



سوئی ناردرن گیس  
Sui Northern Gas

Ref: LED/111/25 (1<sup>st</sup> Amendment)

Dated: 08.12.2025

M/s.

Dear Sirs,

**1<sup>st</sup> AMENDMENT**  
**Hand Held Unit CHHU**  
**TENDER ENQUIRY NO. LED/111/25**  
**CLOSING DATE 30.12.2025**

Our subject noted tender enquiry was due for opening on 03.12.2025. The closing date of tender enquiry is hereby extended upto **30.12.2025**.

However, all other terms & conditions of the subject noted tender enquiry including tender opening venue, closing/opening time shall remain the same.

Kindly acknowledge.

Yours faithfully,  
SUI NORTHERN GAS PIPELINES LIMITED,

(Aatir Mahmood)

Dy. Chief Officer (Procurement)  
for Managing Director

LED/111/25



M/s.

Dear Sirs,

**INVITATION TO BID**  
**TENDER ENQUIRY NO. LED/111/25**  
**HAND HELD UNITS (HHU)**  
**CLOSING DATE 03.12.2025**

**TENDER CLOSING TIME 1430 HOURS & OPENING TIME 1500 HOURS**

- 1-A). We enclose herewith one set of our Tender Enquiry for supply of subject noted item comprising of the following: -
- |  |              |
|--|--------------|
| i). General Terms  | Appendix 'A' |
| ii). Schedule of Requirement and Delivery  | Appendix 'B' |
| iii). Technical specifications   | Appendix 'C' |
| iv). Bid Evaluation Criteria   | Appendix 'D' |
| v). Price Sheet  | Appendix 'E' |
| vi). Specimen of Bid Bond  | Appendix 'F' |
| vii). Specimen of Performance/ Warranty Bond Guarantee   | Appendix 'G' |
| viii). Questionnaire/Commercial Terms Sheet  | Appendix 'H' |
| ix). Format of integrity pact under PPRA Rules, 2004   | Appendix 'I' |
| x). Format of Authority Letter for attending Public opening of bids (to be provided by the bidder's representatives to the bid opening committee at the time of public opening of technical as well as commercial bids). | Appendix 'J' |
| xi). Certificate of Full Disclosure and Non-Collusion  | Appendix 'K' |
| xii). Manner and mechanism to Blacklisting /Cross Debarring of Supplier or Contractor  | Appendix 'L' |
| xiii). Declaration of Ultimate Beneficial Owner's Information for Public Procurement Contracts   | Appendix 'M' |
- 1-B) The bids against this tender enquiry are invited on **single stage two envelopes system basis**. The bids shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the **"TECHNICAL PROPOSAL"** and the **"FINANCIAL PROPOSAL"**.
- 1-C) Bids must be submitted on EPADS before Tender closing/opening time failing which your offer will be rejected.

**The Technical and Financial Proposals must include amongst others, the following documents: -**

**Technical Proposals**

- Documents required vide clause 3 of Appendix 'A' (Applicable Standard)
  - Technical Literature (Clause 16 of Appendix 'A')
  - Clause by Clause commentary on technical specifications (Compliance Sheet)
  - Bid Bond in original as stipulated at serial 8 page 2 of General Term, Appendix- A, must be conspicuously placed in separate envelope with Technical Proposal of the bids.**
  - Tender Document Fee in original in shape of Pay Order/Demand Draft/Banker's Cheque for Rs.2500/- in favour of SNGPL. RS. 2500/-**
  - Questionnaire/Commercial Term Sheet (Appendix-H)
  - Professional Tax Clearance Certificate (clause 14 of Appendix 'B')
  - Copy of Sales Tax Registration Certificate.
  - Copy of Income Tax Certificate.
- Please arrange to submit one original technical proposal alongwith duplicate copy of the same as submitted on EPADS, as per clause 1-C (v), failing which your offer may not be considered for evaluation.**

**Financial Proposals**

- Price Sheet (Appendix - E)

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- i) The envelope shall respectively be marked as **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”** in bold and legible letters to avoid confusion and seal properly.
  - ii) Initially, only the envelope marked as **“TECHNICAL PROPOSAL”** shall be opened.
  - iii) The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of SNGPL without being opened.
  - iv) SNGPL shall evaluate the **“TECHNICAL PROPOSAL”** in accordance with the terms and conditions of the tender enquiry without reference to the price and will reject any proposal which do not conform to the specified requirements.
  - v) During the technical evaluation no amendments in the technical proposal shall be permitted. Therefore, bidders are required to submit their offers complete in all respects addressed to: -  
The General Manager (Procurement)  
Sui Northern Gas Pipelines Limited  
1st Floor, Gas House, 21-Kashmir Road,  
Lahore – Pakistan
  - vi) After evaluation of the **“TECHNICAL PROPOSAL”** the company shall within the validity period, publicly open the financial proposals of the technically accepted bids only at a time, date and venue announced and communicated in advance to all technically acceptable bidders.
  - vii) The **“FINANCIAL PROPOSAL”** of the bids found technically non-responsive shall be returned unopened to the respective bidders.
- 2.i) The original plus two copies each of **“TECHNICAL and “FINANCIAL PROPOSAL”** of the bid must be enclosed in duplicate sealed cover. The inner and outer envelope must bear the word **HAND HELD UNITS (HHU)** and **Tender Enquiry No. LED/111/25** due for closing on **03.12.2025 at 1430 hours** and forward to the GM (Procurement), Sui Northern Gas Pipelines Ltd, Gas House, 1st Floor, 21-Kashmir Road, Lahore - Pakistan.
- Bids/quotation will be received in this office on or before **03.12.2025 by 1430 hours** and will be opened publicly on the same date at **1500 hours** at above mentioned address. In case of holiday(s) falling on the date of bids opening bids/quotation will be opened at the same time on the next working day. It will be the responsibility of the bidder to deliver the bids before the closing time. The Company does not take any responsibility, whatsoever, of collection of bids from any agency. Bids/Quotations received after the bids opening date and time will not be considered and will be returned.
- 2.ii) **Bid Bond in original as stipulated at Sr.8 page 2 of General Terms, Appendix ‘A’, must be conspicuously placed in separate envelope with Financial Proposal of the bids. Reference of Bid Bond and the name of the Bank executing it may be indicated in the letter covering your technical bid.**
3. Your firm and irrevocable offer in Pak Rupees must be based on free delivery at our Store / Site as per tender Schedule of Requirement.
  4. The delivery must conform to the terms given in the ‘Delivery Schedule’ (Appendix ‘B’) and must be strictly adhered to earlier delivery will also be acceptable.
  5. General Terms, attached as Appendix ‘A’ must be taken in to consideration before submitting your quotation.
  6. Your offer must remain open for a period of 90 days from the closing date of the tender.
  7. If you have any doubts as to the meaning of any portion of the specifications or General Terms, you should when submitting your bid, set out in your covering letter, the interpretation upon which you rely.

Cont’d.... P/3



8. We reserve the right either to cancel the Tender or to increase or decrease the quantities by 15% or cancel total quantity shown in the 'Commercial Term Sheet/Delivery Schedule' without assigning any reason, whatsoever. We also reserve the right to amend the closing date of this tender enquiry.
9. We also reserve the right to have items inspected by a third party at our own expense.
10. It must be indicated by the bidders in their offers/quotations that their quotation fully confirm to technical specifications and to the terms and conditions of the tender enquiry.
11. Only one authorized representative of a bidder will be allowed to attend the public opening of bids, who will be required to submit an authority letter (as per specimen attached as Appendix 'J') in his favor issued by the respective bidder(s) for attending the public opening of bids, failing which he will not be allowed to attend the public opening.
12. Clauses mentioned above will make part of the original Terms and Conditions of the contract and will supersede if found in contradiction with any clause mentioned at any other place in the tender enquiry.
13. Non-compliance of above terms and conditions may result in rejection of a bid.
14. Any attempt to obstruct competition by any means including formation of cartels will lead to rejection of your bid. Furthermore, this may also lead to delisting of your firm from list of approved/pre-qualified manufacturers of the tendered item.
15. If need be, please contact Mr. Aatir Mahmood, Dy. Chief Officer (Procurement) on 1st Floor at the address mentioned Serial-(v) (Telephone Nos. 042-99204644).

Yours faithfully,  
SUI NORTHERN GAS PIPELINES LIMITED

(Aatir Mahmood)  
Dy. Chief Officer (Procurement)  
for MANAGING DIRECTOR

Tender No. LED/111/25



## **GENERAL TERMS**

### **1. LANGUAGE**

The ruling language of this tender is English

### **2. STANDARD**

- 2.1 Where National/International standards are specified material meeting other authoritative standards which ensure an equal or higher quality than the specified standards, will also be acceptable.
- 2.2 Where definitions are given in terms of specific National/International standards those should be taken as a very close approximation of the requirements to be met.
- 2.3 In each case where reference is made to any specific National or International Standards, ensuring equal or higher quality will also be acceptable. In case your offer conforms to Standards other than specified in the tender enquiry, you are required to submit alongwith your bid, one copy each of those standards in English, and evidence that the standards used are recognized and authoritative standards which ensure equal or higher quality. In case you do not submit the required evidence and copy of the standards, then your offer will not be considered.
- 2.4 In case the bidder is not able to fully comply with the technical specifications of the Tender Enquiry, he must indicate his reservations in the offer and in that event must submit complete specifications/literature of the items he is offering. Bids will be disqualified if relevant Technical literature/specifications are not attached to the offer.

### **3. CLARIFICATION OF BID**

- 3.1 Quotation should not have any over-writings. Corrections, if any, must be made by deleting and re-writing. All such deletions/cuttings must be authenticated by additional signatures. Quotations carrying over-writing are likely to be disregarded.
- 3.2 No bidder will be permitted to alter his bid after the bids have been opened, but clarifications not altering the substance of the bid may be solicited and/or accepted. No bidder will be asked or required to alter the substance of his bid.
- 3.3 It is the intention of Sui Northern Gas Pipelines Limited, to deal directly with manufacturers of the items required.
- 3.4 All deviations from or exceptions to, or qualifications of specifications shall be clearly stated separately in the proposals.
- 3.5 The manufacturers should offer only one product against each item, in conformity with the specifications stipulated in the tender documents. In case of alternate offers against an item in this tender enquiry, the bid must provide the detailed specifications of the alternate offered alongwith its technical literature. Details, as to how the alternate offered differ from the main offer must be provided, failing which complete bid will be considered as non-responsive.
- 3.6 Bids will be evaluated on item wise basis, unless and until mentioned otherwise. However, in case, after evaluation, the tendered quantities are splitted between two or more bidders and chunk of any supplier(s) is too small to cover administrative coston further processing of the purchase order, pre shipment inspection cost etc, as determined by the procuring agency, order of such item(s) will be placed on next lowest available respective bid winning/ securing orderable quantities.
- 3.7 Every bidder is required to submit only one proposal/option against purchase of one tender documents set. Alternate /second option / proposal can be submitted by procuring new tender documents set with submission of separate bid bond. Submission of more than one options/offers against purchase of one tender document set by submitting on one bid bond will lead to disqualification / rejection of the whole bid. Np further chance / clarification to withdraw additional offer /option will be provided.



