

## Checklist for Bidders

Enquiry #: 10169

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

Time: \_\_\_\_\_

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

Please ensure before submitting the bid, that following information/ Documents have been submitted / providing along the bid. Kindly Check ( ) appropriate box.

Sr. No.	Checklist Item	Action Required	(Yes/ No)
1	<b>Tender Document Availability on SSGC website &amp; EPADS</b>	Ensure the bidder participates via EPADS.	
		Download the tender document from EPADS.	
		Fill the BOQ/ Bid Form/ Schedule of Requirement correctly.	
		Submit the bid on EPADS before the deadline; otherwise, bid will be rejected.	
2	<b>Physical Bid Bond Submission</b>	Submit the physical bid bond to the Tender Room (SSGC HO) before the bid submission. And upload Scanned copy of Bid bond on EPADS.	
		If Bid Bond in original not submitted, the bid will be rejected.	
3	<b>Bid Submission Deadline</b>	Confirm all documents (electronic and bid bond in original) are submitted before the specified bid submission deadline.	
4	<b>Signature and Stamp</b>	Ensure all documents are signed and stamped as required and uploaded on EPADS or else bid will be rejected	
5	<b>Additional Documents (if any)</b>	Verify if any other documents specified in Tender document are included in the bid on EPADS	
6	<b>Tender Fees</b>	Rs. 0 (Free)	
7	<b>Technical literature</b>	Original Technical literature is enclosed, if any duly signed & stamped	
8	<b>Any change in your current address, Phone Fax no &amp; Email etc. intimated</b>	Bidders are required to intimate Procurement dept. for any change in Current address, email, contact information etc. in tender documents	
9	<b>Bid validity</b>	Bid Validity as specified is mentioned	
10	<b>Delivery / Completion period</b>	Delivery / Completion period has been specified as per tender terms	
11	<b>Corrections/Cutting/Overwriting</b>	All corrections/cutting/overwriting are singed & stamped	
12	<b>Sample</b>	Sample (if necessary) is enclosed as per form attached in Tender Document	
13	<b>Form-X</b>	Form- X Duly Signed & Stamped	

**Note:**

Non-Availability of the above information/documents, or incomplete/incorrect statement on this checklist may result in rejection of the bid at / after the bid opening.

As per SRO296(1)/2023 dated 08th March 2023 "E-Pak Procurement Regulations, 2023" all bidders are advised to register in e-Pak Acquisition and Disposal System (EPADS).

**Bidders Authorized Representative**



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

**Construction Activities for Rehabilitation of Natural Gas:**

*Distribution Network Through HDPE 100 Pipe and Allied Activities at Sehwan City District Jamshoro*

**Supplier must be active in FBR Active Taxpayer List (ATL)**

**Under Single Stage Two Envelope Bidding Procedure**

**Tender Enquiry No. SSGC/SC/PT/EPADS/14169**

**SECTION - I**

**Invitation to Bid**

Sui Southern Gas Company Limited (SSGC) intends to carry out the work related to Construction Activities for Rehabilitation of Natural Gas Distribution Network Through HDPE 100 Pipe and Allied Activities 6", 180mm, 125mm, 63mm, for GDN at Sehwan City District Jamshoro (Total 52,010 Meters) (As Per Criteria/TOR/BOQ) (Having Valid PEC Certificate Category C-2 or above having specialization of CE-08 Category) ) (On Complete Package Basis).

The Company invites you to submit Technical Proposal and Financial Proposal in two separate sealed envelopes "**Under Single Stage Two Envelope Bidding Procedure**" i.e. Sealed Technical offer & Sealed Financial offers shall be submitted in separate envelopes. Technical offers will be opened and evaluated first. Financial offers of only technically compliant bidders will be opened on later intimated date in presence of bidder's representative.

**The priced bids shall be submitted along with FIXED Bid Bond Rs. 661,000 (Six Hundred Sixty-one Thousand Only) in the form of Pay order / Demand Draft in favor of Sui Southern Gas Company Limited. No bid shall be entertained without bid bond / earnest money.**

The Company reserves the right to add, delete from or amend any part of these tender documents during the bidding period and bidders shall be informed accordingly.

Bids not conforming to the terms and conditions or a part there of stipulated in these tender documents may be rejected.

The Tender documents comprise the following:

**Technical Proposal**

Section – I	Invitation to Bid
Section – II	Instructions to Bidders
Section – III	Special Conditions of Contact/Evaluation Potential Bidders Scope of Work and Criteria /with Forms
Section – IV	Special Conditions of Tender Document
Section – V	General Terms & Conditions



## Financial Proposal

Section – VI	Estimate Cost
Section – VII	Bill of Quantity (BOQ)
Section – VIII	Bid Bond Format/Performance Bond /Format of Declaration/Contract Form/Form X/Annexure I/ Form of Bid Securing Declaration
Section – IX/X	Blacklisting Mechanism/HSE Manual/SSTW-05

Bids will be submitted online on EPADS Portal on or before **03-02-2026 at 1000** hours. The bids will be publicly opened at **1030** hours on same day online on EPADS in the presence of bidders and / or their authorized agents who may wish to attend.

  
For **General Manager (Procurement)**  
  
16/01/26

# **TECHNICAL**

# **PROPOSAL**



## **SECTION - II**

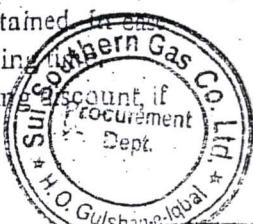
### **INSTRUCTIONS TO BIDDERS**



## SECTION - II

### Instructions to Bidders

1. All rates quoted in the prescribed SOR / BOQ shall be firm, irrevocable and not subject to change or escalation on any account what so ever. No modification, alteration or deletion in the bid will be accepted after the bid opening time.
2. Sealed Bids shall be received at Company's Head Office, ST-4/B, Block - 14, Sir Shah Suleman Road, Gulshan-e-Iqbal, Karachi, up to specified time & date and will be opened publicly at specified time & date, in the presence of Bidders or their authorized representative who choose to attend. In case the bid opening date falls on a holiday or due to some unavoidable circumstances, it is not possible to open on scheduled date, it will be opened on next working day at the same time.
3. All original bid documents accompanied with the bid bond shall be submitted by the Bidder in the envelope provided with tender documents. The sealed Bids must be submitted at the address stated above in person or by courier or by any other means but it shall be the Bidder's responsibility to ensure that Bids so submitted are delivered to the above address before the specified Bid opening date and time. The Company shall not be held responsible in any way for late receipt of Bids or their confidentiality. Bids received after the Bid closing time shall not be considered, and will be returned to the Bidder unopened.
4. In Case of single stage two envelop bidding system (if mentioned in press advertisement & Tender document), sealed technical offer & sealed bid shall be submitted in separate envelops (bid bond will be enclosed with "Financial" bid unless and until specified separately in tender terms). "Technical" and "Financial" is to be mentioned on the top of the envelop. Technical offers will be opened and evaluated first. Financial offer of only technically compliant bidders will be opened at a later intimated date in presence of bidder's representative. Financial offers of technically non-compliant bidders will be returned un-opened along with their bid bond.
5. The Bid should be signed by a person having the authority for this purpose. In case of a bid submitted by a corporate entity, the same shall bear its seal and be duly signed by its secretary.
6. Bids shall be submitted strictly in accordance with the requirements of the Tender Documents and as per specifications.
7. Bid shall remain valid for acceptance for a period of (120) days from the date of public opening of the bids.
8. The Company shall not reimburse any expenses incurred in preparation of Bids.
9. The Bid and all subsequent correspondence shall be in the English language.
10. Payment for the Contracted Work / Services will be made in Pakistani Rupees only. The rates quoted by the Bidder shall therefore, be in Pakistani Rupees.
11. In case of any queries / clarification with regard to this Tender, the same may be forwarded to Procurement Department upto 5 days before the bid opening date, thereafter the request will not be considered.
12. The Company reserves the right to reject any or all Bids without assigning any reason and cancel the bidding process. Company also reserves the right to accept the whole or a part of Bid and does not bind itself to accept the lowest or any particular Bid.
13. In case of any conflict between the Special Terms & Conditions and elsewhere in the tender documents the Special Term & Conditions, will supersede & prevail.
14. Each and every page of the bid documents being submitted by the bidders shall be singed and stamped failing which the bid may be liable for rejection.
15. All documentary evidence required for evaluation of bid should be submitted along with the bid in absence of any documentary evidence no marks will be awarded in accordance to the evaluation criteria.
16. In order to maintain cordial business relation and as per ethical business approach, please provide the justification in case of your non participation on our Fax # 99231583 & Email: [mmite@ssgc.com.pk](mailto:mmite@ssgc.com.pk)
17. Conditional Bid will not be accepted and liable to be rejected.
18. The quoted unit price and corresponding total amount shall be inclusive of all duties and Taxes and excluding provincial Sales Tax as per provincial laws.
19. Sealed bids shall be mailed/submitted/dropped in tender box placed at Tender Room, CRD Building, SSGC Head Office. Bids are to be delivered on or before closing time after which bid will not be entertained. In case bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.
20. Price given in the Bid Form/BOQ is firm which shall take into account all relevant factors including any. Discount / escalation given separately at the time of bid opening will not be considered.
21. The bidders are required to fill form SSTW-05 (if deemed required) and submit with the bid.



SECTION-III

## SPECIAL CONDITIONS OF CONTRACT

### 1. Representative of the Company

Representative of the Company for the purpose of this Contract would be:

**Madni Ahmed Ali Arfat**

**SGM (SBU) US & B**

### 2. Signing of Agreement

Formal signing of agreement shall be completed as soon as possible. However, the Contractor shall mobilize/commence work after issuance of Letter to Proceed. Formal agreement would be made on stamp paper of value at the rate of Rs. 0.350 per hundred rupees of the value of contract. The stamp duty would be borne by the Contractor.

### 3. Monthly Deduction

Monthly deduction of Rs. 15,000 shall be made in case Contractor fails to deploy agreed / specified full time supervisory staff at site.

### 4. Rate Analysis.

SSGC may ask for rate analysis / of quoted offers, if indeed.

### 5. Completion Period

The entire work shall be completed within **Eleven (11) Months** from the issuance of Letter to proceed, which in case of work exigencies could be issued prior to signing of formal agreement.

### 6. Liquidated Damages

The rate of liquidated damages shall be **0.1%percent** of the final contract value for each day of delay and limited to a maximum of **ten (10%) percent** of the final contract value.

### 7. Performance Bond

The performance bond shall be an amount equal to **five (5%) percent** of the bid value / contract value and it shall be submitted within **10 days** of receipt by the Contractor of the Letter of Intent. The performance bond shall be released after satisfactory completion of maintenance period.

### 8. Maintenance Period.

The maintenance period will be **Six (06) months** after the issuance of Substantial Completion Certificate by the Company.



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Incharge (Rehabilitation)  
Sui Southern Gas Company Ltd  
Regional Office, Hyderabad

**10. Retention Money**

The retention money shall be equal to **Five (5%) percent** of the certified value of work which would be released after the maintenance period and rectification of punch list defects, to the satisfaction of the Company.

**11. Mode of Payment**

Payment against running bills shall be made to the Contractor by the Company as per actual executed quantities and in accordance with the conditions stated in the General Conditions of Contract and Bill of Quantities. For the contracts valued more than **one (01) Million** contractor's every running bill invoice shall be verified by the company engineer for release of **Sixty (60%) percent** adhoc payment **within (07) working days** on submission of the invoice on company's prescribed format. The balance amount of the bill will be settled **within 30 working days** from the submission of the invoices by the contractor.

