide No. CE (P&D)/DD/DDT/_____ dated _____ the offer of Mr. _____ for the under mentioned item (s) Lot (s) has been accepted for which full payment of Rs. _____ 3% Advance Tax Rs. _____ (Rupees _____) has been made by the party in United Bank Limited, S.D. Vault Br., The Mall, Lahore vide Bank Challan No. _____ dated _____ in favor of Chief Engineer (Purchase & Disposal), WAPDA, Lahore.

Lot	Survey Report	Description of Material	Quantity
No.	No. and Date	Unserviceable material / Vehicles	

All the above listed items may kindly be delivered to the party on presentation of the copy of this letter endorsed to them.

According to terms and conditions of the Tender the party is required to remove the entire stores from site within 21 days failing which rental charges @1% per day of the total value of the store viz. Rs. _____ (Rupees _____) is to be charged by the store owning formation, until such time the entire stores have been removed from site. In case, the stores are not lifted by the prescribed date such charges should be recovered from the party, in advance by your office (this office be informed) accordingly of unless an intimation is received from this office extending the time limit. One copy of Sale Report after delivery of stores be sent to this office with a copy to Regional Director (IC). Accounting the concerned.

Director (Proc)., Distb / Manager (PMU)
MEPCO H/Q Multan

CC. To:-

1. Mr. _____ for information and necessary action.
All stores must be removed form site within 21 days failing which rental charges @1% per day as specified above will be charged in accordance with Disposal Procedure. If delivery be required through representative, the person should be authorized by a letter of authority, which should be presented to the officer in whose charge stores are held. Delivery by proxy will be made at his risk and responsibility and no claim will be accepted against WAPDA whatsoever if the delivery is affected to any wrong person/party.
2. Finance Director MEPCO.
3. Manager (MM) MEPCO H/Q Multan.
4. Deputy Manager R/Store Concern.
5. Master Conv.

CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
MEPCO H/Q MULTAN

EXHIBIT 11-3B

TELEPHONE: 061-9220279

Office of the Director (Proc) Distb./ Manager
(PMU) MEPCO H/Q MultanNo. _____

Dated: _____

REGISTERED POST A.D**SUBJECT: RELEASE ORDER-AUCTION NOTICE NO**

Reference. Letter of Acceptance issued by this office vide No. CE (P&D)/DD/
DDA/_____ dated _____
The highest bid offered by Mr. _____ for purchasing the under
mentioned store (s)/Vehicle (s) as per verified survey report No. (s) _____
dated _____ has been accepted and payment of Rs. _____
(Rupees _____ as bid money and Rs. _____

As advance Tax in favour of C.B.R. Islamabad has been made by the successful bidder vide
CR No. _____ and Bank Challan No. _____. Dated. _____

In favor of Chief Engineer (Purchase & Disposal), WAPDA, Lahore.

Lot No.	Survey Report No.	Description of Material	Quantity
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All the above listed items may kindly be delivered to the party on presentation of the copy of this letter
endorsed to them.

According to terms and conditions of the Tender the party is required to remove the entire stores from site
within 21 days failing which rental charges @1% per day of the total value of the store viz. Rs. _____
(Rupees _____) is to be charged until such time the entire stores have been removed
from site. In case, the stores are not lifted by the prescribed date such charges should be recovered from
the party, in advance by your office (this office be informed) accordingly of unless an intimation is
received from this office extending the time limit. One copy of Sale Report after delivery of stores be sent
to this office with a copy to Regional Director (IC). Accounting the concerned.

Director (Proc), Distb / Manager (PMU)
MEPCO H/Q Multan

C.C.TO: -

1. Mr. _____ for information and necessary action.
All stores must be removed form site within 21 days failing which rental charges @1% per day as
specified above will be charged in accordance with Disposal Procedure. If delivery be required
through representative, the person should be authorized by a letter of authority, which should be
presented to the officer in whose charge stores are held. Delivery by proxy will be made at his risk
and responsibility and no claim will be accepted against WAPDA whatsoever if the delivery is
affected to any wrong person/party.
2. Finance Director MEPCO.
3. Manager (MM) MEPCO H/Q Multan.
4. Deputy Manager R/Store Concern.
5. Master Copy.

CHIEF SUPPLY CHAIN MANAGEMENT OFFICER
MEPCO H/Q MULTAN

EXHIBIT 14-1

DETAIL OF AMOUNTS DEPOSITED BY SUCCESSFUL BIDDERS INTO BANK ACCOUNT
NO. _____ WITH BANK _____ DURING THE PERIOD FROM
_____ TO _____ CREDITABLE.

[illegible]

NOTE

In the case of Auctions where full bid money is received and Release Order is issued the reference of Release Order will be given in place of Letter of Acceptance.

CHIEF SUPPLY CHAIN MANAGEMENT OFFICE
MEPOC/HQ MOLTAN