#### **4. REJECTION OF BIDS**

- 4.1 Sui Northern Gas Pipelines Limited reserves the right to reject any or all bids which do not meet the intent of the specifications or where there is evidence of lack of competition or where the lowest bid exceeds the cost estimate by an amount which in the opinion of Sui Northern Gas Pipelines Limited is sufficient to justify such a cause.
- 4.2 The Company does not bind itself to accept the lowest priced bid or any particular bid or any part of a bid, and will not be responsible to pay the expenses or losses which may be incurred by any tendered/bidder in preparation of his bid.
- 4.3 For the purposes of determining the lowest evaluated bid, factors other than price such as guaranteed delivery period, reliability and efficiency of material, availability of service and spare parts and credibility of dealers will be taken into consideration.

#### **5. CANVASSING**

Canvassing by any bidder at any stage of the bids evaluation is strictly prohibited. Any infringement will lead to disqualification.

#### **6. AWARD OF CONTRACT**

It is the intention to award a contract to the bidder whose bid has been determined to be the lowest evaluated bid and who meet the appropriate standard of capability and financial responsibility subject to our reservation as mentioned at clause 4.3 above.

#### **7. VALIDITY OF BIDS**

- 7.1 Your offer must remain valid for a period of 90 days from closing date of the tender / date of opening of bids.
- 7.2 The buyer/purchaser may, however, request for extension of validity of bids without any change in quoted price and other terms and conditions. The bidder(s) may refuse to extend validity of their bid beyond their quoted validity.

#### **8. BID SECURITY**

- 8.1 Every bidder shall furnish as part of its bid, bid security (in original), in the amount as mentioned in SOR in the form of a Bank Draft/Pay Order or a bond (Bid Bond) issued by a scheduled Bank of Pakistan on a non-judicial stamp paper (as per specimen enclosed as Appendix-F) valid for 120 days from the date of bid opening. This will serve as a guarantee of acceptance of purchase order in case his bid turns out to be the lowest evaluated bid.
- 8.2 Any Bid, which is not accompanied by the requisite bid security (in original), would be treated as without bid security and will not be read out at the time of tender opening and will be considered as non responsive. No Telefax advice regarding issuance of Bid Bond received from bidder/Bank will be considered sufficient in lieu of actual Bid Bond. Bids received alongwith bid security in the amount of less than required amount shall be treated as non-responsive.
- 8.3 This bid bond will serve as guarantee in case bidder subsequently either withdraw, or unilaterally modify, vary or alter his bid after opening of the bids and before expiry of bid validity period, or fail to accept our purchase order, placed on them within the validity of their bid or its extended validity in case his bid turns out to be the lowest evaluated bid. Bid bond will be retained until supplier furnishes the required Performance/Warranty Bond Guarantee. We reserve the right to retain the Bid Bond of the next lowest bidders, until SNGPL enters into an Agreement or until 120 days after bid opening date, whichever is later.
- 8.4 The cost of the above bond shall be borne by the Bidders.
- 8.5 The bid security may be forfeited:-
  - a) If any bidder withdraws its bid, during the period of bid validity specified by the bidder in his bid or extended period of validity of their bid/ quotation.
  - b) In the case of successful bidder, if the bidder fails:-
    - i) To sign the Contract/Purchase Order or
    - ii) To furnish Performance/Warranty Bond Guarantee.



9. **PERFORMANCE/WARRANTY BOND GUARANTEE**

- 9.1.1 PERFORMANCE SECURITY: (as per draft Appendix-‘G’). Within 30 days after the receipt of Purchase Order, the supplier shall furnish Performance/Warranty Bond Guarantee in the form of Bank Guarantee issued by a scheduled Bank in Pakistan, to the purchaser in the amount of 10% (ten percent) of the total net value of the contract (excluding taxes).

Performance Security may also be provided in shape of Pay Order/ Bank Draft/CDR favoring SNGPL along with an undertaking on non-judicial stamp paper for Rs. 100/- that “the supplier/bidder accepts tender enquiry/purchase order terms including Performance/warranty bond guarantee, Late delivery charges, termination of contract etc and shall comply these term & conditions

- a) The proceeds of the Performance Security shall be payable to the purchaser as compensation, in whole or in part, for supplier’s failure to complete its obligations under the contract, on pro-rata basis to the extent of contract (amount) not performed, in addition to other claims, if any as mention in the tender documents.
- b) This will serve as Performance Bond to guarantee timely and complete delivery of the material as per delivery schedule.

Subsequently, this will serve as Warranty Bond as per clause 9.2 given below:-

- 9.1.2 The Performance/Warranty Bond Guarantee, if provided within the given time period of 30 days, shall remain valid for a period of not less than 6 months, after the last portion of the goods and / or services have been delivered to the final destination indicated in the contract. In case Performance/Warranty Bond Guarantee is not received within given time period of 30 days, the validity period of 06 months will be increased to 09 months after the last portion of the goods and services are delivered to the final destination. In case, the Performance/Warranty Bond Guarantee is not received within 60 days, the relevant clauses of the tender / purchase order will be invoked, contract will be terminated and submitted bid bond will be forfeited.
- 9.1.3 Pursuant to above, after initial period of 30 days, a notice will be served to supplier for submission of Performance/Warranty Bond Guarantee within next 10 days. In case of adherence to the notice, the period of Performance/Warranty Bond Guarantee will be as per stipulation of clause 9.2.1. In case the supplier fails to submit Performance/Warranty Bond Guarantee even after 10 days of notice, final notice will be issued to submit Performance/Warranty Bond Guarantee within next 20 days (overall not later than 60 days of receipt of the purchase order). In case of failure, purchase order will be terminated and bid bond will be forfeited.

9.2 **WARRANTY**

- 9.2.1 The supplier warrants that the goods and services supplied under the contract shall conform to the specifications provided in this tender enquiry. The supplier also warrants that the good and services supplied under the contract are new, unused, of the most recent improvements in design and material unless provided other-wise in the contract. The supplier further warrants that the goods and services supplied under this contract shall have no defects arising from the design, materials or workmanship (except in-so-far as the design or material is required by the purchaser’s specifications) or from any act of omission of the supplier, that may develop under normal use of the supplied goods in the conditions usage at final destination.

- 9.2.2 The purchaser shall promptly notify the supplier in writing of any claim arising under this warranty. Upon receipt of such notice, the supplier shall, with all reasonable speed (but not later than original delivery period), replace the defective goods or parts thereof, without costs to the purchaser.

If the supplier having been notified, fails to replace the defective goods and pay all costs/expenses and damages within a given time period, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract, including partial or complete forfeiture of the Performance/warranty Bond Guarantee.

- 9.2.3 In case any material has been wrongly / short supplied, found being not in conformity with the specifications provided in the tender enquiry / purchase order, either on account of inferior quality, defective workmanship, faulty design, faulty packing or short received, the supplier apart from the short supplies, faulty or defective material, will undertake to replace the item(s) free of charge and shall also pay all cost/expenses and damages incurred by SNGPL due to breach of warranty including extra duties and taxes paid by SNGPL on account of payment of such duties/taxes for the second/or more time of free placement(s). Full cost of replacement shall mean the cost of locating the failure cutting out, removal of faulty material, supply and insertion of new material, coating & wrapping, hydrostatic test, back filling and commissioning etc whichever is applicable to such an eventuality.
- 9.2.4 The defective item(s) will be handed over by SNGPL to the supplier's authorized representative at our site/location.
- 9.2.5 Supplier's total liability in this respect shall not be limited to the extent of the Performance/Warranty Bond Guarantee.
- 9.2.6 Nothing contained herein shall be construed to limit the supplier's obligations and liabilities with regard to the performance of the contract /purchase order.
- 9.2.7 The Performance/Warranty Bond Guarantee will be discharged by the Purchaser as soon as possible following the date of completion of the supplier's Performance obligations, including any warranty obligations under the contract

**10. LATE DELIVERY AND OTHER CLAIM(S) / CHARGES**

- 10.1 Time shall be essence of the contract/purchase order and it will include a clause on Late Delivery Charges. This interalia will state that if the materials, as given in the order have not been delivered on time and as per stipulations in the contract except on account of Force Majeure, Sui Northern Gas Pipelines Limited (SNGPL) shall be entitled to recover 1% of the total value (excluding sales tax) of the delayed part of material for each week of delay, by way of Late Delivery Charges subject to a maximum of 10% of the total value (excluding sales tax) of the delayed part of the material. The period for calculation of Late Delivery Charges shall be reckoned in number of days for which the material was delayed.
- 10.2 All the supplies after expiry of scheduled delivery period will be subject to clause mentioned above and does not require any additional noting / marking / comments on delivery challans etc. at the time of receipt of delayed supplies.



- 10.3 The payment of such Late Delivery Charges shall not relieve the supplier from performing and fulfilling its obligations under the contract nor will the corresponding rights and entitlements of Sui Northern Gas Pipelines Limited be affected or reduced in any manner.
- 10.4 Whenever Late Delivery Charges or any other claim become payable, SNGPL, in its sole discretion shall quantify the same as per tender terms and serve a written notice upon the supplier requiring immediate payment thereof. If the supplier fails to remit payment within the given time period as mentioned in the notice, to be served under any mode of communication i.e. E Mail, Fax, Courier, registered postal cover etc., SNGPL will become entitled to recover the same forthwith by calling upon the complete Performance/warranty Bond Guarantee. The amount over and above the SNGPL's claim will be returned to the bank, on supplier's account, after completion of contract performance period.
- 10.5 In case of a contract on turnkey basis or the material covered in the contract is a compact unit consisting of more than one item(s) / part(s) or the delayed part of supply / services, in any way, affects the overall completion, utilization or functionality of the whole item / work, the L/D charges will be worked out on whole unit(s).

#### **11. FORCE MAJEURE**

Notwithstanding any provision to the contrary contained for damages or be deemed in default of the provisions of the contract/purchase order for failure to perform or delay in the performance of obligations assumed by such party pursuant hereto in so far as the said affected party can clearly establish that its performance has been prevented or delayed by force majeure.

The term "Force Majeure" as employed herein shall mean acts of Government in their sovereign capacity, riots, strikes, lock outs, fires occurring in the supplier's establishment, political disturbances, mobilization, wars, unprecedented flood, storms hurricanes or other acts of God.

If a party wishes to claim relief of by reasons of Force Majeure, it shall within ten days of its occurrence serve written notice of occurrence of such a Force Majeure on the other party through registered posts. The two parties shall consult each other and agree upon the measures to be taken. As soon as the Force Majeure ends, the affected party shall promptly resume performance of its obligations under the agreements and intimate the other party about this.