**12. Survey Equipment**

The contractor shall provide all the required survey equipment at site. The survey instrument / equipment shall be in good condition and shall be available at site for use by the Company.

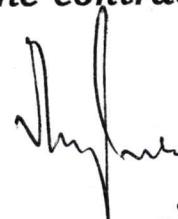
**13. Damage to Property and Persons**

The Contractor shall, except if and so far as the Contract provides otherwise, indemnify and keep indemnified the Company against all losses and claims for injuries or damage to any persons or property whatsoever arise out of or in connection with or in consequence of the construction and maintenance of the works and against all claims demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation hereto.

**14.** If LTP is not issued within 06 months after issuance of LOI, both parties are at liberty to Terminate / Revoke the LOI and contract.

**NOTE:**

- In case of any conflict between Special Conditions & General Conditions of the contract, the Special Conditions will govern.***



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Regional Office



## A. Evaluation of Potential Bidders

The purpose of this activity is to assess the potential bidders against pre-determined criteria for Construction Activities of Distribution Network through HDPE 100 Pipeline & its associated allied activities. the process is on Single Stage Two Envelope Basis, those bidders acquiring the Threshold marks in technical evaluation their financial will be opened on the given date and time.

The contractor shall be paid on a Schedule of Rates basis (SOR)/BOQ. The contractor is required to quote for all the SORs, in case of any SOR is not quoted by the bidder, the bid shall not be considered and would be rejected. Moreover, the contract will be awarded on complete package basis for all SORs. For removal of doubt, value of sum of all bids in all SORs will be added and lowest sum so arrived will be deciding factor. SSGC shall pay the contractor for measured quantity of each item of work actually carried out under the contract (milestone based), no advance payments or mobilization advance shall be entertained. Payment shall be at the rate for the work set out in the agreed Schedule of Rates/BOQ.

### 1. Mandatory Requirements

#### 1.1. PEC Registration C-2 or Above

The bidder shall have valid registration with PEC under C-2 or above having specialization of CE-08 category (copy to be attached with the bid).

#### 1.2. Blacklisting

The bidder has to submit an undertaking that the firm has not been black-listed by any Government/Semi Government Organization.

#### 1.3. Provincial & Professional Tax Certificate

The bidder has to submit valid copies of Active Status of FBR Income Tax, professional tax and active SRB/BST whichever applicable tax certificates.

#### 1.4. Audited Accounts

The bidder has to submit valid copy of company's audited account of last fiscal year

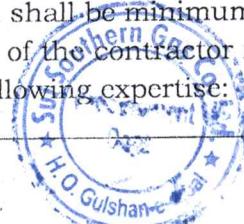
## 2. Bid Evaluation Process

### 2.1. Methodology/proposal of work

The bidder shall provide a detailed description of how they intend to execute the project, detail the project schedule with timelines and activities, necessary resources which will be used against each activity and expertise to achieve the desired project objectives.

### 2.2. Expertise of Contractor's Team

The bidder shall submit complete information of the team of the contractor to perform construction activities including but not limited to CV, qualification, experiences which shall be minimum five (5) years or above as per attached form B-1. The hired team of the contractor for construction activities may, as a minimum, comprise of the following expertise:



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- Project Manager (Should be an Engineer) - Valid PEC Registration
- Field Construction Supervisors
- HSE & QA/QC Supervisor
- HDPE Pipe Welders / Jointers
- Compressor / Machinery Operator
- Ditching & Backfilling Labors

Apart from the technical team, the HDPE pipe fusion/jointers shall be certified by a reputable Third Party Verification body and hold valid certification, copy of certification(s) shall be enclosed. The contractor has to provide necessary undertakings (Form B-04) to SSGC that he/she has certified HDPE Pipe Jointers. There should also be sufficient ditching / excavation personal available for the required services so that work can be done in smooth and uninterrupted manner. Lastly, relevant operators for smooth operation of compressor and vehicles shall be easily available.

#### 2.3. Equipment Infrastructure/Office Facility

The contractor must have a designated office location equipped with necessary office equipment likes computer, internet, telephone, printing/printers etc. If bidder wins the tender, then he/she has to develop the temporary office along with all facilities at the worksite as well.

Contractor has to provide the list of Construction Equipment owned by his/her company required to execute the HDPE pipeline construction job that would be checked by SSGC along with an undertaking (Form B-05) that the equipment will be deployed at project site within the project period. Moreover, in case of heavy machinery such as crane, dumper truck, excavator etc., are required, the contractor shall arrange/lend on its own.

#### 2.4. Related Experience & Track Record of Contractor

The track record will be graded on basis of past experience of similar projects on laying of HDPE pipelines ranging from 20 to 180mm dia. The complete information regarding previous project assignments such as Project description, duration, completion dates, timely or delayed execution, resources deployed and project value/LOI etc. copies shall be provided.

#### 2.5. HSE & Quality Certification

The bidder has to submit valid ISO 9001, 14001 and Occupational Health and Safety Certificate, ISO 18001/ISO45001 Certifications or equivalent and shall maintain valid certification throughout the execution of contract.

#### 2.6. Financial Health

The bidder shall exhibit sound financial health / credit worthiness (Annual Turnover & Liquidity Assets as per criteria tabulated in Financial Requirements) and liable to submit bank statement of last one year of the company. The concerned team of SSGC will evaluate any liquidity or current assets risk of the firm to establish whether the firm will be able to execute the project without financial constraints.



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### 3. Technical Evaluation of Bid

The evaluation parameters are detailed below against which the bidder shall be graded. The process is divided into two (02) parts, first being the Qualitative and the second being the Quantitative. For the Qualitative Part, it is mandatory to tick 'Yes' in all the clauses and submit supporting documents at the time of bid submission. Failing to do so will lead to the rejection of the bid. For the Quantitative Part, the bidder shall be graded against each category and has to score at least 65% marks to be technically compliant. However, for the equipment category, the bidder must score at least 70% marks out of allocated in that category. In case less than 70% marks are obtained in construction equipment category the bid will be liable for rejection even if the minimum qualifying marks i.e. 65% are achieved.

#### a. Qualitative Mandatory Section

Sr. #	Essential / Mandatory Requirement	Yes	No
1.	Registration with Pakistan Engineering Council for Category with <b>C - 2 or above</b> Certificate		
2.	Undertaking that the firm has not been black-listed by any Government Organization.		
3.	Photocopy of Active Status of FBR Income Tax, SRB/BST whichever applicable, & copy of valid Professional Tax Certificates		
4.	Valid copy of company's audited account of last fiscal year		
<b>Note: Any "No" in this section means mandatory requirement is not fulfilled and the bid is liable to be rejected without further processing.</b>			

#### b. Quantitative Section

Sr. #	Item Description	Score	
		Rating	Maximum
1.	<b>Methodology/ Proposal of Work</b> The bidder shall submit a detailed description of how they intend to execute the project, detail the project schedule with timelines and activities, necessary resources which will be used against each activity and expertise to achieve the desired project objectives.	05	05
2.	<b>Expertise of Contractor's Team</b> <ul style="list-style-type: none"> <li>i. The hired team of the Contractor for Construction activities may comprise the following competency and education level just as (CV, qualification, and experiences of at least 5 years or above as per attached form <u>B-1&amp;B-2</u>)           <ul style="list-style-type: none"> <li>a) Project Manager x 1 (Engineer)</li> <li>b) Field Construction Supervisor x 2 (DAE), 2 marks for 1 DAE</li> <li>c) HSE &amp; QA/QC Supervisor x 1 (DAE), 1 mark for 1 DAE</li> <li>d) HDPE Pipe Welders / Jointers x 5 (Certified by Third Party), 1 mark for 1 jointer</li> <li>e) Compressor / Machinery / Vehicle Operators x 2, 1 mark for 1 operator</li> <li>f) Ditching &amp; Backfilling Labor x 10, 0.2 marks for 1 labor</li> </ul> </li> </ul> <p>Note: HDPE Pipe welders shall produce valid HDPE Jointing Certification issued by Third party and contractor has to submit the undertaking of the same.</p>	5 4 2 5 2 2	20



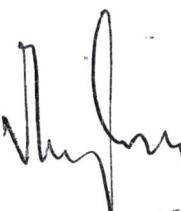
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3	<b>Office Facility</b> <ul style="list-style-type: none"> <li>i. Temporary Storage for Material</li> <li>ii. Computer with Printer</li> <li>iii. Telephone/Internet</li> </ul>	2 2 1	5																																														
	<b>Construction Equipment Availability</b>																																																
4.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">Sr. #</th> <th style="text-align: center; padding: 2px;">Equipment</th> <th style="text-align: center; padding: 2px;">Quant ity</th> <th style="text-align: center; padding: 2px;">Allotted Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">i.</td><td style="padding: 2px;">Steel Pipeline Locators @ 1.5 mark for each</td><td style="text-align: center; padding: 2px;">02</td><td style="text-align: center; padding: 2px;">3</td></tr> <tr> <td style="text-align: center; padding: 2px;">ii.</td><td style="padding: 2px;">Automatic Electro fusion machines with bar code @ 1 mark for each</td><td style="text-align: center; padding: 2px;">05</td><td style="text-align: center; padding: 2px;">5</td></tr> <tr> <td style="text-align: center; padding: 2px;">iii.</td><td style="padding: 2px;">Butt Fusion Machine for required Diameter Jointing</td><td style="text-align: center; padding: 2px;">01</td><td style="text-align: center; padding: 2px;">2</td></tr> <tr> <td style="text-align: center; padding: 2px;">iv.</td><td style="padding: 2px;">Air Compressor for Purging / Testing</td><td style="text-align: center; padding: 2px;">01</td><td style="text-align: center; padding: 2px;">1</td></tr> <tr> <td style="text-align: center; padding: 2px;">v.</td><td style="padding: 2px;">Asphalt Cutter @ 1 mark for each</td><td style="text-align: center; padding: 2px;">02</td><td style="text-align: center; padding: 2px;">2</td></tr> <tr> <td style="text-align: center; padding: 2px;">vi.</td><td style="padding: 2px;">GPS Coordinates Recording equipment @ 1 mark for each</td><td style="text-align: center; padding: 2px;">02</td><td style="text-align: center; padding: 2px;">2</td></tr> <tr> <td style="text-align: center; padding: 2px;">vii.</td><td style="padding: 2px;">Single Cabin Vehicle @ 1 mark for each</td><td style="text-align: center; padding: 2px;">02</td><td style="text-align: center; padding: 2px;">2</td></tr> <tr> <td style="text-align: center; padding: 2px;">viii.</td><td style="padding: 2px;">Dewatering/ Slurry /Mud pump @ 1 mark for each</td><td style="text-align: center; padding: 2px;">02</td><td style="text-align: center; padding: 2px;">2</td></tr> <tr> <td style="text-align: center; padding: 2px;">ix.</td><td style="padding: 2px;">Generator 5 KVA @ 1 mark for each</td><td style="text-align: center; padding: 2px;">02</td><td style="text-align: center; padding: 2px;">2</td></tr> <tr> <td style="text-align: center; padding: 2px;">x.</td><td style="padding: 2px;">Welding Plant</td><td style="text-align: center; padding: 2px;">01</td><td style="text-align: center; padding: 2px;">1</td></tr> <tr> <td style="text-align: center; padding: 2px;">xi.</td><td style="padding: 2px;">Portable Gas Leak Detector @ 1 mark for each</td><td style="text-align: center; padding: 2px;">03</td><td style="text-align: center; padding: 2px;">3</td></tr> </tbody> </table>			Sr. #	Equipment	Quant ity	Allotted Marks	i.	Steel Pipeline Locators @ 1.5 mark for each	02	3	ii.	Automatic Electro fusion machines with bar code @ 1 mark for each	05	5	iii.	Butt Fusion Machine for required Diameter Jointing	01	2	iv.	Air Compressor for Purging / Testing	01	1	v.	Asphalt Cutter @ 1 mark for each	02	2	vi.	GPS Coordinates Recording equipment @ 1 mark for each	02	2	vii.	Single Cabin Vehicle @ 1 mark for each	02	2	viii.	Dewatering/ Slurry /Mud pump @ 1 mark for each	02	2	ix.	Generator 5 KVA @ 1 mark for each	02	2	x.	Welding Plant	01	1	xi.	Portable Gas Leak Detector @ 1 mark for each
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<p>Note: The bidder has to provide undertaking (Stamp Paper minimum worth of PKR200/) that the above construction equipment are in ownership of contractor and will be made available at project site within the project period and the same is in fit and operational condition (later will be checked by SSGC). In case of requirement for heavy machinery such as dumper truck, crane, excavator etc., bidder shall arrange/lend on its own expense. <u>For qualifying at least 70% marks are mandatory to obtain in this category.</u></p> <p><b>Further, if required SSGC representatives can physically check &amp; Verify at the time of Technical Evaluation.</b></p> <p><b>In case of any fraudulent practice, incomplete or wrong information the Contractor shall be liable to be dealt as per PPRA rules.</b></p>																																																	
5.	<b>Past Performance as per Form B-3</b> <p>Relevant experience of similar type / nature of projects of HDPE pipeline construction in past five (05) years.</p> <ul style="list-style-type: none"> <li>a) 40 - 63 mm ø Project (1 No x 2 marks for each project) maximum 03 projects.</li> <li>b) 63 - 125 mm ø Project (1 No. x 2 marks for each project) maximum 03 projects.</li> <li>c) 125 - 180 mm ø Project (1 No. x 2 marks for each project) maximum 02 projects.</li> <li>d) 180 mm ø and above Project (1 No. x 2 marks for each project) maximum 02 projects.</li> </ul>	6 6 4	20																																														



