

INSTRUCTIONS TO THE BIDDERS

1. Sealed Tenders from Computer Media Items Manufacturers / Suppliers are invited for the supply of **“COMPUTER MEDIA ITEMS”** as per Specifications & Quantity mentioned in under column **“Description of Store & Qty Required”** (Page 1 to 2).
2. Bidders should mention the Manufacturer’s name and brand of the items being quoted, failing which the tender will not be considered.
3. Rates shall be quoted on the free delivery basis to Manager (MIS) SEPCO Computer Centre, Sukkur.
4. Tender envelope shall be clearly marked as **“COMPUTER MEDIA ITEMS”**. Tender shall be received upto **22-01-2019** till **11:00 hrs** and will be opened at **11:30 hrs** on the same date in presence of bidders or their authorized representatives who care to attend, at office of Manager (Material Management) SEPCO, Sukkur.
5. Earnest Money at the rate of 2% of the quoted price (Registered & Pre-qualified firm) 5% of the quoted price (Non-registered & Pre-qualified firm) in the shape of Bank Draft in favour of Chief Executive Officer, SEPCO shall accompany the tender. Tenders without Earnest money will be rejected out rightly.
6. Prices quoted should be free from cuttings/alterations/over-writing etc. and duly signed by the authorized representatives of vendors.
7. Samples of items quoted at least 01 piece of each item must accompany the tender without samples, tender may not be accepted.
8. The rates quoted should be full and final and inclusive of all taxes & duties (Except 17% Sales tax) and other Govt. Charges etc.
9. The rates quoted shall be valid for 120 days.
10. The offers received incomplete or not in accordance with the conditions/specifications, will not be entertained.
11. Telegraphic tender will be rejected out rightly.
12. Besides all other conditions, WAPDA/SEPCO General conditions of contract are applicable.
13. SEPCO may reject all bids or proposal at any time prior to the acceptance of a bid or proposal.
14. SEPCO reserves the right to increase **15%** Variation order of Original Purchase Order Quantity, as per PPRA Rules
15. The Tender submitted by the Manufactures / Supplier shall comprise the following:
 - i) Covering letter
 - ii) Filled Tender Form in all respect.
 - iii) Bank Draft in favour of Chief Executive Officer, SEPCO of 2% or 5% of the quoted price as Earnest money.
 - iv) Samples Computer Media Items offered.
 - v) Certificate of Sales Tax & Income Tax Department.
 - vi) Certificate that the quoting firms/suppliers have not been black listed of PEPCO/SEPCO or any other DISCOs.

SIGNATURE OF BIDDER WITH STAMP

16. CONDITION OF THE CONTRACT

- i) The quantities mentioned in the Tender documents may increase or decrease at the time of placing Purchase orders.
- ii) The delivery period shall be in accordance with the requirements of the department, which will be mentioned in the Purchase Order. Also the delivery will be in any number of suitable consignments.
- iii) Inspection of **Computer Media Items** will be carried out by Manager (MIS) SEPCO or his authorized representative at the destination after its operation on Computers / Printers.
- iv) The request for advance payment if any will not be accepted.
- v) The supplier will be liable for liquidated damages if the item is not supplied within the stipulated period as per WAPDA/PEPCO/SEPCO Purchase procedure.
- vi) Successful bidder shall be bound to supply the additional quantities, if required on the approved rates during the currency of contract.

17. TERMS OF PAYMENT

- i) Payment will be made by the consignee on the production of the following documents.
- ii) Bill in triplicate for 100% claim, alongwith Sale tax invoice as per Sale tax law.
- iii) Delivery Challan and Goods Receipt Note duly stamped and signed by the authorized representative of Manager (MIS), SEPCO, Sukkur.
- iv) Warranty Certificate.
- v) Inspection of Computer Media Items i.e Cartridge & Ribbon will be carried out by the Manager (MIS) SEPCO, Sukkur or his authorized representative at the destination after its operation on printers.
- vi) The payment of Sales tax shall be made on production of Sales tax shall be made on production of Sales tax return cum payment challan alongwith an invoice. In case of manufacturers who pay lump sum sales tax, they shall also submit an affidavit on non-judicial paper that the challan includes the amount of Sales tax for supply of the mentioned items.
- vii) Non-payment certificate.

SIGNATURE OF BIDDER WITH STAMP



SUKKUR ELECTRIC POWER COMPANY

TENDER FORM

TENDER NO. 663/18

Name of Firm to whom Tender issued: M/S.

Cost of Blank Tender: Rs: 2,000/- (Non-Refundable)	D.R No:	Dated:
Last Date of Issue: 21-01-2019 upto 17:00 hrs.	Date of Opening: Tender will be received upto 22-01-2019 till 11:00 hrs, which will be opened at 11:30 hrs on same date.	
Validity of offer: 120 days.	Consignee: SEPCO Computer Centre Sukkur.	
Delivery Period required: As per Delivery Schedule attached.		

SIGNATURE OF TENDER ISSUING AUTHORITY

Sr. No.	Description	Unit	Qty:	Unit Rate on FCS Basis (Without GST)	Total Amount (4 x 5)
1	2	3	4	5	6
01	Maintenance Kit HP 25X for Laser Jet Enterprize M-806	Nos.	25		
02	Toner Cartridge HP 25X for Laser Jet Enterprize M-806	Nos.	200		

Total Bid value Rs. _____

Bid Guarantee 2% of Bid value Rs. _____

Note: Earnest money at the rate of 2% of the quoted price (Registered & Pre-qualified firm)
5% of the quoted price (Non-Registered & pre-qualified firm) in the shape of Bank Draft in favour of Chief Executive Office, SEPCO).

Bid Guarantee 5% of Bid Value Rs. _____

SIGNATURE OF BIDDER WITH SEAL