#### **12. POST-QUALIFICATION**

- 12.1 The purchaser shall determine to its satisfaction based upon an examination of the documentary evidence of manufacturer's financial, technical and production capabilities submitted by the bidder alongwith its bid. Pursuant to the following, as well as any other information as the purchaser may deem necessary and appropriate:
  - a) That, in the case of bidder offering to supply imported goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized by the goods manufacturer or producer to supply the goods in the Purchaser's country.
  - b) That the bidder provide manufacturer's annual report, audited financial report, as well as other confirmation as the purchaser deem necessary and appropriate to determine bidder's capabilities to perform satisfactory.
- 12.2 The Purchaser shall determine to its satisfaction whether the supplier/ manufacturer selected as having submitted the responsive bid is qualified and has the capability and resource to satisfactorily perform the contract.
- 12.3 The bidder will provide the names and addresses with names of contractor including telex/fax numbers of Companies to whom the tendered products have been sold in sizeable quantity during the last five years. Simply submitting a list of customers to whom the manufacturer has been supplying various goods, will not meet the intent and purpose of this requirements. This information must form a part of bids, and the bidders are not encouraged to submit any of these information subsequently after public opening of the bids.

- a) The bidders shall provide documentary evidence of their having been in the line of manufacturing the offered items for the past five (5) years.
- 12.4 Quotations from bidders, who are determined to have previously in Sui Northern's judgement committed default in respect of any of its obligation against any of our previous contracts on them will not be entertained.
- 12.5 An affirmative determination will be a pre-requisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid, in which event, the Purchaser will proceed to the next lowest evaluated bid to make a similar determination of the bidder's capabilities to perform satisfactorily.
- 12.6 However, bidders quoting an item or material of a manufacturer, which has been successfully supplied during last 5 years to SNGPL w.r.t. brand / model # /make /country of origin /manufacturing, against any of previous purchase order, or has been declared technically responsive after meeting post qualification terms against any of SNGPL tender enquiry, during the last 05 years of the tender enquiry date, are exempted from clause 12.3.  
A proof of the eligibility (i.e copy of SNGPL's Purchase order or technical responsive letter) however, has to be attached with the bid instead. Without any proof, the bid will be considered deficient to clause 12.3.
- 13. TERMINATION OF CONTRACT**  
In case a contract/purchase order is placed on the basis of this tender enquiry, Sui Northern may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or in part,
  - a) If the supplier fails to deliver any or all of the goods within the time period(s) specified in the Contract/Purchase Order , or any extension thereof granted by Sui Northern.
  - b) If the supplier fails to perform any other obligation(s) under the Contract/Purchase Order, or
  - c) If the supplier, in either of the above circumstances, does not cure its failure within a period of 30 days after receipt of the default notice from Sui Northern.
- 14. In the event Sui Northern terminates the contract in whole or in part pursuant to para 13 Sui Northern may procure, upon such terms and in such manner as it does appropriate, goods similar to those undelivered, and the supplier shall be liable to Sui Northern for any excess cost for such contract to the extent not terminated.
- 15. Your material/goods are liable to be Technically/Physically inspected by us and if you fail to supply the Material/goods according to our specifications, we reserve the right to cancel our purchase order on you.
- 16. Complete technical literature/relevant brochure on the goods offered must be accompanied with the offer in original, failing which the bid is liable to rejection. Photocopies of technical literature will not be acceptable. Technical Catalogue/technical literature are necessarily required in support of the quoted specifications. In case the accompanying literature does not support the specifications as quoted in the bid, it would be liable to rejection.



17. In case the supplier fails to supply the goods within stipulated period and seeks extension from the Company in completion of the supply of goods, in case the existing taxes including excise duty is either increased or new tax is imposed by the government during the extended period/delayed delivery by the bidder; payment thereof will be the sole liability of the seller and the Company shall not be liable to pay any such amount to the supplier/seller on account of imposition of new duty custom, excise or tax or increase in existing rate of duty, excise or tax.
18. While tendering your quotation, the present trend in the rate of material/goods in the market should be kept in mind. No request for increase in price due to market fluctuations in the cost of material/goods will be entertained.
19. In case of an order on you, you will be required to execute the order strictly in accordance with the terms and conditions of the order. In case any of the terms and conditions of the purchase order are violated we will have the right to cancel the Purchase Order or part thereof as necessary.

**20. PAYMENTS**

- a) Payment of your bills will be made by our Accounts Department within 30-days after satisfactory completion of each delivery as given in the purchase order and after receipt of your bills in duplicate supported with receipted copies of Delivery Challan and copy of inspection reports.
- b) Supplier's bill in duplicate accompanied by a receipted copy of Delivery Challan should be submitted within 30 days of the date of delivery of the material. Any delay in submitting the bills will result in corresponding delay in payment.
- c) Government Tax as per prevailing rules will be deducted from supplier bills, as required vide Gazette Notification No.15(INCOME TAX) deduction of advance tax at source. If you are exempted from deduction of advance tax, you may state so and enclose a photo-state copy of any such valid Exemption Certificate.
- d) In case the local supplier desire payment through inland letter of credit they should so state in their respective bid in that case, all bank charges relating thereto will be borne by the suppliers.
- e) Invoices with all relevant documents should be submitted within 15 days from the delivery of goods.

**21. DEVIATION IN PAYMENT SCHEDULE**

Clause 21 of the General conditions of Contract indicate the payment schedule offered by the purchaser, if a bid deviates from this schedule and if such deviation is considered acceptable to the purchaser, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared to those stipulated in this invitation, at a rate of 14 percent per annum. In case after adding such interest a supplier turns out to be the lowest bidder and a purchase order is eventually placed on them, payment will be made to them within the period quoted by them and on which interest is worked out as above.

**22. ARBITRATION / RESOLUTION OF DISPUTES**

- 22.1 Any difference or dispute arising out of or in connection with the contract between the Purchaser and Supplier which cannot be amicably resolved shall be referred to Arbitration in Lahore, Pakistan, to two Arbitrators, one to be appointed by each party for such difference/dispute. In case of the judgment of the said Arbitrators being at variance, the matter shall be referred to an "Umpire", who shall be appointed by both the said Arbitrators. The Umpire shall be retired judge of a High Court or the Supreme Court of Pakistan. Such Arbitrators and Umpire shall proceed to adjudicate the dispute in accordance with the Arbitration Act, 1940 as amended from time to time.
- 22.2 Prior to the exercising of any right by the purchaser or supplier to terminate the contract under the conditions stipulated above, a written notice shall be required to be given to the other party specifying such default(s) and calling for submission of an explanation within seven (7) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory, and the default(s) continues, the contract be terminated with notice to the other party before outerring upon the reference.
- 22.3 The agreement shall be governed by Pakistan Law and the arbitration language shall be English.
- 22.4 During the course of arbitration, the supplier shall not suspend the performance of his responsibilities and obligation under the Contract unless authorized by the purchaser in writing to do so.
23. The successful supplier/manufacturer on whom purchase order / contract will be placed, shall be bound to supply the material strictly in accordance with the specifications/terms and conditions of the purchase order. In case of failure to comply with any of the terms and conditions and specifications of the purchase order SNGPL reserves the right to stop future business dealing with them and de-list their name from the list of Company's approved suppliers, in addition to levy of other penalties as per terms of contract.
24. In case of purchase order on you and subject to above, if the purchase order on you or part thereof is cancelled, we shall have the right to make purchase from other sources at your risk and cost and difference in cost will be recovered from you.

**25. INTEGRITY PACT:**

- The bidders are required to carefully read the text of integrity pact attached with the tender documents (Appendix-I) for tenders having value exceeding 10 million and confirm their concurrence of execution of the same in case purchase order is placed on them. This is a mandatory requirement under public procurement rules 2004.
26. The successful suppliers/manufacturers on whom purchase order(s)/Contract(s) will be placed, shall also provide following certificate alongwith their bid :-
- "In accordance with clause category No.5 ( i , ii, iii ) of Schedule of Punjab Finance Act 1977 amended in 1999 -2000, the Contractors, Suppliers and Services rendering persons / firms are required to deposit 'Professional Tax' and have to produce clearance certificate on of 'Professional Tax' on annual basis".
- .....





**SCHEDULE OF REQUIREMENT AND DELIVERY**  
**OUR TENDER ENQUIRY NO. LED/111/25**

The total requirement of **HAND HELD UNIT (HHU)** delivery required is as follows: -