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	Following details have to be provided for each project/assignment a) Project Value b) Planned Duration and Cost c) Actual performance – duration and cost d) Length of pipeline laid e) Resource (manpower and equipment deployment) Bidder shall attach Purchase Order copy of the project	4	
6.	<b>Innovativeness &amp; Compliance</b> Valid ISO 9001, 14001 and Occupational Health and Safety Certificate, ISO 18001/ISO45001	5	5
7.	<b>Annual Turn-Over:</b> The company to exhibit sound financial health to be graded on following Annual Turn-Over / Sales criteria: 1. PKR 100 Million or above 2. PKR 70 - 99 Million 3. PKR 50 – 69 Million 4. PKR 30 – 49 Million	15 10 5 2.5	15
8.	<b>Liquidity:</b> The company shall have sufficient liquid assets for execution of project, to be graded on the following criteria: 1. PKR 20 Million or above 2. PKR 15 - 19 Million 3. PKR 10 – 14 Million 4. PKR 5 – 9 Million	5 4 3 2	5
<b>Total</b>		<b>100</b>	<b>100</b>



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## 2. HSE Questionnaire

Do you have a formal written Safety Policy? YES/NO

If yes, please attach a copy(s)

Is safety policy distributed to all employees and posted at the offices? YES/NO

Do you have a safety program manual? YES/NO

If yes, please state scope

Do documented procedures exist to support the safety manual? YES /NO

If no, how is your safety program implemented?

Do you operate a formal review/audit of the safety program? YES/NO

How are review/audit results identified, documented and implemented? YES/NO

Do you hold regular safety meetings for all employees YES/NO

If yes, how frequently do you hold these meetings?

Weekly \_\_\_\_\_

Fortnightly \_\_\_\_\_

Monthly \_\_\_\_\_

Others \_\_\_\_\_ When? \_\_\_\_\_

Do you hold regular safety inspection? YES/NO

If yes, please provide details.

What Type of employee training programs are in place?

Is training delivered to subcontractors? YES/NO

Is training delivered to clients? YES/NO

How are accidents investigated and reports circulated to management? Give a copy of any report if available.



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Incharge (Rehabilitation)  
Sul Southern Gas Company Ltd  
Regional Office Hyderabad

## 3. Form B-01

### QUALIFICATION & EXPERTISE OF CONTRACTOR'S TEAM PROPOSED FOR THE ASSIGNMENT

1. Name:
2. Profession/Expertise:
3. Qualification/ No. of Years of Experience:
4. Date of birth:
5. Nationality:
6. Years with the firm:
7. Degree of proficiency:
8. Experience:
9. Membership of professional societies:
10. Academic Qualification:
11. Other trainings:

I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience

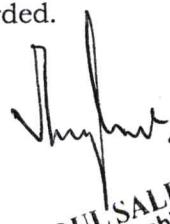
Signature: \_\_\_\_\_

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

**Note:**

1. Please fill one form for each expert as above. Additional experience information may be attached with the form.
2. An affidavit on stamp paper of Rs. 20 stating that the copies of certificates attached of key staff are genuine and will be responsible for any discrepancies arising later on.
3. All the above information provided shall be supported with documentary evidence; otherwise no marks will be awarded.



  
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 Incharge (Rehabilitation)  
 Sui Southern Gas Company Ltd  
 Regional Office Hyderabad

## 4. Form B-02

## INFORMATION FORM

## 1. Name of Contractor

- Address
- Telephone No (s)
- Fax number
- E-mail

## 2. Description of firm (Ownership / Organization)

Attach copy of certificate of registration

## 3. Experience (Number of Years)

## 4. Experience of the firm (on appended B-3 form) during the past five (5) years.

## 5. Organization chart showing contractor structure.

## 6. Additional information

Yours truly,

Name of Authorized  
Representative:

Position:

Date:

\* All the above information provided shall be supported with documentary evidence;  
otherwise no marks will be awarded.




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Sui Southern Gas Company Ltd  
Regional Office, Hyderabad

## 5. Form B-03

**Assignment Completed by the Firm in the Last Five  
Years**

**[Along with Documentary Evidence & Details]**

**[NAME OF THE FIRM]**

1. Name of Assignment:

2. Name of Client:

3. Address of Client:

4. Start Date:

Month/Year

5. Completion Date:

Month/Year

6. No. of staff / professionals deployed:

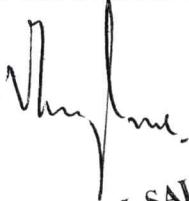
7. Approx. Value of Services/ Assignments:

8. Description of project:

9. Description of Services provided by the firm:

*Note:*

- i) One form for each assignment.
- ii) All the above information provided shall be supported with documentary evidence; otherwise no marks will be awarded.

  
**ABDUL SALEEM**  
 Incharge (Rehabilitation)  
 SSSC Southern Gas Company Ltd  
 Regional Office Hyderabad



## 6. Form B-04

**UNDERTAKING FOR THE CERTIFICATION OF HDPE  
JOINTER/WELDERS (STEEL/PE)  
Tender Enquiry No. SSGC /**

I \_\_\_\_\_, S/o, D/o \_\_\_\_\_, holding CNIC No. copy attached and representative of \_\_\_\_\_ Contractor/Company, solemnly affirm and declare that the following submitted certificates of HDPE Jointers/Steel Welders are genuine & valid and are certified by a Reputable Third Party.

In case of any fraudulent action, false or misinformation, I shall be liable for penalties as per PPRA rules. Moreover, I also agree to bear all financial losses incurred due to defaults in misreporting the facts. I further undertake to pay all liquidated damages and penalties as per SSGC's terms and conditions.

St. #	HDPE and Steel Welder/Jointer Name	Certificate	Verified By
i.			
ii.			
iii.			
iv.			
v.			
vi.			
vii.			
viii.			
ix.			
x.			
xi.			

Name of Contractor: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

Contractor's Name &amp; Stamp: \_\_\_\_\_

*Note: The bidders are required to furnish this mandatory undertaking on Stamp Paper of Rs. 200/- while submitting this tender.*



**ABDUL SALEEM**  
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Sohi Southern Gas Company Ltd  
Regional Office Hyderabad



## 7. Form B-05

**UNDERTAKING FOR OWNERSHIP OF EQUIPMENT**  
**Tender Enquiry No. SSGC /**

I \_\_\_\_\_, S/o, D/o \_\_\_\_\_, holding CNIC No. copy attached and representative of \_\_\_\_\_ Contractor/Company, solemnly affirm and declare that the quantity of equipment detailed in below table is under my company's ownership and will be made available throughout the project duration and the same are in fit and operational condition. In case of any default in the equipment ownership claim or operational deficiency, I shall be liable for penalties as per PPRA rules. Moreover, I also agree to bear all financial losses incurred due to defaults in misreporting the facts. I further undertake to pay all liquidated damages and penalties as per SSGC's terms and conditions.

Sr. #	Equipment	Quantity Available
i.	Steel Pipeline Locators	
ii.	Automatic Electro fusion machines with bar code	
iii.	Butt Fusion Machine for required Diameter Jointing	
iv.	Air Compressor for Purging / Testing	
v.	Asphalt Cutter	
vi.	GPS Coordinates Recording equipment	
vii.	Single Cabin Vehicle	
viii.	Dewatering/ Slurry /Mud pump	
ix.	Generator 5 KVA	
x.	Welding Plant	
xi.	Portable Gas Leak Detector	

Name of Contractor: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

Contractor's Name &amp; Stamp: \_\_\_\_\_

Note: The bidders are required to furnish this mandatory undertaking on Stamp Paper of Rs. 200/- while submitting this tender.



ABDUL SALEEM  
Incharge Rehabilitation  
ui Southern Gas Company  
Regional Office Multan

## B. Rehabilitation of Gas Distribution Network

### 1. General Information

Sui Southern Gas Company Limited (SSGC) is Pakistan's leading integrated gas company. It is engaged in the business of Transmission and Distribution of natural gas in southern part of Pakistan mainly in Sindh & Baluchistan and also have the only gas meter manufacturing plant in the country.

### 2. Scope of Work

Sui Southern Gas Company Limited, intends to carry Construction Activities for the Rehabilitation of Gas Distribution Network at Sehwan City, District Jamshoro = 52.010 **KMs**. The work includes laying & construction of (6" Inch, 180mm, 125mm & 63 mm) Steel and Polyethylene (HDPE 100) pipeline, **3,655 Nos. Service Installation to domestic/commercial customers**, fabrication of Service connection risers, **3,680 Nos. Gas Meters shifting** on new Service Connections, killing of existing pipelines & allied works completed in all respects according to drawings, route maps, specifications and applicable standards.

Since, this is a time based project, hence, any lack of progress as specified in completion period/agreed completion schedule, SSGC without any advance notice to the contractor shall exercise its right to withdraw portion of work or entire contract at the entire risk of the contractor as to cost and consequences thereof. The contractor shall not institute any proceedings before any court, forum or tribunal on such action by the company.

This document is intended to carry only the construction activities that are required for the scope of work outlined below, and not to hire any manpower or anything else. The bidder is responsible for the resources, personnel, and equipment needed to complete the job.

Generally, the following shall constitute the Contractor's scope of work:

- a. Plan and prepare a schedule for execution and work implementation as per Quality Assurance guidelines. Contractor has to submit the Construction/Execution procedures before commencement of work.
- b. Wherever required, Contractor will be the responsible for obtaining permissions from Civic /Land owing agencies for road cutting for laying of pipelines. The cost will be borne by SSGC, however, Liaison with concerned authorities will be the part of contractor's job. Contractor has to complete the required job within the validity period of NOCs of Civic agencies and any delaying cost will be borne by Contractor.
- c. Before proceeding to the construction, Contractor shall carry out area and crossings survey and prepare drawings for proposed gas pipeline laying and submit to SSGC for approval.
- d. All material provided by SSGC to the contractor in accordance with the TORs must be transported and temporarily stored at the contractor's site. The contractor is responsible for all released material till the completion of scope of work and hand over of network to SSGC. In the event of material harm, theft, failure or loss of material equal ERP cost shall be borne by contractor.
- e. Making trial pits to determine the underground utilities /services such as existing pipelines, Cables (Electrical/Communication), Conduits, underground drainage, Sewers, tunnels etc., and deciding best routes and depths for laying



the pipelines based on the route plans. No extra payment shall be made for trial pits as it is the part of SOR work.

- f. Obtaining the approval for optimum route from the Project Manager/SSGC and grading the route as per the requirement.
- g. Wherever required the grass/ turfing, pavement, linings, drains roads and other such 'pucca' area shall be locally removed to facilitate trenching and pipe laying works.
- h. Installation of Safety/ Warning Signs, barricading of the entire route to be trenched. Pits to be similarly barricaded along the warning sign.
- i. To make trenches but restricting minimum disturbance to above ground/underground services/ installation as per specifications and approved route plans; keep the trenches free from water and soil till placement of pipes and sand cushioning;
- j. Uncoiling/ stringing the HDPE pipes of required sizes (i.e. 20, 63, 125, 180mm and 6"Ø) into trenches as per specification.
- k. Joining the pipe ends with fittings, elbow, tee, reducers, tapping saddles, end caps, transition fittings, casing etc. including construction of supports, etc., and butt joining by approved/standard fusion techniques as per specification& standard.
- l. Destructive & Non Destructive Testing of HDPE pipe Joints including Butt, Socket & Electro Fusion Joints in compliance to the standards.
- m. Wherever required, laying of pipeline using trench less technology methods with or without casing pipes as per specification and as directed by Project Manager/SSGC.
- n. Backfilling and Crowning using approved 'good' soil or using excavated earth as per requirement and specification and cleaning of all unserviceable material, debris, excess earth near trenches etc., to designated disposal area. Installing of caution tapes, Burnt Clay Bricks, warning signs etc.
- o. Carrying out poly pigging, pneumatic testing, and air purging as per the specifications and approved procedures; deployment of all tools, tackles, instruments and other related accessories for carrying out the testing of pipes.
- p. Returning surplus material to SSGC's stores, reconciliation of issued material/ consumables if supplied by SSGC and obtaining 'No Objection Certificates' from SSGC.
- q. Preparation and submission of As-built/As Laid drawings, details of crossings, utility graphs, measurement sheets and deviation statements on completion /commissioning of work by way of drawing, sketches and tables etc.
- r. Selection of route and marking on walls/floors between transition fitting to the Gas Meter, making openings and provisions for fixing clamps.
- s. Fabrication of risers from Steel/Galvanized Iron Pipes of  $\frac{1}{2}$ ",  $\frac{3}{4}$ ", 1" dia., their installation between transition fittings to the gas meter including NPT threading of pipes, and jointing of fittings such as elbows, tees, connectors, regulators, meter, isolation valves etc.
- t. Shifting of CMSs from old pipelines onto the new HDPE 100 laid pipelines.
- u. Provide service connection, testing & commissioning of service lines including purging as per specification and handing over the installation to customer to the entire satisfaction of Project Manager/SSGC.
- v. Killing of existing pipelines, handling of old risers, regulators, gas meters and associated fittings and its reconciliation and transporting to SSGC's designated places as per instructions of the Project Manager/SSGC.

- w. Shifting of gas meters from the inside premises of customers to the outside in such a way that it should be accessible to SSGC's Engineers/Field Workers. Dismantling of scaffolding/temporary structures and cleaning of site.
- x. Preparation and submission of Service Connections installation card for each house/commercial establishment, containing a list of materials used, reasons for not having connections, measuring pressure and date, and, if applicable, deviation statements upon completion/commissioning of work.
- y. The painting of pipe with Silver enamel color and service valve with Red enamel color of metallic sections of the riser shall be completed to the satisfaction of SSGC's Project Manager/Site Engineer after the installation of the Service Connections.
- z. Maintaining the completed pipelines/installation for any defect, failures during Defect Liability Period after handing over. In case of any noncompliance, the SSGC will do by his own and incurred cost will be deducted from Bid/Security bonds etc.
- aa. Any other activity not mentioned/covered explicitly above, but otherwise required for satisfactory completion/operation /safety/statutory/maintenance of the works shall also be covered under the Scope of work and has to be completed by the Contractor within specified schedule at no extra cost to SSGC.

### 3. Material, Plant and Equipment

#### 3.1. SSGC's Scope of Material Supply

SSGC will supply all necessary materials related to HDPE pipe & its necessary fittings to complete the laying of gas mains, its branching pipelines and service connections. The materials shall be issued to the Contractor from the designated store(s) of SSGC. Contractor shall be responsible for lifting the issued materials from SSGC's storage point(s) and transporting the same to work site(s) at his own cost.

#### 3.2. Materials Supplied by the Contractor

The contractor has to procure necessary items/consumables other than provided by SSGC or advised by Project Manager/SSGC, which are required to complete the laying of gas main pipelines, service connections, gas meter and CMS shifting as per the requirement of scope of work. In that case, list of necessary consumables like Teflon tapes and all types of clamps etc., as per the requirement of SSGC would be provided by the contractor with cost breakup to the Project Manager/SSGC for approval. The inspection of bought out items would be carried out by SSGC's Team or as instructed by Project Manager/SSGC.

In addition to above, the contractor must have dedicated bar coded electro-fusion (automatically readable) machine, Butt Joining Machines, Pipe Cutters (like circular guillotine), End Scrapers, Pipe Straightener, re-rounding tools and test ends etc. Contractor has to arrange his own equipment for trenchless crossings such as Moiling & rock cutting equipment.

Contractor must also have to arrange his own/lend equipment for restoration work like water tanker and jumping jack compactor for compaction of backfilled trenches.

### 3.3. Backfill and other Material

The Contractor shall be responsible to arrange the supply of approved soft soil/coarse sand free from major impurities like clay, mica and soft flaky pieces as per the requirement of Project Manager/SSGC.

The specification of Soil Classification will be given by the Project Manager/SSGC.

For supply of sand in trench for rocky terrain, no separate charges are payable and is included in Schedule of Rate (SOR) item for excavation of hard rock/Morrow.

The Contractor shall supply the following items where required.

- All materials required for formwork, trench support, and temporary trench crossings.
- All signboards, barricades, tin sheets, lights and protective equipment.

### 3.4. Collection, Acquisition & Storage of Materials

The contractor shall collect all issued materials from SSGC store between working hours following all required documentation procedures such as SSGC's Standard Material Requisition & Dispatch Advise and/or as directed by Project Manager. The contractor shall at the time of receipt of material physically examine all materials and notify the Project Manager/SSGC immediately of any damage.

Any damage not recorded at the time of inspection done by contractor will be deemed not to have existed at the time of receipt of material. Cost of repair, rectification, replacement will be borne by the contractor. Any defective material found during the time of installation will be noted and forwarded to the stores for replacement immediately and only with written approval of Project Manager. The contractor shall ensure that no defective material shall be returned to store at the time of closure of contract.

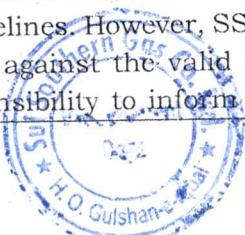
The contractor shall be responsible for security, maintain log book and a permanent locked store preferably near site in so that all the material is stored in such a manner so as to prevent theft and damage to the materials from scratching, gouging, indentation, excessive heat or by contact with any sharp objects and chemicals.

## 4. Progress of Work

The Contractor for the above aforementioned required services shall proceed with the Work under the Contract with due expedition and without delay. The Project Manager may direct in what order and at what time the various stages or parts of the work under the Contract shall be performed. Contractor has to regularly submit daily, weekly progress reports, graphs with utilities, testing reports, material consumption, inventory and deviation statements etc.

## 5. Authorizations from Civic Agencies/Intimation to SSGC's Customers

Contractor has to assist in getting permissions, obtain NOCs/ clearances for laying of pipelines. However, SSGC will pay the departmental charges through cheque/pay order against the valid estimated Challan /Demand notes. It is the contractor's responsibility to inform and co-ordinate the concerned local authorities and also



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other utility agencies before commencement of work at site. To ensure smooth execution of the work on a day-to-day basis, the contractor has to liaison with respective authorities' sand obtains necessary approvals. If the time dependent permissions expire before the completion of pipeline laying, then the extra charges/penalties, if imposed by the authorities will be borne by Contractor.

Before shifting of gas meters and new service connection, the contractor shall be responsible for notifying/informing the customers, society/flat's unions etc., depending upon the work location and any other concerned authority, if required for completion of the work.

The bidder must ensure that their persons/ workers/ supervisors at site shall have proper contractor's issued identity cards/attire prior to entering the premises of the consumer.

## 6. Reference Specification, Codes, Standards& Regulations

The contractor must complete the work in compliance with the current applicable requirements, this term of reference document, and the SSGC's HSE & QA SOPs. The latest OGRA Guidelines and SSGC's approved procedures, ASME B31.8 – Gas Transmission and Distribution Piping Systems, API 1104 and ISO: 4437/ ISO: 14885 for underground polyethylene pipes.

If the contractor discovers any inconsistency, uncertainty, or dispute in or between any of the Standards and the contract documents, he or she should immediately notify the Project Manager/SSGC, who will make a determination that will be binding on the contractor.

## 7. Route Survey

### a) Pipeline Mains/Branches

- i) Plans detailing the size, operating pressure and approximate location of the proposed mains, connections and associated regulator installations will be issued to the contractor by Project Manager/SSGC at the start of the work.
- ii) The final alignment of mains will be worked out in consultation with SSGC/Project Manager after route survey and trial pits. Any change in routing from the issued drawings due to site constraint will be notified to Project Manager/SSGC& his specific written approval shall be obtained before carrying out the job.

### b) Service Lines

- i) A survey will be conducted jointly by SSGC and the contractor at each premises or housing colony to be supplied. The survey record will note customer details, the potential gas supply point sand proposed regulator positions and estimates of material quantities. The contractor's representatives will make sketches of the agreed pipe routes if necessary.
- ii) The contractor will be responsible for contacting the customer and making the necessary arrangements for access, and appointments to carry out the work. Contractor shall maintain job card and complaint books at site. SSGC will not be responsible for any time lost due to broken appointments or disputes with customers.