Item No.	Description	Qty:	Delivery required
1.	Hand Held Unit (HHU)  (Other detailed Technical Specification as per Appendix-C & Bid Evaluation Criteria as per Appendix-D attached).	300Nos.	<ul style="list-style-type: none"> <li>Material required within 12 to 16 Weeks at our Head Office 21-Kashmir Road, Lahore.</li> <li><b>You will submit bid bond alongwith bid amounting to Rs.900,000/- in shape of Bank Guarantee / P.O / CC / BC / CDR / etc.</b></li> </ul>
Notes: -			
1.	Please arrange to submit one original quotation alongwith duplicate copy of the same failing which your quotation may not be considered for evaluation.		
2.	The Bidders fulfilled BEC (Bid Evaluation Criteria) are allowed to participate in this tender enquiry.		
3.	During the course of evaluation, if any clarification is required from bidder, the timeline for submission of response must be adhered to, failing which the bid may not be considered for further processing.		
4.	Your offer should be in Pak Rupees inclusive of all Government Taxes & Duties including General Sales Tax.		
5.	Your offer should be accompanied by a copy of valid Sales Tax Registration Certificate in your name, failing which the offer will not be considered for evaluation.		
6.	Please also provide break down of your quoted prices indicating detail of taxes, duties etc., separately included therein.		
7.	<b>SNGPL as a withholding agent, as per Sales Tax Special Procedure (withholding) Rules, 2007, in accordance with clause No.2 (Responsibility of Withholding Agents), shall deduct an amount as per applicable rate of the total Sales Tax shown in the Sales Tax invoice issued by the supplier and make payment of the balance amount, if any.</b>		
8.	We require the delivery as per above mentioned schedule/period. You however, may quote your best delivery schedule/period.		
9.	Please indicate clearly your reservations, if any, to the terms and conditions of the tender enquiry, on the quotation.		
10.	The manufacturers/suppliers should offer only one product against each item, in conformity with the specifications stipulated in the tender documents. In case of alternate offers against an item in this tender enquiry, the bidder must provide detailed specifications of the alternates offered along with its technical literature. Details as to how the alternates offered, differ from the main offer must be provided, failing which complete bid will be considered as non-responsive.		
11.	It is contractor's responsibility to take measures as per General Procedure of HSE in view of the environmental health, safety law and regulations, which is available at <a href="http://www.sngpl.com.pk">www.sngpl.com.pk</a>		
12.	The Income Tax and other taxes which are responsibility of seller should not be included in their prices while submitting their quotation.		
13.	Please mention your National Tax Number on the invoices to be submitted for payment.		
14.	No bid will be accepted for a quantity lesser than that specified above. Any bid received for partial quantity will be rejected and not considered for evaluation.		
15.	The successful manufacturers/ suppliers on whom the purchase order(s)/contract(s) will be placed shall be bound to supply the material strictly in accordance with the specifications/terms and conditions of the purchase order. In case of failure to comply with any of the terms & conditions and specifications of the purchase order, we reserve the right to invoke relevant clauses of the tender enquiry/purchase order.		
16.	You are required to produce/submit valid professional tax clearance certificate issued by Excise and Taxation department.		
17.	We reserve the right to increase / decrease the tender quantities or cancel this enquiry in whole or in part before tender opening should our requirement. In change in the meantime. After tender opening, the quantities may be increased / decreased by 15% of the tender quantities. However, decrease beyond 15% shall be subject to concurrence by the successful bidder.		
18.	We reserve the right to extend the opening date of the tender enquiry without assigning any reason.		
19.	We reserve the right to accept and/or reject any offer without assigning any reason whatsoever.		
20.	Any discount or alternate prices not read out at bid opening will not be considered during bid evaluation.		
21.	Conditional offers / quotation will not be accepted.		
22.	Offer for partial quantity will not be acceptable.		
23.	Only Brand new Original & Genuine, material will be accepted.		
24.	As a result of evaluation / scrutiny of bid, if any clarification is sought by SNGPL, bidders are required to adhere to the timeline specified by the SNGPL. In case of non-compliance to the timeline, SNGPL reserves the right to proceed further without any re-course.		
25.	Unit price will prevail in case of any discrepancy found in the quoted price.		
26.	"Sales Tax return of the relevant bill along with all related documents should be submitted with the invoice(s)"		
27.	Reservation/clarifications, if any w.r.t tender terms/specifications should be asked by the bidders 7 days prior to the closing date of the tender.		
28.	<b>Procurement of material will be made from those suppliers/contractors who are active Tax Payers as per Federal board of Revenue (FBR)'s data base, i.e. Active Tax Payer's list (ATL).</b>		
29.	<b>Payment to the suppliers/bidders shall be linked with active tax payer status. If a supplier/contractor is not in the ATL, no payment shall be made until the supplier/contractor appears on ATL of FBR.</b>		
30.	Evaluation will be carriedout as a whole on turnkey basis.		
31.	<b>You will submit bid bond as mentioned above alongwith bid in shape of Bank Guarantee / P.O / CC / BC / CDR /etc.</b>		
32.	<b>For local tenders the bids are to be submitted on EPADS as well as an Original/Duplicate set of the bid quoted on EPADS alongwith Tender Document fee in shape of CDR/PO (in original) and copy of bid bond must be submitted at Gas House, 1<sup>st</sup> Floor, 21-Kashmir Road, Lahore on or before closing time/date of tender enquiry.</b>		



**HAND HELD UNITS (QTY: 300)**  
**TECHNICAL SPECIFICATIONS**  
**INDENT # HO/TL/P/0050/26**

*Appendix C*  
**LED111125**

Sr #		Standard Specifications		Confirmation by Bidder
1 HAND HELD UNITS				
1.1	Processor	Octa core/Quad Core (64 bit) 1.4 GHz or higher		
1.2	RAM	4 GB or Higher		
1.3	Flash Memory/ROM	32GB or Higher		
1.4	Operating System	Android (12 or higher) or Equivalent, upgradeable to android 14 or Higher		
1.5	Touch Keypad/Power Button	On Screen (Home / Back keys are also acceptable), Physical keys mappable for application shortcuts		
1.6	Display	5.1" IPS/TFT or above, 720p or higher resolution, Gorilla Glass 3 or higher/equivalent protection		
1.7	Backlight and Contrast	Readable in Sunlight, Outdoor Viewable with LED Backlight		
1.8	Connectivity	WiFi, GSM(3G/4G or higher), GPS/A-GPS		
1.9	Operating temp:	(-10 to 50) Degree Celcius		
1.10	Humidity Operation:	>= 90% Non-Condensing		
1.11	IP rating	IP67 or Higher Test Report Required from Authorized Company like SGS or Equivalent		
1.12	Drop Rating	Drop rate (without carrying case) : (1.5 meter) or higher Resistance on concrete / steel / marble / rigid surface 12 drop or higher on different angles SNGPL may have sample test on site Test Report Required from Authorized Company like SGS/Mil Std 810 or Equivalent		
1.13	Battery	Rechargeable 4800mAh or higher		
1.14	Camera	Rear: 13 Megapixel (AF) or higher, Aperture F2.0/F1.8 or better Front: 2 Megapixel (AF/FF) or higher		
1.15	WLAN	IEEE 802.11 a/b/g/n (2.4Ghz/5Ghz)		
1.16	Included accessories With Each Unit	Battery, Charger, Glass/Fiber Screen Protector, Communication Cable, Shoulder Strap, Belt Clip, Carring Case (OEM recommended). Items required of Same Quoted Brand : Charging dock/cradle (charging pin/Pogo Type)		
2 EXTENDED WARRANTY				
2.1	Four (04) year onsite extended warranty for the HHU (with parts and labour) including Firmware and Android OS.			
2.2	The Extended Warranty will cover the Complete unit including Breakage, water damage, circuit failure, screen/touch damage, charger, Glass Screen Protector and protecting rubber including batteries), HHU(s) malfunctioning including Hardware or Software. (Extended Warranty as per attached 'Annex-C2'.			



**HAND HELD UNITS (QTY: 300)**  
**TECHNICAL SPECIFICATIONS**  
**INDENT # HO/TL/P/0050/26**

Standard Specifications		Confirmation by Bidder
Sr #		
3	<b>APPLICATION SOFTWARE (DEVELOPMENT AND TRAINING)</b>	
3.1	Develop / Update Application software for meter reading as per attached 'Annex-C3'.	
3.2	Application shall be delivered with devices including application code, user manual & technical documentation.	
3.3	User training for software application (upto 5 Persons)	
3.4	Application Development Training for developers on Application Development Environment (Android studio or better) - (upto 5 Persons)	
4	<b>DELIVERY OF MATERIAL / SERVICES / INSTALLATION / DEPLOYMENT OF SOFTWARE</b>	
4.1	Delivery of HHU(s) / Installation / Deployment of software / Application Software Development and Training) within 20 to 22 weeks.	
4.2	Installation / Deployment of the software will be the responsibility of the Bidder.	

**Note:**

- Bidder should submit the bid according to above format
- Price breakup should be provided for the Hand Held Unit (Sr # 1), each year Extended Warranty (Sr # 2) and Application Software (Sr # 3)
- *Compliance with Pakistan Telecommunication Authority (PTA) and other regulatory requirements will be the responsibility of the bidder.*
- Provide email, Contact Person and web address of the principal.
- Specifications should be signed and stamped by the Bidder.
- The Extended Warranty start date: From the date of signing of Extended Warranty Document (Annex-C2).



Annex-C2  
LED/111125

*(Ref Sr. No. 2 of Technical Specification)*

**“EXTENDED WARRANTY CLAUSES”**

BETWEEN

**SUI NORTHERN GAS PIPELINES LIMITED**

AND

**M/s. XYZ**

FOR

***THE EXTENDED WARRANTY OF  
HAND HELD UNITS***

**WARRANTY PERIOD - 04 YEARS**

**(FROM THE EFFECTIVE DATE)**

**PURCHASE ORDER NO: \_\_\_\_\_**


*“To be typed on Stamp paper”*

*[Handwritten signature and initials]*



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This Extended Warranty is made on this \_\_\_\_\_ day of \_\_\_\_\_ 20xx ("Effective Date") by and between:

1. **SUI NORTHERN GAS PIPELINES LIMITED**, a Public Limited Company incorporated under the Companies Ordinance, 1984 (now the Companies Act, 2017) and having its registered Office at 21-Kashmir Road, Lahore (hereinafter referred to as "SNGPL", which expression shall where the context so admits, means and includes its successors-in-interest and assigns) of the **First Part**.

**AND**

2. **M/s. XYZ**, a company incorporated under the Companies Ordinance, 1984 (now the Companies Act, 2017) and having its registered office at \_\_\_\_\_ (Hereinafter referred to as "M/s. XYZ", which expression shall where the context so permits, means and includes its successors-in-interest and permitted assigns.) of the **Second Part**.

SNGPL and M/s. XYZ, shall hereinafter collectively referred to as the "Parties" and/or individually as a "Party"

### **1. Scope of Extended Warranty**

- 1.1. M/s. XYZ will provide the extended warranty of delivered HHU devices for the period of **Four (04) years** under this document which will include the HHU (with parts and labor) including Firmware and Android OS.
- 1.2. Complete Unit Including Breakage, Water Damage, and Circuit failure, Screen, Touch Damage, Charger, Glass Screen Protector, Protecting Rubber, Power Adapter, USB Cable, Batteries, Fast Charger and Leather Carry Case, HHU Malfunctioning including hardware or software.

### **2. Extended Warranty Period**

The Extended Warranty Period will start from the Effective Date:

#### **Warranty Schedule**

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

Warranty Expiry Date: \_\_\_\_\_





### **3. Definitions**

For the purpose of this Extended Warranty, wherever used, the following terms shall have the respective meanings indicated, such meanings to be applicable to both, the singular and plural forms of the terms defined.

1. **"Extended Warranty"** means this Extended Warranty for Maintenance and Support Services of Hand Held Units (HHUs) and includes any Exhibits/Schedule attached thereto, which shall be treated as an integral part to this Extended Warranty.
2. **"Business Days"** means a day on which SNGPL Head Office / Regional Offices are normally open for office business i.e. Monday – Saturday.
3. **"Non-Business Days"** means Sunday and other Holidays as may be announced by the Government of Pakistan or SNGPL Management.
4. **"Business Hours"** means 08:30 AM to 05:00 PM.
5. **"Backup Device / Unit"** means backup unit approved by SNGPL as a replacement.
6. **"After Hours"** means non business hours 05:00 PM to 08:30 AM
7. **"SNGPL Site"** Head Office, Lahore.
8. **"SNGPL Regional Sites"** means Abbottabad, Bahawalpur, Faisalabad, Gujranwala, Gujrat, Islamabad, Karak, Lahore East, Lahore West, Mardan, Multan, Peshawar, Rawalpindi, Sahiwal, Sialkot, Sargodha, Sheikhpura and any other region(s) announced by the SNGPL Management.
9. **"Service Response Time"** means 24 hours or less for attending the service call at SNGPL site during "Business Days".
10. **"Extended Warranty Charges"** means payable to the M/s. XYZ by SNGPL as per PO.
11. **"Effective Date"** means the date on which this Extended Warranty is signed between the parties.
12. **"Service Provider"** means M/s. XYX.