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## S. Work Management & Hierarchy Structure

- a) All construction work will be carried out as per direction of SSGC's Site Engineer, and this will be the primary point of contact between the contractor and SSGC on site. All work will be issued and sanctioned through the Project Manager/SSGC. The contractor shall ensure that quality standards are maintained, that construction is carried out cost effectively and that a good customer and public image of SSGC is maintained.
- b) Contractor shall deploy an officer (Contractor's Project Manager) who will be the single point coordinator to interact with Project Manager/SSGC or SSGC's Site Engineer and authorized to attend review meetings, receive materials, authorized to sign documents, claims and receive payments etc. Contractor shall submit their organizational chart stating in charge of projects, store, QA/QC supervisor and will notify the SSGC/Project Manager.
- c) The contractor will deploy his own supervisors of minimum number instructed by Project Manager/SSGC. These personnel will be responsible for monitoring construction standards and for ensuring that all detailed technical requirements are met on each and every job which is undertaken.
- d) No deviation from the approved technical specification/ issued construction drawings shall be undertaken without written approval of Project Manager/SSGC.
- e) Contractor shall maintain a Project site office, Material store with following facilities:
  - i) Telephone, Mobile phones, printers, Computer with internet facility.
  - ii) 02 No. Single Cabin vehicle with driver for survey meetings etc, with Project Manager/SSGC's representative. Also it shall be well equipped with tools and tackles for attending any emergency complaints and ongoing execution work.
- f) When the contract is awarded, the bidder must create and submit documentary evidence for the items mentioned above, which will be assessed by SSGC prior to the start of the work order. Any delay or non-compliance with the above can result in contract termination.

## 9. Structures, Services and Other Property

### 9.1. Underground Utilities

Both submerged utility pipes, underground wires, water mains, and other obstructions intersecting or adjacent to the work must be located by the contractor, and the contractor must expose and document the depth of cover of all obstructions prior to excavation.

The contractor must also excavate trial pits as required to decide the pipe path. Prior to any excavation, the number of trial pits will be agreed upon by the Project Manager/SSGC. In either case, trial pits must be spaced at a maximum of 100 ft. apart. The contractor is responsible for restoring the abandoned trial pits and trenches. No extra payments shall be made for trial pits & its restoration work.

It is contractor's responsibility to interact with other utility agencies regarding their existing utilities and finalize the route along with these agencies and SSGC/Project Manager.



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There will be no extra charges for abandoned trenches resulting from insufficient or incomplete trial pits, as well as any time or delays incurred as a result.

#### 9.2. Protection of Structures and Utilities

The Contractor shall support and secure all houses, walls, fences, or other structures, as well as all services, such as electrical cables, telephone cables, water pipes, sewer pipelines, and other property that may be damaged as a result of the execution of the works, at his own expense. Special care shall be taken while laying Pipelines near the trees& buildings.

#### 9.3. Traffic Management, Street Drainage and General Public

The Work shall be carried out in a manner that causes the least amount of inconvenience to those who may use public or private roads, lanes, streets, walkways, rights-of-way, or passages in which the works are to be carried out. Closure of roads, etc., shall not be permitted without the approval of the Project Manager/SSGC.

The Contractor shall comply with all local Authorities requirements to traffic, and keep roads open to traffic, and maintain access to and within any private property.

Wherever, the pipe route crosses driveways, access tracks or entrances to private properties, the Contractor shall give the SSGC/Project Manager, occupier or relevant authority at least 24 hour prior notice of intended commencement of excavation.

The Contractor shall not obstruct any drainage pipes or channels in any road but shall deviate them where necessary and use all proper measures to provide for the free passage of water. The Contractor shall not block any drainage pipes or channels in any lane, but shall deviate them as required and take all reasonable steps to ensure that water can flow freely.

### 10. Trenching & Bedding

The Contractor shall excavate in such a way that the pipe can be laid in accordance with the heights, depths, curves, measurements, and directions shown on the drawings, specifications, or as directed by the Project Manager/SSGC.

When trenching, extreme caution must be exercised to ensure that no underground structures or services are disrupted. Wherever possible, a suitable crossing shall be given and maintained over the work site to enable the general public, property owners, or tenants to cross or transfer stock or equipment from one side of the trench to the other.

SSGC require excavation by hand tools and may allow digging by machines in special circumstances. Before trench cuts through water table, proper drainage shall be ensured, both near the ditch and place of work in order to guarantee the soil stability.

The trench width shall normally be restricted to average width of 18" inch and minimum Soil cover of 42" inch over the pipe. Where 42" inch. Soil cover is not possible the cover requirement may be reduced after approval of the Project Manager/SSGC, but it shall not be less than 20". The minimum distance from the inside edge of the trench wall to the outside of the pipe shall not be less than 6"



inch, unless otherwise ordered by the Project Manager/SSGC and where ground conditions permit.

#### 10.1. Bedding

The contractor shall ensure that the pipe when placed in the trench is supported and surrounded by 6" inch bed of screened excavated soil or sand cushioning, which shall be stone free and have a maximum grit size of 5mm in order to ensure no damage occurs to the pipe.

#### 10.2. Clearances with Other Underground Assets

Unless otherwise approved, the following clearances shall be maintained between the external wall of the gas pipe and the external surface of other underground assets in the vicinity of the works.

- a) 6-12" inch, where the gas pipe crosses other assets, other than electric cables, whereupon the clearance shall be 12" inch.
- b) 12" inch, where the gas pipe is on a similar alignment to the other assets. Where the above clearances cannot be achieved, or in other special circumstances, the Project Manager/SSGC may approve/specify protection with Concrete/Steel pipe, etc. The protective material will be supplied by SSGC and installed by the Contractor.

#### 10.3. Under Ground Facilities Interferences

During trenching, the Contractor must manually locate and uncover any underground facilities that might exist. If necessary, safety barriers must be erected to prevent any damage or accidents. The trench shall be progressively deepened to prevent sharp bends where the pipeline is laid under existing facilities and along the approaches to the crossing.

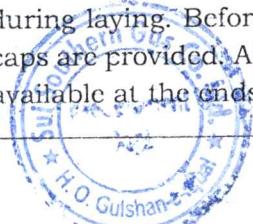
When Authorities and/or SSGC allow an open cut paved road crossing, or a line is routed inside the road pavement, the Contractor must remove the paving in compliance with the restrictions and requirements of the authorities having jurisdiction, or directed by SSGC/Project Manager.

In case of damage to any of above referred structures/ utilities the contractor shall be responsible for repairs/ replacement at his own cost, which shall be carried out to satisfaction of concerned authorities, resident and SSGC/Project Manager.

The Contractor shall excavate to additional depth without incurring any additional expense to SSGC, at all points where the contour of the earth may require extra depth, or where a deep trench is needed at the approaches to crossings of roadways, railroads, rivers, streams, and drainage ditches.

### III. Laying & Jointing of HDPE 100 Pipeline

Laying of HDPE (PE 100) pipelines shall commence only after ensuring proper dimensions and clean surface of the trench. The HDPE pipe coil should be uncoiled smoothly inside the trench with care, ensuring that the pipe coil is not damaged during laying. Before lowering the pipeline, the Contractor must ensure that pipe caps are provided. After that, the trench can be backfilled, leaving sufficient lengths available at the ends for jointing.



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Regional Office Hyderabad

Where given specific approval (written form) by the Project Manager/SSGC, a pipe may pass through an open drain or Nalla. Where this is permitted the pipe shall be installed inside a Steel Sleeve/Casing/Pipe for protection. The sleeve material shall be provided by SSGC and laid by the Contractor on advice of the Project Manager/SSGC.

All other work necessary to break through the walls of the obstruction, and to seal the annulus between the pipe & the sleeve and the sleeve and the wall, shall be deemed as allied works.

Jointing of HDPE 100 pipes shall be performed according to ASTM F2620/API 1104/ISO 21307. The procedure for jointing of PE pipe and fittings is discussed below. Only barcoded electro-fusion machine (automatically Readable) & Butt Fusion machines shall be used for jointing of HDPE pipe/ fittings.

The equipment used by contractor shall be checked by the concerned SSGC' technical team or the person (s) nominated by Project Manager/SSGC. Contractor shall ensure that the machines are always available at site, no-stoppage of work due to the non-availability of machines.

It may also be noted that no fusion will be allowed without clamping device and only the recommended cutting tools (Hack Saw shall not be allowed for cutting the Pipe) shall be used. The contractor has to supply all the consumables required for carrying out the fusion joints (like cloth/ paper napkin, acetone etc.). If, upon inspection, the Project Manager/SSGC determines a joint is defective, Contractor shall remove the joint by an approved method. The cost of this work shall be borne by the Contractor.

## 12. HDPE Pipe Weld/Jointing Testing

Before and during the construction of the pipeline at site, at least once or as per the recommendation of Project Manager/SSGC, the contractor shall submit testing reports of High Density polyethylene pipe welding/jointing including Electro-fusion, Butt & Socket Joints of each pipe diameter going to be used at site, from the independent laboratories of repute as per the prevailing Codes & Standards.

As stated below, destructive testing such as tensile and bending tests of Butt Joints and De-cohesion or Peel off tests of Electro-fusion joints, must be carried out and results of repute institutions shall be submitted to the Project Manager/SSGC for the assessment of jointing quality.

- Tensile Testing of Butt Welded Joints – Polyethylene (PE) Pipes and Fittings – Determination of The Tensile Strength And Failure Mode In Compliance to ISO – 13953 or Equivalent.
- Imperfections in Thermoplastic Welded Joints Features, Description, Evaluation in compliance to DVS 2202-1 or Equivalent.
- Bead Back Bend Test to detect the poor fusion of Joint.
- Bend Testing of Butt Welded Joints – Testing of Welded Joints – Bend Test In Compliance To BS EN 12814.1 – 2000, ASTM - F2620 or Equivalent.
- Electro-fusion Joint Peel De-cohesion Testing– Peel De-cohesion Test For Electro-fusion Assemblies in Compliance to ISO- 13954 or Equivalent (Nominal outside diameter equal to 90 mm or above)
- Test method for impact resistance of Plastics Pipes and Fittings - Polyethylene (PE) Tapping Tees – in compliance to ISO- 13957 or Equivalent.



g. Plastics Pipes and Fittings -- Crushing De-cohesion Test for Polyethylene (PE) Electro-fusion Assemblies in compliance to ISO – 13955 or Equivalent.

### 13. Backfilling

The trench shall not be back-filled until Project Manager/SSGC has approved the fit and cover of the pipe in place in the trench and has sanctioned starting the backfilling operation. Dewatering shall be carried out prior to backfilling and no backfilling shall be allowed, if the trench is not completely dewatered.

The trench should be minimum covered by 42" inch over the pipe. Where 42" inch cover is not possible the cover requirement may be reduced after approval of the Project Manager/SSGC, but it shall not be less than 20"inch.

When the trench has been dug through drive ways or roads, all backfilling shall be executed with suitable material in layers as approved by Project Manager/SSGC and shall be thoroughly compacted.

High Quality of Burnt Clay Bricks shall be placed after the padding of 12" inch and then a plastic Caution tape shall be placed on distribution main and on service lines to act as first line of defense. Electro-fusion& butt joints shall be undertaken immediately after lowering and the activity shall not be kept pending for lack of equipment.

### 14. Trenchless Methods - Moiling/Boring

The Moiling or boring shall be carried out as per the requirement specified by Project Manager/SSGC, and approved practices. To prevent harm to other utilities, the contractor must conduct a detailed survey of the underground utilities before proceeding with the Moiling or Boring.

The supply of all equipment, power required for carrying out moiling work, is in contractor's scope. The type of moiling to be carried out i.e., Manual/ Machine with or without casing pipe shall be at the discretion of Project Manager/SSGC. A prior approval is to be taken before starting the Moiling.

For manual Moiling, the contractor shall ensure that the size of the hole shall not be more than 20% of the size of the casing pipe whichever is applicable. After completion of Manual Moiling, the hole shall be properly compacted / filled with soil by watering and by approved procedures, the pits shall be backfilled & restored.

Any damages occurred to the utilities during the Moiling operation shall be immediately notified and rectified by the contractor without any cost implication to SSGC.

The length of the Hole (excluding the sizes of the pits on both ends) shall be considered for the measurement of Moiling length. However, intermediate pits will consider in the moiling length.

### 15. Restoration

The contractor shall perform suitable restoration of workplace, excavated trenches and its vicinity or the places where the work is carried out to the entire satisfaction



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of Project Manager/SSGC. It may include backfilling of trenches, removal of debris around the excavated places, clearing of surplus material and restoration of the abandoned trial pits.

The Contractor has to ensure that restoration work is properly supervised, and that the material used is suitable for the purpose and properly compacted. Where the required standards are not achieved the Contractor will be required to replace the defective restoration work.

## 16. Cleaning Through Purging & Poly Pigging

Purging and poly pigging shall be carried out with air in accordance with standards/regulations or advised by Project Manager/SSGC. The air required for purging & poly pigging will also be provided by the Contractor. In addition, the Contractor shall submit and get approved a Purging & Poly Pigging Plan before commencing any pipeline cleaning work. The process also specifically mentions the need to lay a wet cloth over the HDPE main and in contact with the ground, to disperse static electricity during the purging work. All accessories/equipment required to clean the pipeline shall be the responsibility of Contractor. The contractor has to ensure all safety precautions and Quality Assurance guidelines, especially while performing pigging to clean the constructed pipeline.

## 17. Pneumatic Testing of HDPE 100 Pipeline

Pressure testing shall be carried out in accordance with the principles defined in API and/or ASME B 31.8 standards. Testing will be carried out with compressed air and will be provided by Contractor for testing purposes and is to be included in the rates.

For main pipelines work the Contractor shall perform progressive pressure testing to avoid having to find leaks in long lengths of pipe. The test pressure shall be 100 psig, and there shall be no unaccountable pressure loss during the test period. Project Manager/SSGC must authorize the test protocol, which includes drawings of the pipeline to be tested, vent points, gauge position, and inlet pressure etc.

For main line the test duration shall be 24 hrs. With these tests the pressure should be allowed to stabilize for a period of 30 minutes after pressurization. The holding period may then commence and continue for 24 hours.

Measuring instruments shall have been calibrated and their accuracy and sensitivity confirmed. For testing of Network, calibrated pressure gauges of suitable range shall be supplied by the contractor. The pressure gauges shall be calibrated from time to time as desired by Project Manager/SSGC. A variance of 0.04 psi is acceptable for this type of test & any device used should be able to measure pneumatic pressure within this tolerance. All testing shall be witnessed and approved by the Project Manager/SSGC or his delegated representative.



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## 18. Fabrication of Steel-HDPE Pipe Riser for Gas Service Connections

The contractor has to manufacture all kind of risers for the service connections of domestic & commercial customers. The material includes Steel Pipe, HDPE 100 Casing, coating 2/3 Ply tapes, Transition fitting, Primer, Teflon tape etc. The manufacturing process of service risers includes pipe cutting, sand blasting, welding of transition fitting, threading, primer coating, bending, coating 2/3 ply tapes for sealing and its pneumatic pressure testing. Each riser should be tested for at 60 psig.

All material for the fabrication of risers will be provided by SSGC. An approximate estimation of required material per riser is given in below table.

Material Description	Quantity
Steel Pipe $\frac{3}{4}$ "	1.5 m/riser
Service Valve	1 No./riser
HDPE 100 pipe 40 mm	1.7 m/riser
Transition Fitting $\frac{3}{4}$ " dia x 20 mm	1 No./riser
Welding electrode 1/8"	0.03Kg rod/riser
Primer	1 lit/50 risers
2 ply coating tape	1 roll /10 risers
3 ply coating tape	1 roll /20 risers
Teflon Tape	1 roll /4 risers

## 19. Steel - Galvanized Iron Piping - for Gas Service Connections

The service connection work includes all work necessary to connect Service Tee onto the HDPE service pipe, fitting of HDPE transition piece, bending of galvanized iron pipe, installation of fittings and to connect the riser assembly up to the gas meter. The joints of the service connection assembly up to the meter shall be tested with soap solution after completion of the work and rectified immediately, if found leaked. The results of the tests must be accurately reported on the reporting cards.

The threading of Galvanized Iron Line pipe shall be NPT and conforming to ASME/ANSI B1.20.1. All riser and lateral pipe shall be clamped to the building at intervals not exceeding 5 ft.

Pipe should ideally join a structure above ground and stay in a well-ventilated area. The entry point must be located in such a way that it can be redirected to the usage points in the shortest possible time. The contractor must ensure that no gas supply is delivered to the customer through any hidden piping or from old service connection.



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Before going further, any fault discovered during the various stages of inspection must be corrected by the contractor to the complete satisfaction of SSGC's Site Engineer/Project Manager. Irrespective of the inspection, repair and approval at intermediate stages of work, contractor shall be responsible for making good any defects found during final inspection/guarantee period/defect liability period.

## 20. Installation of Meters

The meter installation shall be preferred at the height of 5 ft. from the ground and in open/ventilated space so as to prevent Gas accumulation and easy dispensation of Gas to atmosphere in case of any smell/ leakage of Gas. The meter installation shall not be provided in any fixed enclosures, cabinets or confined space in the customer premises.

The Contractor's team will ensure that all household gas appliances are completely turned off by the customer to avoid occurrence of any hazard. Existing (old) service connection / assembly along with meter, regulator, ML cock & fittings shall be removed after dismantling all joints from (from outlet of service valve up to outlet of meter). New ML cock and regulator shall then be installed on new service connection along with meter by using Galvanized pipe, U-Bend, etc., as per drawing provided by SSGC. Fabrication of U-Bend will be carried out by the contractor.

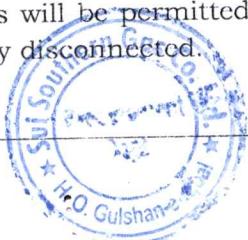
Fire Extinguisher in working condition shall always remain on sites of work. The installation should have minimum clearance of about 3-4 ft., from electric point mains and switches.

## 21. Killing of Old Pipelines & Handling of Service lines/ Gas Meters

In coordination with the Project Manager/SSGC, the contractor must devise an action plan for the terminating existing pipelines and handling of old gas meters, regulators, and service lines. Previous pipelines should be decommissioned in such a way that there should be no interconnection between new and old pipelines.

The contractor has to excavate 4.5'x4'x5' ft. size Pits for Locating, Killing / Disconnecting of existing network and installation of fittings, as per site requirement or as advised by SSGC's site engineer. This can be accomplished with the use of appropriate tooling and equipment while causing the least amount of damage to the environment and vicinity. The contractor must ensure that no natural gas is left in the pipeline through portable leak detector testing and that it is safely purged into the open atmosphere in accordance with HSE and QA guidelines. The old pipelines should be cut off at several points with a fair gap between them or as per the instruction of Project Manager/SSGC in order to ensure that the old network has de-energized / disconnected.

After installing the new ones, the Contractor must disconnect the old service gas connection from the underground Service Tee Point, update the complete record, and communicate with the SSGC's Site Engineer/Project Manager. No new connections will be permitted to any customers unless the old service lines were successfully disconnected.



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## 22. Civil Work

Wherever required or advised by the Project Manager/SSGC, contractor has to supply the adequate materials and services for the completion of the civil work of the damages/repair caused by the rehabilitation work.

## 23. Recording of As-Built/Laid Drawings & Submission of Record

The Contractor will be required to submit computerized as-built/laid drawings duly certified by Project Manager/SSGC in A0/ A1 sheet form at 1:200 scale in prints plus soft copy.

The as-built/laid drawing shall be submitted on area wise as specified. The bill of materials used for the particular area shall be specified on the drawings. The Contractor shall use the area and crossing survey drawings prepared by them as reference.

The lengths, depths of installed pipe work, changes in direction, major fittings, etc., shall be recorded together with appropriate references to other services crossed and in the proximity of the gas pipe.

Distance of pipeline from permanent property /structure should be provided at least every 30' ft. If there is any chance in alignment/orientation and offset distance etc., of the pipeline in between the above said 30' ft., the same shall be clearly mentioned in the as laid drawings.

Technical deviation (if any) should be provided with reference to the buildings and permanent structure around, and the same should be cited clearly with all relevant details.

Complete details of Nalla crossings should be shown in a separate sketch, Name of roads, major landmarks and buildings should be mentioned appropriately for reference. Direction of gas flow should be indicated in each drawing. The details shall be prepared in standard format using AUTOCAD Map and format should be compatible (import/Export) to ArcGIS Software and submitted into CD ROM/USB.

The contractor must send three sets of the following documents:

- A full list of all houses and commercial establishments in the area assigned to him, including specifics of connections provided and reasons for not being able to provide or complete connections.
- Specifications of houses that had extra piping installed, as well as the materials used.
- A report on total material use.
- Material reconciliation with respect to the materials issued.
- Test reports & test certificates of gauges etc.

Any other documents / records required.



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## C. Quality Assurance System Guidelines

### 1. General Information

This portion of document specifies the Contractor's Quality Assurance Requirements. If there is a dispute between this specification and other contract clauses, it must be brought to the attention of SSGC/Project Manager during the bidding process and addressed with SSGC/Project Manager prior to placing an order.

### 2. Scope of Work of Quality Assurance System

#### 2.1. Prior to award of contract

Before making an offer, the bidder must consider the scope of work, drawings, requirements, and standards, as well as other documents attached to the tender/enquiry form.

The bidder shall submit milestone chart showing the time required for each milestone activity and linkages between different milestone activities along with overall time period required to complete the entire scope of work.

The bidder shall develop and submit resource deployment chart and a manual or equivalent document describing/indicating/addressing various control/check points for the purpose of quality assurance and the responsibilities of various functions responsible for quality assurance.

#### 2.2. After the award of contract

The bidder shall submit the schedule for submission of following documents in the kick-off meeting or within two weeks of the placement of order, whichever is earlier.

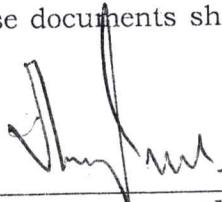
- a) Detailed Bar / Gantt Chart
- b) Quality plan for all activities, required to be done by the bidder, to accomplish offered scope of work.
- c) Inspection and test plans, covering various control aspects.
- d) Procurement schedule for items to be supplied by contractor covering inspection of the same.

Various documents submitted by the bidder shall be finalized in consultation with Project Manager/SSGC. All Quality Assurance Plan (QAP) documents shall be reviewed by concerned Department of SSGC and the bidder shall be required to incorporate all comments within the framework of this specification at this stage of the contract.

#### 2.3. During job execution

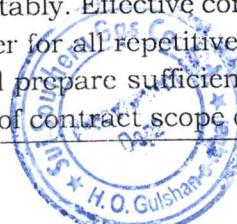
During job execution, the bidder must adhere to all quality documents submitted and finalized/agreed upon in accordance with the contract's specifications. Approval of SSGC/Project Manager on all these documents shall be sought before start of work.