### **4. Support Procedure**

SNGPL can log the complaint through Email or call to M/s. XYZ's support team. Following are the possible complaint log modes:

- **Email:** support@companyname.com
- **Telephones:** 042-xxx xxx xxx
- **Mobile(s):** 03xx-xxxxx xxx

**Note:** M/s. XYZ's representative will pick/drop all Hand Held Units from Head Office, Lahore.

## 5. Invoice

- 1) M/s. XYZ will raise invoice and get the payment as per purchase order Terms and Conditions.
- 2) **Warranty** payment will be made on yearly basis after provision of services for previous year setting out in detail services rendered to SNGPL duly verified by the indenter.

## 6. Penalty and Reporting

### 6.1. Services Outage Penalties

- a) If the M/s. XYZ fails to pick the device within the specified “**Service Response Time**”, a penalty of Rs. 1,000 per day per device will be deducted from the invoice of the relevant period, up to a maximum of 30 days. After expiry of initial 30 days, the penalty amount will be enhanced from Rs. 1000/- to Rs. 5,000 per day per device up to another maximum 30 days. Beyond this period, SNGPL reserves the right to terminate this Contract and engage third-party services at the M/s. XYZ's risk and cost.
- b) If the M/s. XYZ fails to rectify the fault or is unable to provide a backup device within five Business Days, a penalty of Rs. 3,000 per day per device will be deducted from the invoice for the relevant period for each delayed device, up to 30 days.
- c) If the M/s. XYZ does not rectify the fault or is unable to provide the backup unit beyond the initial 30 days, SNGPL shall be entitled to terminate this Contract and engage the services from any third party at the M/s. XYZ's risk and cost.

### Examples for Calculation of Service Outage Penalty (Days & Penalty)

#### Example - A

M/s. Pickup date of HHU	01/03/2024 – 10AM
M/s. XYZ Drop off date of HHU	06/03/2024 – 10AM
Total number of days	06
Penalty Clause	<b>Applicable</b>

#### Example - B

M/s. XYZ Pickup date of HHU	01/03/2024 – 10AM
M/s. XYZ Provider Drop off date of HHU	05/03/2024 – 10AM
Total number of days	05
Penalty Clause	<b>Not Applicable</b>

#### Example - C

M/s. XYZ Pickup date of HHU	01/03/2024 – 10AM
M/s. XYZ Drop off date of HHU	03/03/2024 – 10AM
Total number of days	03
Penalty Clause	<b>Not applicable</b>



## 7. Deliverables Covered Under This Extended Warranty

Sr. No	Deliverables
1.	The M/s. XYZ shall provide a <u>Tentative Preventive Maintenance / Health Check Schedule</u> with mutual consultation.
2.	Preventive Maintenance / Health check activity shall be performed Half Yearly basis at the "SNGPL Regional Sites". The Preventive Maintenance / Health check activity shall cover the general servicing of Hand Held Units wear tear. The Preventive Maintenance / Health Check Report (Half Yearly) shall be submitted to SNGPL. ( <i>Annex-A</i> ).
3.	SNGPL authorized person shall launch the complaint to the M/s. XYZ's registered office through Email / Telephone / Mobile etc. The SNGPL authorized person will record the complaint time, date and complaint number on a prescribed format ( <i>Annex-B</i> ). This response time will stop when the Technical Resource logs his arrival time at the SNGPL Head Office, to pick the device.
4.	M/s. XYZ shall provide the Monthly Maintenance Status Report. ( <i>Annex-C</i> ).
5.	In case, if original device is beyond repair during the Extended Warranty period, M/s. XYZ will provide backup unit with the fully functional / tested meter reading software.
6.	Once a complaint request has been launched, the response time will start. M/s. XYZ will pick the faulty Hand Held Units from SNGPL Site and rectify problem within stipulated time.

## 8. Role and Responsibilities of Service Provider "M/s. XYZ"

The Service Provider M/s. XYZ has the following general responsibilities under this Extended Warranty:

- 1) Availability of Hand Held Units for preventive maintenance / Health Check will be decided with mutual consultation.
- 2) M/s. XYZ must have specialized experience and knowledge commensurate with the Organization's environment, device deployment and the specified task.
- 3) M/s. XYZ will accept the liability for any scratches, damage or loss to the SNGPL Equipment caused by their own fault.
- 4) M/s. XYZ will conduct business in a courteous and professional manner with the SNGPL through its Technical Resources.

- 5) The M/s. XYZ will provide the name, CNIC & Cell numbers of Technical Resources to the SNGPL.
- 6) All travel and accommodation for the M/s. XYZ's designated engineer at "SNGPL site" and "SNGPL Regional Sites" shall be the responsibility of the M/s. XYZ.
- 7) All devices covered under this document must be 100% operational at the time of the extended warranty period's expiration. M/s. XYZ shall submit a detailed report, duly signed by the SNGPL representative at the respective SNGPL regional sites.
- 8) M/s. XYZ is responsible to maintain all the equipment in proper working conditions. This includes repair / replacement of parts of device including all accessories.
- 9) M/s. XYZ is also responsible for any change/ up-gradation in software as advised by SNGPL management.
- 10) M/s. XYZ will replace the damaged or broken part / Unit, whatever the reason of damage may be.
- 11) M/s. XYZ will provide all the services on business days.
- 12) M/s. XYZ will not subcontract to any other service provider for the services that are to be rendered under this Extended Warranty.
- 13) If M/s. XYZ cannot adequately rectify device fault within five business days, M/s. XYZ shall provide backup device with running meter reading software. The backup unit shall be provided at no additional cost.

## **9. Roles and Responsibilities of SNGPL**

SNGPL agrees to the following general responsibilities under this Extended Warranty:

- 1) SNGPL will conduct business in a reciprocal courteous and professional manner with the M/s. XYZ.
- 2) SNGPL will provide all relevant information required to open a support request subject to confidentiality.
- 3) SNGPL will facilitate to M/S XYZ, that Extended Warranty targets are punctiliously met (coordinating all activities to ensure all tasks are performed in a consistent manner and on schedule as envisaged under this Extended Warranty).
- 4) SNGPL will facilitate to M/s. XYZ for ensuring all work is performed according to the agreed-upon work methods and standards.

## **10. Publicity, Confidentiality / Information Security**

For a period of 04 years from the date of disclosure thereof, each party shall maintain the confidentiality of all information or data of any nature ("information") provided to it by the other party, provided such information contains a conspicuous marketing identifying it as either "confidential" or "proprietary", each party shall use the same effort to protect information it receives hereunder as its uses to protect its own information.



The Receiving Party of any Customer Data of the Disclosing Party shall be responsible for establishing, implementing, maintaining and performing a reasonable information security program (including physical security of physical items) that is reasonably designed to:

- Ensure the security and confidentiality of such Customer Data
- Protect against any anticipated threats or hazards to the security or integrity of such Customer Data
- Protect against unauthorized access to or use of such Customer Data that could result in substantial material harm to the Disclosing Party or any of its customers and
- Ensure the proper disposal of such Customer Data.

The Disclosing Party shall maintain reasonable security for its own systems, servers, and communications links as is reasonably designed to:

- Protect the security and integrity of its Customer Data to the extent within the Disclosing Party's control,
- Protect against unauthorized access to or use of the Receiving Party's systems and servers on which Customer Data of the Disclosing Party is stored to the extent within the Disclosing Party's control.

The Receiving Party will:

- Take appropriate action to address any incident of unauthorized access to Customer Data of the Disclosing Party
- Notify the Disclosing Party as soon as possible of any incident of unauthorized access to Customer Data and any other breach in the Receiving Party's security that materially affects the Disclosing Party or the Disclosing Party's customers.

Preventive Maintenance / Health Check Report (Half Yearly)

Annexure -A

**HHU Type:** HHU      **Purchase Order #** ABC/342/13 (200 Units)  
**3rd Year Warranty:** (13-12-2015 To 12-12-2016) **Quarter:** 1stHalf (13-12-2015 To 12-03-2016)

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

Location: ABC

Sr. No.	Brand/Model	Serial Number (HHU)	P/N	OS	LCD	Touch Screen	Key Pad	Camera	Overall Condition	Remarks
1	HHU	0000000055802		OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A		
2	HHU	0000000055803		OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A		
3	HHU	0000000055804		OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A		
4	HHU	0000000055805		OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A		
5	HHU	0000000055806		OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A	OK Faulty N/A		

M/s. XYZ Representative (Signature): \_\_\_\_\_

SNGPL Representative (Signature): \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_







Annexure -B

Sr No: \_\_\_\_\_

Date: 06/Mar/2018

## GATE PASS FOR HHU

IT/MIS, Shaheen Complex

LS/SNGPL Security /Shaheen Complex Security

Please allow the following person to pass through with items detailed below:

Name: ABC

Company: ABC

Medium Of Complaint: E-Mail

Total No of Units.03

Complaint Lodgment Date&amp; Time: Mar-05-2018 04:05 PM

Services Response Time.Mar-06-2018 11:32AM

Y
N

Ticket No	Sr. No.	Model	Serial No	Asset Code	PO NO	Warranty	User Location	Battery	User complaint
1813	1	HHU	XYZ	123-456789-12-123456	XYZ/130/14	Warranty	Multan	with	LCD not visible in field
	2	HHU	XYZ	123-456789-12-123456	XYZ/130/14	Warranty	Multan	with	LCD not visible in field
	3	HHU	XYZ	123-456789-12-123456	XYZ/130/14	Warranty	Multan	With	Frequently hanged& Restart itself in 5 min

**For Official USE ONLY**

Y
N

From User To Shaheen: \_\_\_\_\_ From M/s. XYZ To Shaheen: \_\_\_\_\_ Days \_\_\_\_\_ Difference \_\_\_\_\_ Penalty Status: \_\_\_\_\_

(Signature) Date & Time  
Received By

(Signature)

Annexure -C

Monthly Repairing summary

Company Name: ABC

Monthly Repairing Record For HHU XYZ /130/14 April 18									
Sr NO	Model	HHU Sr #	User Complaint	PO NO	Received Date	Returned Date	Deliver Within Days	Gate Pass NO	
1	HHU	29232	Key Pad	XYZ/130/14	26/04/2018	30/04/2018	5	24	
2	HHU	31456	Screen Broken	XYZ/130/14	26/04/2018	30/04/2018	5	24	
3	HHU	25145	Board	XYZ/130/14	26/04/2018	30/04/2018	5	24	
4	HHU	87654	Camera	XYZ/130/14	26/04/2018	30/04/2018	5	24	
5	HHU	25489	Key Pad	XYZ/130/14	26/04/2018	30/04/2018	5	24	

Monthly Repair Summary

Description	Qty
KEYPAD	
CAMERA	
LCD	
BATTERY	
MAIN BOARD	
CONECTOR PCB	
HAND STRAP	
CRADLES	
OS	



**In Witness Whereof**

The respective parties hereto have set their hands on the date first herein above written.