  
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### 3. Quality Assurance System Requirements

- a) The bidder shall nominate an overall in-charge of the contract titled as "Contractor's Project Manager" for the scope of work of agreed contract. The name of this person shall be duly intimated to SSGC including all subsequent changes, if any. SSGC shall correspond only with the project manager of the bidder on all matters of the project. The project manager of the bidder shall be responsible for co-ordination and management of activities with bidder's organization and all sub-vendors selected by the bidder.
- b) A well-qualified HSE & QA/QC supervisor shall be there to oversee all the operations and requirements pertaining to health, safety and quality assurance and shall be the focal person for the subject matter.
- c) The bidder must schedule the contract scope of work on a quality plan format such that no significant variations are required during contract execution. The bidder must schedule the types of services, as well as the different work methodologies, that he agrees to use to complete the contract scope of work.
- d) The bidder is required to review the contract at all appropriate stages to evaluate his capabilities with respect to timely and quality completion of all activities pertaining to contracted scope of work and shall report for constraints, if any to SSGC.
- e) For all documents, a system must exist which assures that latest/ required version(s) of the document(s) is available at all location/ point of use.
- f) The Bidder shall include a list of works which he intends to sub-let to sub-contractors. The work Sublet to Sub-contractors proposed by the Bidder are subject to SSGC/Project Manager approval and they have to comply all criterion mentioned in the contract.
- g) Bidder shall establish adequate methodology such that the materials supplied by the SSGC shall be adequately preserved, handled and made use of for the purpose for which they are provided. Material issued shall be documented and records shall be maintained.
- h) All output delivered against contract scope of work shall be suitably identified in such a manner through identification that sufficient traceability is maintained which permits effective resolution of any problem reported in the outputs.
- i) Critical activities must be defined, and the bidder must have documented methodologies that he would use to carry out those activities within the contract scope of work. Wherever, it is difficult to fully inspect or verify the output (special process), bidder shall pre -qualify, the performers and methodologies.
- j) All inspections carried out shall be in conformity to quality plans and or inspection & test plans. All inspection results shall be duly documented on controlled forms such that results can be co-related to specific product that was inspected / tested.
- k) All inspection, measuring & test equipment shall be duly calibrated as per International standards/ codes.
- l) All outputs delivered against contracted scope of work shall be duly marked such that their inspection status is clearly evident during all stages of the contract.
- m) All non-conformities (NCs) found by the contractor's QA/QC supervisor or by SSGC representatives shall be duly recorded, including their disposal action and resolved suitably. Effective corrective and preventive action shall be implemented by the bidder for all repetitive NCs, including deficiencies.
- n) Bidder shall prepare sufficient records for various processes carried out by him for delivery of contract scope of work such that requirements of this contract are



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objectively demonstrable. In case SSGC finds that enough objective evidence/recording is not available for any particular process, bidder shall be obliged to make additional records so as to provide sufficient objective evidence.

- o) For all special processes, bidder shall deploy only qualified performers. Wherever, SSGC observes any deficiency, the bidder shall arrange the adequate training to the performer(s) before any further delivery of work.
- p) Contractor has to prepare and submit a Weekly Progress Report. These reports will present summaries of the progress included but not limited to the NOC's / Permissions status, Road Cutting, Ditching, Pipe laying, Backfilling activities. The report will detail the progress made in the week and compare with the schedule, whether it is ahead or behind. It will also suggest remedial actions that will be taken to keep the project on track. There shall also be a summary of the material that was used and issued from the store. Any issues being faced by the contractor shall be highlighted to ensure timely communication and resolution.

#### **D. Health Safety & Environment Guidelines**

Prior to commencement of the Project, the Contractor shall produce a written safety policy and procedure for Project Manager/ SSGC approval and which the Contractor shall enforce during all execution and commissioning activities.

The Contractor must follow the specifications specified in the tender document. Furthermore, the Contractor must follow good working practices when storing and handling cleaning fluids, flammable fluids, and other hazardous materials, and ensure that no smoking or naked flames are allowed in the vicinity when these materials are being used.

Trench walls shall be sufficiently battered in order to minimize a trench collapse. Where there is a danger of an earth slide or collapse, the trench shall remain open for the minimum time possible with proper barricading. The Contractor is to ensure that no person enters a trench, which is of a depth of 5 ft. or greater, unless the trench has adequate shoring or the sides are battered to such an extent as to prevent a trench collapse.

The Contractor shall also protect all work sites with warning signs, barricades and night lighting. The Contractor shall inspect all fenced excavations daily, and maintain them in good order. The trenches/ pits shall not be kept open in night times. However, in case the same is essential the same shall be properly barricaded with proper lighting arrangements & manned.

The Contractor shall provide First Aid & all Personal Protective Equipment (PPEs) to his deployed labor which are necessary for safe working practice. Any accident causing injury to any person or damage to property or equipment shall be reported to the Project Manager/SSGC. At any stage if, the Project Manager/SSGC determines that the work is being performed by the Contractor in an unsafe manner, he may suspend the work until corrective action is taken by the Contractor.

During the Service Line Connections, the contractor shall take care of all safety norms applicable for such works at site. Contractor shall provide all safety appliances c.g., safety helmets, gloves, safety belts, ladders, staging, shoes, goggles etc.

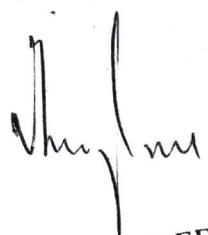


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During purging/Killing of gas pipelines, special procedures to be followed so that there is no chance of any unforeseen explosion. After completion of service line connections and before putting gas in operation, the contractor's workers should be equipped with gas leak / LEL detectors in order to identify any potential and hazardous leaks.

The Contractor shall be responsible for ensuring that the Site is kept clean and tidy and that all scrap materials and tools are removed from the Site on completion of the work.

When working at heights, all appropriate precautions must be taken. Installation of proper barricading and warning signs is required and without adequate lighting and the Project Manager's permission, no night work shall be allowed.

  
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Section - N  
Special Conditions of Tender Document  
Tender Enquiry No. SSGC/SC/

**Note:** In case of any conflict between special conditions of Tender Document and any other terms & conditions, the Special Conditions of Tender Document will govern / prevail.

- 1- Contractor to submit the following within 15 days after issuance of Letter of Intent (LOI).
  - a. Performance Bank Guarantee
  - b. Stamp Papers
  - c. Insurance Policy
  - d. Any other Document as mentioned in the LOI
- 2- Formal contract will be made on Non-Judicial stamp paper of value @ Rs 0.35 per hundred rupees of contract value, as per prevailing rate by Government of Sindh & Balochistan. The stamp duty will be borne by the contractor and also submit the copy of challan of stamp paper. Further as per Government of Sindh Board of Revenue notification NO.CIS/SWB/BOR/R&T-17/2022-808 dated 08-06-2022 all judicial and non-judicial stamp paper of the denomination of rupee five hundred and above shall be exclusively on e-stamp.
- 3- All kinds of Government Taxes, Duties and Levies against any item of the contract, shall entirely be the responsibility of the Contractor. Income Tax will be deducted as per applicable Law under the prevailing Government Rules. Rate of Income Tax deduction in relation to submission of Income Tax certificate from the Contractor should also be stipulated.
- 4- Bank Guarantee (Bid Bond Guarantee/Performance Bank Guarantee) will be made on Non-Judicial stamp paper at the prevailing rate as specified by the respective Provinces. Further the bidder/contractor submitting the Bid Bond guarantee/Performance Bank guarantee being prepared by the State Bank's schedule banks should ensure that there should be no deletion/insertion/alteration/modification of any terms in the Bid Bond/PBG guarantee format as given in the tender document or else bid will be liable for rejection.
- 5- If the letter to proceed (LTP) by user deptt. is not issued within six months after issuance of letter of intent (LOI), both the parties are at liberty to terminate/revoke the LOI without any claim of loss or damage to the other party.
- 6- The completion period of the said work shall start with effect from the issuance of Letter to Proceed, which in case of work exigencies could be issued prior to signing of formal agreement.
- 7- In case of services and works tenders:  
Bids determined to be substantially responsive will be checked by the Procuring Agency for an arithmetic error. Errors will be corrected by the Procuring Agency as follows;
  - a. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern ; and
  - b. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rates as quoted will govern, unless in the opinion of the Procuring Agency there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern and the unit rate will be corrected.
- 8- The bidder shall fill in rates and prices for all items of the works / services described in the BOQ. Item against which no rate or price is entered by a bidder will not be paid for by the Procuring Agency when executed and shall be deemed covered by rates and prices for other items in the BOQ. Any Bidder who change / amend the BOQ or Price Schedule (description, Quantity, UOM etc.) will render the bid as conditional bid and will be liable for rejection.
- 9- **Method For Submission of Bid Bond (Under Single Stage Two Envelope Bidding Procedure):**  
In case of Single Stage Two Envelope Tenders the fixed bid bond as per clause#09 of General Terms & Conditions to be placed in the Technical Proposal. However, if the bid bond is placed in the financial proposal will also be considered. Without submission of bid bond (either in Technical proposal or financial proposal) the bid will be rejected.
- 10- Bid bond submission (2%) of the bid amount as mentioned in the clause 9 of General Terms & Conditions, to be treated as null & void, however other contents of clause 9 will remain unchanged. The submission of fixed amount of Bid security is appearing in the Schedule of Requirement/Bid Form.

a) All the bidders are advised to furnish fixed bid security (Original Instrument) as per amount appearing in Schedule of Requirement/Bid Form, failing which their bid will be rejected.

b) The submission of fixed amount of bid security is also mandatory for all the bids valuing Rs.500,000/- or less.

c) The word lowest bidder or the lowest evaluated bid has been substituted to read as **most advantageous bid**.

11- Bid shall remain valid for acceptance for period of (120) days from the date of public opening of the bids & Bid Bond validity is for 150 days.

12- In case the local agent requires to offer bid form more than one Principal / Manufacturer, it is mandatory to purchase separate tender document for each Principal / Manufacturer, failing which the bid submitted with the original tender document will only be accepted and the bid with photocopy of tender document will be rejected.

13- **Blacklisting Mechanism of Suppliers and Contractors and their Local Agent:**  
Black listing mechanism is attached separately in the tender documents which will become an integral part of Tender Documents and now be followed / enforced in true letter & spirit and supersede the Black listing terms as mentioned in the General Terms & Conditions.

14- Original counter slip of token which is issued with tender document to be attached on the TOP of envelope at the time of bid submission"

15- The **Successful Contractor(s) / Supplier(s) / Consultant(s)** shall submit a copy of Professional Tax Certificate with their Invoices / Bills failing which the payment will not be released.

16- **Contracts of Contractors**  
In the event the contractor is not willing to extend the CONTRACT for further term(s) / Period(s) under the same terms & conditions and the quoted price as defined in the bid documents, the contractor is liable to intimate in writing to SSGC at-least 3 (Three) months in advance prior to completion of the existing contract term / period, failing which, action will be taken as per tender terms.

17- **Insurance**  
In addition to the Clause 22 –**Insurance**, of General Term and Condition, when The **Successful Contractor(s) / Supplier(s)** will submit Insurance Policy to SSGC, the Insurance Company (policy issuer) should be registered with SECP, otherwise the insurance policy will not be considered / rejected at contractor's risk and cost. The insurance coverage period will be according to the work completion period as mentioned in the contract / tender documents.

18- **Fixed Bid Security – Alternative Bid**  
A bidder cannot submit two bids/offers with a single fixed bid security/pay order. However, the alternative bids/offers with separate fixed bid security/pay order can be accepted, failing which the bids will be liable for rejection.

19- **Bid Bond & PBG (Performance Bank Guarantee) for Proprietary Tenders**  
In case of proprietary Tenders, the Bid Bond & Performance Bank Guarantee (PBG) are not required / Applicable.

20- SSGC will not pay invoices if they are turned in after 6 months of work completion / material delivered.