**For and on behalf of M/s. XYZ****For and on Behalf of SNGPL****Authorized Signatory****Name:** \_\_\_\_\_**Designation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

CNIC: \_\_\_\_\_

**Witnesses:****NAME:** \_\_\_\_\_

Signature \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC: \_\_\_\_\_

**NAME:** \_\_\_\_\_

Signature \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC: \_\_\_\_\_

**Authorized Signatory****Name:** \_\_\_\_\_**Designation:** GM (IT/OPS)**for Managing Director**Gas House, 21-Kashmir Road,Lahore, Pakistan

Phone: + 92 42 \_\_\_\_\_

Email: \_\_\_\_\_@sngpl.com.pk

CNIC: \_\_\_\_\_

**NAME:** \_\_\_\_\_

Signature \_\_\_\_\_

Designation: \_\_\_\_\_


CNIC: \_\_\_\_\_

**NAME:** \_\_\_\_\_

Signature \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC: \_\_\_\_\_



Annex-C3  
LED/111/25

*(Ref Sr. No. 3 of Technical Specification)*

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# APPLICATION SOFTWARE DEVELOPMENT

---

HHU SOFTWARE

---

Khalid Mahmood

---

*(Signature)*



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### Scope of Application

This application will be used to take meter reading of Domestic, Special Domestic and Commercial/Industrial meters. This software will use a text file known as "input file" (comma delimited) which contains consumer's master information along with previous meter reading and consumption as well as seasonal consumption pattern for **offline** mode and same information will be updated in HHU through API for **online** mode. The format of the Input File is explained as **Annexure-I**. With the help of these information meter reader takes current reading of consumer's meter. This application will also be used to record three types of complaints as explained under the "Complaints" heading.

This application will not only record meter readings but **all the new meters found** on the way of the meter readers will also be recorded, either these meters are new or replaced.

Reading taken by the meter reader along with the image of the meter will be saved in a Database Table, which will be extracted in a DAT for **offline** mode and should directly posted to main DB Server through API for **online** mode. The format of DAT file is explained in Annexure-II (comma delimited). The application must be error/bug free.

Some of the main requirements of the application are as follows:-

### Access Authentication

There are two types of Users:

1. Admin
2. Meter Reader

The Users having Admin role can import input data, export final data, import any type of configurations required for the operation of HHU. He/she can access the OS of the HHU.

While the users having Meter Reader role can only take meter reading. Also he must not be able to access the OS of the Unit and must not modify HHU settings.

**Once the user logged-in through the API in the office premises, the Unit will save its credentials on the Local DB (on the unit) so that it could be authenticated in offline mode. It will be mandatory for the user to logged-in once in the office premises through the online mode using API.**

HHU System will start its operation through authentication code (password). (Additional authentication using Thumb Impression or any other mechanism like Selfie of the User after every 20 (flexible refer to the file authFile.txt) records and Selfie Camera should automatically be turned-on and after taking the Selfie, the app should switch to normal reading mode. There must be of two types of users Admin and Meter Reader. Only the Admin user can access the OS of the Unit and **Meter Reader** must NOT access the OS of the unit in any case.



The app should run automatically with the start of the unit. Also the Unit should ask the user to verify the Date of the Unit by displaying the current date if it is OK. If the date is not correct any user (Admin or Meter Reader) should have the rights to rectify the unit's system date.

### Types of Meter Reading

There are three categories of consumer reading.

- 1- Domestic  
For Domestic meter reading there is only one counter which is to be read through HHU along with its counter image.
- 2- Commercial / Special Domestic  
This category of consumers normally has 3 reading counters and all three counters have to be read along with the images of reading counter.
- 3- Industrial  
Industrial meters have 3 reading counter and readings of all three counters are to be recorded along with their images.

### Mode of Meter Reading

We have three different modes to take meter reading:

- A. **Walk Order**  
In this mode, the application allow the meter reader to take meter reading as per the order of the consumers defined in the HHU input file which is based on the order of the last meter reading sequence.
- B. **Consumer No.**  
In this mode, the user sets the new sequence of meter reading for the next time by searching the record using consumer No.
- C. **Meter No.**  
By using this mode, meter reader sets the new sequence or adjust/rectify the new sequence and record meter reading by search consumer's record through Meter No.

### Book Selection for Reading.

A list of all loaded books should appear as a List Item along with the summary of Total number of records in the book and total un-read record against each book. The user will select any book to read.

## Book Reading Screen.

Following information will be displayed on the screen which will be read only from the input file.

1. A/c ID / Consumer No.
2. Book No.
3. Record No. out of Total Records in that book. ?/???
4. Meter No.
5. UOM (Unit of Measure)
6. Meter Digit
7. Name and Address
8. Indicator (A special remark to locate meter)
9. Remarks
10. Previous reading
11. Pressure
12. SIC Code
13. Etc. etc.

In case of re-start the unit, it must display unread records only and the counter must resume on the same pointer/serial number at which app is turned off/exit. The records which are read should not appear until desired like using searching functionality.

## Addition of New Meter

If Meter Reader found a new meter in his way (even after the completion of the book) and confirm that it is a new meter or the information of that meter is not found in his HHU, he will treat it as new meter and select the appropriate option to record the information. The following information is being recorded in case of new meter.

1. Consumer No. (Optional Entry/Zero Default)
2. Meter No. ( Compulsory Entry)
3. Meter Type ( Compulsory Entry)
4. Meter Digit ( Compulsory Entry)
5. Reading (Optional Entry/Zero Default)

(In case compulsory fields are not filled, record should not be saved and any alert like (DATA MISSING) should be appeared.

In case of new meter and change in indicator field the user can also change the Indicator selected for a list. Complaint should also be recorded for new meter (if any).

Also the meter reader can mark any kind of complaint likewise marking of complaint with the normal meter read.



## Modification of Meter Information

If Meter Reader found a new meter in his way and not in his HHU after confirming that the address of that meter is available in the system and meter no. is mismatch with the system information, he will treat it as **Modification** (as the meter may be replaced or re-connected at the same premises) and record the following information along with the Normal Meter Reading through the appropriate menu option. Consumers No. of that consumer will be visible to the user and read only while other meter information will have to be recorded by the user:

1. Meter No. (Compulsory Entry)
2. Meter Type (Compulsory Entry)
3. Meter Digit (Compulsory Entry)

In case compulsory fields are not filled record should not be saved and any alert like (DATA MISSING) should be appeared. And reading of that consumer will be entered on the main reading menu.

## Provisional Meter Reading

If meter reader is unable to take meter reading of any meter he must provide the reason of not taking Meter Reading. The reasons should be populated in the list from the text file loaded on the HHU. The sample reasons are as follow:

1. Index Glass Dirty
2. Water Inside
3. Meter Not at Site
4. Covered With Bush
5. Under Rain Water
6. High Installed
7. Not Approachable
8. Premises Locked
9. Dog at Site
10. Not Allowed
11. Meter Not Found

All the provisional messages will have image flag. The image is mandatory if the image flag is 'Y' and no image is required where image flag is 'N'.

## Same Meter Reading

As the meter reader records the reading of consumers the system will check the entered reading and if it is same as the previous a popup list of reasons will appear that why the reading is same. Also the header should show a title "Same Reading".

The sample reasons are as under:

1. Low Use
2. Meter Stopped
3. Sticky Meter
4. Not in Use
5. Handle Valve Closed
6. House Locked
7. No Reply

### Validation of Reading.

There should be three types of validations after punching the meter reading.

1. Current reading should be greater than previous
2. In case of current reading is equal to previous the user should give reason. The reason should be selected from the list.
3. Calculation of consumption with a given formula and compare with the previous consumption history.

In case failure of any of the above condition, an alert of "READING INVALID" should appear and the unit should be ready to retake reading.

Once the user entered INVALID reading, the unit should now accept the reading only if the entered readings are the same of two consecutive tries.

### Consumption Calculation Formula:

If Meter Type = 'M' then

$HM3 = (\text{Present Read} - \text{Previous Read}) / 10^{\text{Digits of Right}} / 100$

else

$HM3 = (\text{Present Read} - \text{Previous Read} / 10^{\text{Digits of Right}} * .02817385 / 100$

end if

Minimum Volume = Seasonal Average / 2

Maximum Volume = Seasonal Average \* 2

if  $Hm3 < \text{Minimum Volume}$  OR  $Hm3 > \text{Maximum Volume}$

Need to re-enter the value with alert "INVALID READ"

Once the alert appeared, the Unit should not save the read until reads of TWO CONSECUTIVE tries are the same.



## Minimum Meter Reading

After calculating the consumption there are two types of minimum bills:

1. Consumption greater than zero and less than the specified minimum limit for each category i.e .4 Hm3 for Domestic, 1.4 Hm3 for Commercial and 10 Hm3 for Industry.

In this case meter reader will provide the reason of minimum consumption.  
As follows (Sample messages):-

1. Low Use
2. Meter Stopped
3. Sticky Meter
4. Not in Use
5. Handle Valve Closed
6. House Locked
7. No Reply

The above list should also be populated in the list item from a text file uploaded on the HHU.

NOTE: Image of Reading Counter is mandatory for all type of readings. The image should not be saved until it is accepted in review screen.

## COMPLAINTS:

The complaints are segregated in three different categories as defined below:

1. DRD/DRC/DRI Complaints
2. General Complaints
3. Violation Complaints

### DRD/DRC/DRI Complaints:

Following are the DRD/DRC/DRI Complaints (Sample Complaints):

1. Reading Counter Damage
2. Noise in Meter
3. Meter Seal Temp
4. Meter Broken
5. Index Glass Dirty
6. Index Glass Broken
7. Meter Stopped
8. Meter Seal Missing

9. Meter Under Size
10. Check Pressure
11. FPR Due To: Counter Damage
12. FPR Due To: Meter Sticky
13. FPR Due To: Suspected Meter
14. FPR Due To: Seal Missing
15. FPR Due To: Seal Tampered
16. FPR Due To: Commercial Use
17. Sticky Meter
18. Meter Going Reverse
19. No. Not on Meter
20. Digit Un-readable
21. Water in Index Glass
22. Meter Stopped

### **General Complaints (Sample):**

1. Gas Leakage
2. Consumer Self Lock
3. Disconnected from regulator
4. High Installed
5. Meter Inside
6. Meter Covered with Box

### **Violation Complaints (Sample):**

1. Commercial Use
2. Self Disconnection
3. Self Re-Connection
4. Direct Use
5. Extension Pipe

The above complaints list should also be populated from a text file uploaded on the HHU. Image of complaint is mandatory if image flag against the complaint is 'Y'.

Also Cell No. should be asked if Cell No. Flag is 'Y' against the Complaint and stored against the consumer number.

### **Summary of Unread Meters.**

After completion of all the records a message of book completion should be appeared along with the summary of un-read records. The summary of records should also appear whenever the unit is turned-on by the System Admin.



## Search facility

Facility of search of record with Meter No or Consumer No should be available in the application.

## BUSINESS RULES.

1. Apply such theme in Application that entry screen is visible in sunlight as well.
2. The application should be on Startup.
3. The Meter Reader/normal user rights should not have the access of the OS and cannot minimize the screen.
4. Only admin can access the OS, Default password will be 123456. If SN.txt available then default password will be disabled.
5. The Admin Activities should be minimized and automate some of the activities.
6. Font size of Input/Display Fields should be increased as much as possible.
7. Authentication after predefined value set in authfile.txt (it could be a variable length that can be change/update from app or the text file.) there are two modes:
  - a. One: user will re enter its authentication-code/password.
  - b. Second: he will take a selfie.
8. Picture must be in Landscape mode (even if the picture is captured on Portrait Mode).
9. After taking picture, there should be options to Accept, Reject the Image. If the image is rejected by the User, the unit should open Camera to Re-take image and the process is repeated until Image is Accepted.
10. The picture should be clear and readable after printing it on the Gas Bills with minimum file size.
11. Camera Flash on demand.
12. Next/previous record /Last read Position button required on meter reading screen for Navigation
13. Use Enter key as default like while searching.
14. Meter reader can retake reading of a Meter using search option ; for this a new entry will add along with the old one.
15. The meter reader can add any additional meter even after the completion of the book.
16. The searching should use the LIKE or CONTAIN.
17. If the user enter meter reading of a consumer after searching from the data, this consumer should place on the sequence at which it was searched.
18. Naming convention used for image storing to device;
  - a. For normal Read (BookNo then \_ then consumer No.  
For 2nd Counter Uncorrected (BookNo then \_ then Consumer No then \_ then U)  
For 3rd Counter (BookNo then \_ then Consumer No then \_ 3)

For complaints where Image Capture flag = 'Y' (BookNo then \_ then Consumer No then \_ then complaint code)

19. The application should ask for the reauthentication after number of records specified in the parameter file on hhu.
20. In case of restart of the unit before the completion of the book, the application should also reconsider the number of records for reauthentication.

### ADDITIONAL FEATURES

- Image Capturing (To capture the image of the meter read and some of the violation complaints).
- Data Transfer through menu driven application.
- Reading order must be the same on which it is read by meter reader.

All the reasons, indicators, meter types, user ids, unit ids should be in appendable files for offline mode.

For online mode all this data will come from APIs and values can be added in those APIs.

```
{
  "provisional": [
    {
      "provisionalCode": "A",
      "provisionalDescription": "SMS not locked",
      "pictureSw": "Y"
    },
    {
      "provisionalCode": "B",
      "provisionalDescription": "Counter missing",
      "pictureSw": "Y"
    },
    {
      "provisionalCode": "C",
      "provisionalDescription": "Covered with bush",
      "pictureSw": "Y"
    },
    {
      "provisionalCode": "D",
      "provisionalDescription": "Gag at site",
      "pictureSw": "Y"
    },
    {
      "provisionalCode": "E",
      "provisionalDescription": "EVC not showing",
      "pictureSw": "Y"
    },
    {
      "provisionalCode": "F",
      "provisionalDescription": "High installed",
      "pictureSw": "Y"
    },
    {
      "provisionalCode": "A",
      "provisionalDescription": "Index Glass Dirty",
      "pictureSw": "Y"
    }
  ]
}
```

The user can update the indicator.



### Annexure-I

Format of input file which is generated from billing server. The sample format of file is comma delimited. Some additional fields may be added.

Consumer No.	11 Digits	(Numeric)
Remark Code	01 Digit	(Alpha) (Previous bill either Prov, Min, Sticky)
Book No.	04 Digits	(Numeric)
Page No.	05 Digits	(Numeric)
Meter No.	30 Digits	(Numeric)
UOM	03 Digits	(Alpha)
Meter Digits Left	02 Digits	(Numeric)
Meter Digits Right	02 Digits	(Numeric)
Register Constant	02 Digits	(Numeric)
Previous Reading	15 Digits	(Numeric)
Previous consumption	15,3 Digits	(Numeric)
Name and Address	125 Digits	(Alpha, Numeric)
Seasonal Consumption	7,3 Digits	(Numeric)
Indicator	08 Digits	(Alpha)
Pressure	9,6 Digits	
Category (SIC)		
Dot/Full stop	1 char	

### Annexure-II

Format of output file after reading. This is comma delimited sample file. Some additional fields may be added.

Consumer No.	11 Digits	(Numeric)
Current Reading	18 Digits	(Numeric)
User ID	10 Digits	(Numeric)
Prove/Min/Same Remarks	04 Digit	(Alpha, Numeric)
Complaint Code	04 Digit	(Alpha, Numeric)
Meter no	20 Digits	(Alpha Numeric) Default Value "- All.
Meter Digits	02 Digits	(Numeric)
Meter Type	08 Digits	(Alpha)
Hit Counter	01 Digit	(Numeric)
No of times the meter reader entered the reading 0 in case of One attempt and plus one for every hit.		
Current reading date 8 Digits format "YYYYMMDD"		
Time	06 Digit	(Numeric) format "hhmmss"
Indicator Digits		(Alpha) Default "- All

## HHU Application Specifications

Check digit	01 Digit	(Numeric) Default Zero
Space	01 Digit	(Space)
Complaint code1	04 Digits	(Alpha, Numeric)
Complaint Code2	04 Digits	(Alpha Numeric)
Complaint Code3	04 Digits	(Alpha Numeric)
In case of more than one complaints		
Space	01 Digit	(Space)
Image Reading	16 Digits	(Alpha Numeric)
Image Code	01 Digit	(Alpha) Value 'T','F'
Blank	01	
Image Complaint	21 Digits	(Alpha Numeric) (THREE TIMES)
Reading Counter2	15 Digits	(Numeric)
Reading Counter3	15 Digits	(Numeric)
Image Counter 2		(Alpha Numeric)
Image Counter 3		(Alpha Numeric)
GPS Coordinates-X	2+6 Digits	(Numeric)
GPS Coordinates-Y	2+6 Digits	(Numeric)

In this first eight digits of book no one digit of under score

11 digits of consumer no. For Complaint Code

"T" for meter reading where image is available and "F" for modification and no image will be taken against that record.

No image will be taken against that record.

In case of some complaints where image is required

Encryption Code	50 (AlphaNumeric)
Unit ID	30 (AlphaNumeric)
Cell No.	(Numeric)

### Encryption Code:

Below is the Dart code to encrypt the fields.

```
static String encryptMeterReading(String text) {
    String hashKey = "!!!@#$%^&*~\w\$_cpm\$_opp_!!!"; //
    Uint8List key = Uint8List.fromList(
        utf8.encode(hashKey),
    );
    PaddedBlockCipher cipher = PaddedBlockCipherImpl(
        PKCS7Padding(), // Java defaults to PKCS5 which
        is equivalent
        ECBBlockCipher(AESEngine()),
    );
    cipher.init(
        true,
        PaddedBlockCipherParameters<CipherParameters,
```



```
CipherParameters>(
    KeyParameter(key),
    null,
),
);
return
base64.encode(cipher.process(Uint8List.fromList(utf8.
encode(text))));
}
```

The encryption string will be **Currentreading+','+CompCode+','+ProvCode+','+MinCode**

### Detail of APIs:

1. Input (for transfer of input data to HHU)
2. Output (for transfer of meter reading data to DB Server)
3. Configurations
  - a. Provisional Reason List
  - b. Complaint List
  - c. Minimum Reasons
  - d. Indicators
  - e. Consumer Categories
  - f. Selfie Intervals

These APIs should not be hardcoded and should be configurable through the front-end screen on the Unit so that at any time the URL can be changed (if required).

Further detail of APIs will be shared later.

**HAND HELD UNITS (QTY: 300)**  
**BID EVALUATION CRITERIA**  
**INDENT # HO/IT/LP/0050/26**

Appendix D  
LED/11/1725

BEC NO.	BEC Description	Confirmation by Bidder
1	The Bidder should have selling and support certificate for quoted product from OEM (Document is required).	
2	Only PTA Type approved and SOTI certified product is eligible for bid participation (PTA Type Approval Certificate is required)	
3	The Bidder must submit the Demo unit and accessories (as mentioned in technical specifications at No. 1.16) at the time of Bid opening.	
4	The Bidder must have more than 4 years of selling and support experience of HHU devices and have installed base of minimum 250 HHU(s) in Pakistan / Worldwide.	
5	The Bidder should provide the complete list of their valuable customers.	
6	The Bidder must have Trained Resources for after sales services for quoted product.	
7	The Bidder should clearly mention the manufacturer, brand and model details.	
8	The Bidder should mention the official web address of the OEM.	
9	Incase if HHU restarts during drop test, it will be considered disqualified.	
10	The evaluation will be carried out as on whole turn key basis.	
11	Any bidder who has previously discontinued support services to SINGPL shall not be eligible for consideration.	

*Q 42*



**SUI NORTHERN GAS PIPELINES LIMITED**  
**PRICE SHEET**

1. Sr. No.	2. DESCRIPTION	3. QTY.	4. BRAND NAME	5. COUNTRY OF ORIGIN	6. UNIT PRICE EX-WORKS (INCLUDING DUTIES AND TAXES IF ANY BUT EXCLUDING SALES TAX)	7. FREIGHT AND OTHER EXPENSES Free Delivery At Our store Head Office Lahore,	8. UNIT PRICE Free Delivery At Our store Head Office Lahore, (WITH OUT SALES TAX) (6+7)	9. TOTAL PRICE Free Delivery At Our store Head Office Lahore, (WITHOUT SALES TAX) (3X8)	10. SALES TAX As Per Law	11. TOTAL UNIT VALUE Free Delivery At Our store Head Office Lahore, (INCLUDING SALES TAX) (8+10)	12. TOTAL VALUE Free Delivery At Our store Head Office Lahore, (11 X 3)
1.	Hand Held Unit (HHU)	300Nos.			(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)
	(Other details specification as per Appendix-'C' & Bid Evaluation Criteria as per Revised Appendix-'D' Attached).										

Supplier's Signatures \_\_\_\_\_  
Firm/Company's stamp \_\_\_\_\_

(ON BOND PAPER OF RS.100/-)

FORM OF BID BOND

Whereas \_\_\_\_\_ hereinafter  
Called ("the Bidder") has submitted its bid, dated \_\_\_\_\_ for the supply  
of \_\_\_\_\_

\_\_\_\_\_ (herein called "The Bank "). Know all  
men

by these present that

We \_\_\_\_\_  
having our registered office at \_\_\_\_\_

(hereinafter called "The Bank") are bound unto Sui Northern Gas Pipeline Limited.  
("hereinafter called the Purchaser") in the sum of \_\_\_\_\_

for which payment well and truly be made to the said purchaser, the Bank binds itself, its  
successors and assigns by these present, Sealed with the common Seal of said Bank this  
\_\_\_\_\_ days of \_\_\_\_\_ 200

THE CONDITIONS of this obligation are.

1. If the bidder withdraw its Bid during the period of bid validity specified by the Bidder on the Bid Form or.
2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of Bid validity:-
  - a. fails or refuses to accept or execute the purchase order placed on bid or.
  - b. fails or refuses to furnish the Performance security, accordance with the Instructions to Bidders:

We undertake to pay to the purchaser upto the above amount upon receipt of its first written demand, without the purchaser having to substantial its demand, provided that in its demand the purchaser will notify that the amount claim by it is due to it owing to the occurrence of one condition or conditions, with three (3) days of the written intimation.

This guarantee will remain in force upto \_\_\_\_\_ including one hundred twenty days (120 days) after opening date of the bid, and any demand in respect thereof should reach the Bank not later than the above date \_\_\_\_\_.

This guarantee is available for payment, without recourse to the opener, against beneficiary's first written call to do so accompanied by written statement certifying that the opener failed to comply with the terms and conditions of the order.

\_\_\_\_\_  
**SIGNATURE OF THE BANK**

**NAME OF WITNESS** \_\_\_\_\_

**ADDRESS OF WITNESS** \_\_\_\_\_



(To be typed on a correctly valued stamp paper and to be issued by a scheduled bank operating in Pakistan or by Foreign Bank with the guarantee underwritten by a scheduled bank in Pakistan).

M/s. Sui Northern Gas Pipelines Limited,  
P. O. Box No.56,  
Lahore – Pakistan.

Performance Warranty Bond Guarantee  
No. \_\_\_\_\_

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

Amount: \_\_\_\_\_

Valid upto 06 months after the last portion of the goods have been delivered to the final destination indicated in the contract and till \_\_\_\_\_ whichever is later.

Dear Sirs,

**PERFORMANCE WARRANTY/BOND GUARANTEE**

As per request of M/s. \_\_\_\_\_  
We hereby issue our letter of Guarantee No. \_\_\_\_\_  
in your favour on account M/s. \_\_\_\_\_  
for a sum not exceeding Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ being 10% of the total value of the total value of your order No. \_\_\_\_\_ dated \_\_\_\_\_ (excluding Sales Tax) as a Performance Warranty/Bond Guarantee as per requirement and specifications mentioned in the order under the following terms and conditions:-

1. This guarantee is available for payment, without recourse to the opener, against beneficiary's first written call to do so accompanied by written statement certifying that the opener failed to comply with the terms and conditions of the order.
2. The Guarantee Bond shall terminate 06 months after the last portion of the goods has been delivered to the final destination indicated in the contract and till \_\_\_\_\_ whichever is later.

All claims under this guarantee must be submitted to us not later than the said validity date after which guarantee becomes automatically null and void, and the bank will stand discharged and released from all its liabilities hereunder.

NAME OF BANK

Sd/-  
OFFICER (SEAL) MANAGER

**QUESTIONNAIRE/COMMERCIAL TERM SHEET**

	Yes	No
1. Is your offer firm and irrevocable as per terms and condition of tender enquiry ?		
2. Do you agree to the delivery schedule specified in the tender enquiry?		
3. Is your offer valid for a period of at least 90 days?		
4. Have you submitted Bid Bond in line with terms and conditions of the tender enquiry ?		
5. Do you agree to evaluation of each item separately? (Applicable in case of more than one items)		
6. Do you agree to providing Performance /Warranty Bond Guarantee within 30 days of award of contract?		
7. Do you agree to tender clauses pertaining to Late Delivery Charges?		
8. Do you agree to tender clause pertaining to Force Majeure?		
9. Do you agree to tender clause pertaining to Termination of Contract?		
10. Do you agree to tender clauses regarding payment?		
11. Do you require payment through L/C or against bills as per option given in the tender enquiry? Please specify.		
12. Do you have any reservation to any of terms & conditions stipulated in the tender documents. Please specify if any?		
13. Have you enclosed cost break-up of the quoted prices as required in the tender enquiry?		
14. Do you agree to execute Integrity Pact in compliance with PPRA Rules, 2004 (Appendix-I)?		
The following information must be required to be submitted by the bidders alongwith the bid.		
i). Name of the bidder.		
ii). Type of ownership i.e Proprietor/Partnership/Private Limited Company/Public Limited Company.		
15. Following relevant paper must be provide in respective cases:-		
i). Copy of NIC in case of single proprietor.		
ii). Copy of partnership deed in case of partnership.		
iii). Copy of Article of Association for Private/Public Limited Companies.		
16. Date of establishment of business concern.		
17. GST Number alongwith copy of certificate.		
18. National Tax Number alongwith copy of Certificate.		
19. Valid Professional Tax Clearance Certificate.		

**Authorized Signatories of the Bidders**

Name: \_\_\_\_\_

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

Company Seal: \_\_\_\_\_

Place: \_\_\_\_\_

**Note** Bidders should write 'Yes' or 'No'(in words) in the above columns.



**INTEGRITY PACT**

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

Contract Number: \_\_\_\_\_ dated: \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

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

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

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

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

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

[Buyer]

[Seller/Supplier]

**AUTHORITY LETTER**

M/s. Sui Northern Gas Pipelines Limited,  
Lahore.

We M/s. \_\_\_\_\_ representing M/s. \_\_\_\_\_  
are/have submitted Quotation Ref: \_\_\_\_\_ dated \_\_\_\_\_ due  
for opening on \_\_\_\_\_ at \_\_\_\_\_ hours.

We hereby authorize Mr. \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation)  
to attend the public opening of the bids on our behalf. He has been further authorized to authenticate any  
erased/fluided figure(s) of corrections, if any, in the bid.

SIGNATURE \_\_\_\_\_

STAMP \_\_\_\_\_



**Rs.100/-**  
**(Non Judicial Stamp Paper)**

**CERTIFICATE OF FULL DISCLOSURE AND NON-COLLUSION**

We, \_\_\_\_\_, a company/firm registered under the laws of Pakistan and having registered office at \_\_\_\_\_ hereby declare, confirm and as follows:

- 1- We, have neither offered, given, received or solicited anything of value to influence the actions of any and all parties involved in the procurement process nor misrepresented or concealed any facts in order to influence the procurement processor or accomplish the award of contract, nor have we been part of any corrupt or collusive practices prior to or after bid submission which might restrict, reduce or prevent free and open competition and fair and transparent award of contract.
- 2- We neither had at the time of submitting the bid nor presently have any relationship, association of link with another bidder nor have we been involved in any arrangement or understanding that directly or indirectly restricted, reduced or prevented free and open competition or a fair and transparent award of contract, and we have made all the disclosures that may be necessary in this regard and nothing has been withheld or concealed from SNGPL.
- 3- At any stage of the procurement process or after award of the contract, SNGPL may, having evidence of any misrepresentation, inaccuracy, inconsistency or non-conformity in the disclosures, data or other information provided by us, withdraw the letter of award or terminate the contract at our sole cost and expense, and without any liability on the part of SNGPL.
- 4- This certificate shall form integral part of the contract documents and we shall remain bound by it at all material times.

(DEPONENT)

Verification:

Verified on oath that the contents of this Certificate are true to the best of our understanding knowledge and belief and nothing has been concealed or misstated herein above.

(DEPONENT)

Dated: the \_\_\_\_\_

**MANNER AND MECHANISM TO BLACKLISTING/ CROSS DEBARRING OF SUPPLIER OR CONTRACTOR**

As per PPRA Rule No. 19, following is mechanism to blacklist supplier/ contractor:-

**Proceedings for Blacklisting :-**

- a) General Manager (Procurement) on his own accord or on receipt of information or a complaint shall, after examining the material placed before him shall determine whether it is necessary and appropriate to initiate formal black listing proceedings.
- b) In case General Manager (Procurement) decides to initiate blacklisting proceedings, the case shall be forwarded to the committee duly approved by management from time to time for initiating blacklisting proceedings.
- c) The bidder/ supplier shall be formally intimated in writing by the committee about the nature of complaint/ matter/ default/ fraudulent & corrupt practices as defined in PPRA Rule and initiate the blacklisting/ cross debar proceedings.
- d) The bidder/supplier shall be intimated by giving a fifteen (15) days notice through courier services, registered post or fax or email and, shall be provided an opportunity of furnishing detailed response either through written representation or personal hearing or both.

If blacklisting proceedings are to be initiated due to supplier's failure to meet the contractual obligations, then the bidder/ supplier shall be given a chance to invoke Arbitration before start of formal blacklisting proceedings.

In case the supplier/bidder does not opt for Arbitration within time given, then, notice for blacklisting shall be served accordingly to initiate the proceedings.

- e) In case the bidder/supplier fails to furnish his defense / representation within 15 days of 1<sup>st</sup> notice of blacklisting, a reminder shall be sent giving another opportunity to furnish the reply within 7 days.
- f) If the bidder/ supplier fails to submit his reply even after 2<sup>nd</sup> notice or fails to furnish the tenable justification of charges framed against him, the committee may proceed further in this regard on the basis of information, record and material available before him.
- g) The 08 committee shall complete its proceedings within 30 days from the date of first notice given pursuant to paragraph (c) above.

**Findings & Decisions:**

- a) The Committee after finalizing his proceedings shall record his findings in writing and decide one of the following measures and GM (Procurement) shall obtain approval of the management for implementation:
  - i. Blacklisting and henceforth cross debarred for participation in any public procurement for the period up to **10 years** if corrupt and fraudulent practices as defined in PPRA Rule has been established;
  - ii. Blacklisting and henceforth cross debarred for participation in respective category of public procurement if the bidder/ supplier fails to perform his contractual obligations as per terms of the tender enquiry/ contract and within the specified time. Such blacklisting period shall not be more than **3 years** or,
  - iii. Blacklisting and henceforth cross debarred for participation in respective category of public procurement for a period up to **6 months** if bidder/ supplier alter his bid/ withdraw his bid/ does not accept the contract or does not abide with bid security declaration.
- b) General Manager (Procurement) shall communicate in writing to the PPRA and respective bidder/supplier his decision containing grounds for such action of blacklisting.

**Appeal:-**

The bidder/ supplier may file appeal against the decision of the committee before PPRA as per conditions/ mechanism defined in PPRA Rules.



Appendix 'M'  
CED/M/25

**Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts.**

1. Name
2. Father's Name/Spouse's Name
3. CNIC/NICOP/Passport No.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entries or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (company/Limited Liability Partnership/ Association of Persons/Single Member Company/partnership Firm/Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identify of natural person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).



1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscribers other than natural person	Number of shares taken by cash subscriber (in figures and words)
			Total numbers of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name and signature

(Person authorized to issue notice on behalf of the company)