21- It is mandatory for the bidders to follow all the terms and conditions given in the tender documents without any addition / deletion / amendment and submit the bid accordingly. Therefore, in this context, the bidders are requested not to give their own terms and conditions as it tantamount towards the conditional bid. Otherwise their terms and conditions will not be considered and the Purchase Order / Contract will be awarded based on only as per SSGC tender terms and conditions.

22- The bidders/contractors are required to provide their only one Bank Account number (IBAN number) on the 'FORM-X' attached duly signed & stamped as one time information, which shall be firm (not changeable) for all the future payment transactions.

23- **Payment:**  
The supplier after delivery of goods and its acceptance shall submit invoice to Finance Department of the Company, containing following information i.e.

- (a) Purchase order No. & date
- (b) Items
- (c) Quantity
- (d) Price
- (e) Invoice value
- (f) Point of delivery
- (g) Delivery challan indicating delivery date, etc.
- (h) Supplier(s) are required to submit signed and stamp acknowledgement slip, Sales Tax return,



Annex "C" & Annex "I" (whichever applicable) in which Sales Tax (of relevant Sales Tax invoice) is paid. Payment will be made within 30 days of completion of stated requirements.

23. In case the insurance policy submitted by the contractor is expired during the execution of job, it is the responsibility of the user department to coordinate with the contractor to get it renewed/updated till the period the job is completed/commissioned.

In case the job is not completed within the given time as per tender terms and the insurance policy submitted by the contractor expires, the contractor is liable to get this insurance policy renewed / updated immediately till the period of the job is completed / commissioned as per tender terms failing which the contractor will be responsible for any loss to SSGC.

24. Bidders can quote their rates on both i.e. Schedule of Requirement/Bid Form as well as Bill of Quantity (BoQ)

25. Subsequent to the issuance of LOI, successful bidder has to submit 10% Performance Bank Guarantee of the contract value unless and until specified in the tender document.

26. Company reserve the right to award the Purchase Order /LOI to most advantageous bidder.

27. As per SRO 592(I)/2022 of PPRA Regulations, for Procurement Contracts/Purchase Orders worth of Rs. 50 million and above, bidders/contractors are required to submit the Beneficial Owner's Information for Public Procurement Contracts/Purchase Orders (Annexure-I).

28. Bidder will be blacklisted and henceforth cross debarred for participating in respective category of Public Procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration (which is an integral part of tender document), however, without indulging in corrupt and fraudulent practices, if in breach of obligation(s) under the Bid conditions:

- a) The bidder have withdrawn or modified their bid during the period of bid validity as specified in the tender terms.
- b) Having been notified of the acceptance of bid by procuring agency during the period of bid validity (i) failure to sign the contract or accept purchase order (ii) fail or refuse to furnish the performance security or to comply with any other condition as mentioned in the tender document.

29. Wherever the "Rate Only" is mentioned (either on BOQ or anywhere in tender documents) the same shall only be applicable not exceeding 15% of the original procurement for the same items as given in the BOQ for package basis. In case the requirement is on item wise basis (not package basis) then not exceeding 15% of the original Procurement for the same items (on item wise basis) as given in the BOQ.

30. **Lots:** In case when the tender is floated on LOT basis, following clauses to be applied:

- a) The bidder(s) are essentially / mandatorily required to submit fixed bid bond as mentioned in the bid form/BOQ/Invitation to Bid. Separate fixed bid bond to be submitted against each individual LOT and its validity to be 150 days at the time of opening of technical proposal.
- b) Evaluation for each LOT will be carried out separately. Each LOT will be awarded separately.

31. For open competitive bidding if the most advantageous bidder is new local manufacturer, 10% trial order will be placed and remaining 90% order will be awarded to the next most advantageous bidder at their own quoted rates.

32. Redressal of Grievances And Settlement of Disputes:

- Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.
- In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- In case, the complaint is filed after the issuance of final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage single envelope bidding procedure is adopted.

33. All the bidders are allowed to participate in the subject procurement without regard to nationality/origin, except bidders of some nationality/origin, prohibited in accordance with policy of the Federal Government. Following countries are ineligible to participate in the procurement process:

- India
- Israel



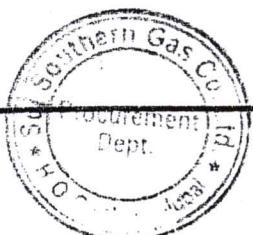
34. In Open Competitive Bidding Procedure where the quoted price is less than Rs. 500,000/- the Bid Bond will be retained in lieu of PBG.
35. In case the Bid Bond is not required, the bidder must submit the Form of Bid-Securing Declaration attached with the Tender Document else the Bid will be liable for rejection.
36. All Tenders floated through EPADS are to be governed by S.R.O. 296(I)/2023 dated: March 8, 2023 "E-Pak-Procurement Regulations 2023". In case of any conflict between SSGC Tender Terms / Instructions to Bidders and the PPRA EPADS Rules, the S.R.O. 296(I)/2023 will prevail.



SECTION - **General Terms & Conditions**1. **Definitions and Interpretation:**

1.1 In these tender documents (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the Tender requires otherwise.

- a) **Company** means the Sui Southern Gas Company Limited; a Company registered under statutes of Pakistan and includes any successors-in-interest or assignees.
- b) **Engineer** means the Engineer(s) nominated by the Company to look after and supervise the Work.
- c) **Representative of the Company** means a duly authorized person appointed by the Company or as specified in the "Special Conditions of the Contract" to perform the assigned duties.
- d) **Bidder** means any person or persons, firm or company bidding for the Work.
- e) **Contractor** means the persons, firm or company whose Tender (as hereinafter defined) has been accepted by the Company and includes the Contractor's representatives, sub-Contractors, successors and permitted assignees (Prior to the execution of the Contract the word "Contractor" also means a Tenderer or Bidder submitting a proposal in accordance with the Tender Documents).
- f) **Agent or Representative** means person(s) appointed by the Contractor to perform duties as set forth in the Contract.
- g) **Laborers/Workmen** means such laborers/workmen and staff as may be employed by the Contractor for purpose of carrying out the Work.
- h) **Sub Contractor** means any firm or person having a direct Contract with the Contractor. Nothing contained herein however, shall be deemed or be construed to impose upon the Company, any obligation, liability or duty to a sub-contractor or to create any contractual relation between any sub-contractor and the Company.
- i) **Work** means whole of the Works / Services or part thereof to be executed in accordance with Tender / Contract documents, whether temporary or permanent and whether original, altered substituted or additional.
- j) **Contract Documents** shall consist of duly executed Articles of Agreement, the Tender Documents and the Tender submitted by the successful Bidder including modifications thereto incorporated in the documents before and after the execution of the Contract.
- k) **Contract Price/Value** means the sum named in Schedule of (SOR) / BOQ subject to additions thereto or deductions there from as may be made under the provisions hereinafter contained.
- l) **Plant** means all machineries, equipment, materials, appliances or things of whatsoever nature required in or about the execution, completion or maintenance of the Work, but does not include such equipment, materials, appliances or things intended to form part of the permanent Work.
- m) **Temporary Works** means all temporary works of every kind required in or about the execution, completion or maintenance of the Work.
- n) **Drawings** means the drawings referred to in the Contract documents and any modification of such drawings.
- o) **Location** means the land and other places on, under in or through which the Work is to be executed or carried out and other lands or places provided by the Company for the purpose of the Contract.
- p) **Approved/Approval** means approved/approval in writing by Company's representative or as specified in "Special Conditions of Contract".
- q) **Tender/Bid** means the offer tendered by the Bidder for the Work governed by the Contract.
- r) When the terms Acceptable, Satisfactory, Proper, or other such general qualifying terms are used in the Contract, it shall be understood that reference is made to be sole ruling and the sole judgment of the Company.
- s) The Word Equivalent or Equal where used in these documents in the general sense shall not mean Similar but shall mean "Conforming to, Like, of Kind/Quality and Function". "Proprietary Items" and "Trade Names" are used for the purposes of establishing a standard of "Kind, Quality and Function" and "Equipment" items, articles, things or materials will be approved, if held to be "Equivalent" by the Company.
- t) **Approved Banker** wherever occurring in this Contract shall mean a Scheduled Commercial Bank operating in Karachi and acceptable to the Company.



- u) **Specification(s)** means the standard codes of practice and other specifications issued with the Tender and any notification such as specifications approved in writing by the Company and other specifications as may from time to time be furnished or approved in writing by the Company.
- v) **Month** means calendar month of the Christian era.
- w) **Time Schedule** is a graphical illustration of the time span of various Work activities defining starting and completion dates.
- x) **Bonds** mean Bid Bond, Performance Bond or Bank Guarantee and other instruments of security furnished by the Bidder of his surety in accordance with the Tender/Contract.
- y) **Completion Date** means the date on which the Work has been completed in accordance with the Contract so that it can be utilized for intended purpose.
- z) **Day** means a day of 24 hours mid night to mid night.
- aa) **Completion Period** means the time allowed for the execution of the Work.

1.2 Words importing the singular only also include the plural and vice-versa where the Contract so requires.

1.3 The marginal headings or notes in these Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the Contract.

1.4 If there is any conflict between the Special Conditions and the General Conditions, the Special Conditions shall modify, supplement and supersede the General Conditions.

**2. Examination:**

Bidders shall visit/inspect/examine the Work & Location and shall fully acquaint themselves with the nature and requirements of Work/Services, access to Work/Location, availability of materials, weather, law and order and local conditions etc. before submitting their Bids. Submission of the Bid shall be *prima facie* evidence that the Bidders have fulfilled this requirement and shall be binding upon him.

**3. Conflict between Drawings/Specifications/SOR:**

In case of any conflict between drawings/specifications, SOW/TOR and SOR/BOQ, with regard to the quality of any item, the Contractor / Consultant shall base his quotation for the better quality. In case of any deficiency in the drawings/details, the Contractor / Consultants shall seek clarification from the Company. Submission of Bids/rates on the basis of incomplete drawings/details shall be Contractor / Consultant's sole responsibility.

**4. Additions, Deletions:**

The Company reserves the right to make addition (Upto 15 % ) and delete the quantity from the Work defined in SOW/TOR/SOR/BOQ as deemed necessary before or after the execution of the Contract. All such additions and deletions shall only be authorized in writing by the Company.

**5. Schedule of Requirement:**

The quantities specified in the SOR/BOQ are estimated and are intended to serve only as a guide to the Bidders. Payments shall be made on the basis of actual Work quantum done as measured. No claims or adjustments shall be entertained/allowed on account of increase or decrease in the Scope of Work which has not been duly authorized by the Company through the issue of change orders as stipulated in the relevant provision.

**6. Rate:**

The Bidder shall quote all item rates and lump sum prices as shown in the "SOR/BOQ". Bidders shall fill in the rate / price for each item in the SOR/BOQ. In case of any discrepancy between item rate and the amount, the quoted item rate will prevail. The quantities given in the SOR/BOQ are estimated ones and are subject to variations. That is, there could be increase or decrease. Nevertheless, the item rates quoted by the Bidder shall remain fixed and no escalation whatsoever shall be permissible. The rates / prices quoted by the Bidder shall be workable. The Bidder shall be required to furnish a complete rate analysis of any item in the SOR/BOQ as considered necessary, by the Company.

**7. Escalation:**

It may be clearly understood that this tender does not contain a price variation clause and therefore, all unit prices quoted shall be firm, irrevocable fixed and valid until completion of the Contract and will not be subject to variation on any account.

**8. Validity:**

Bids shall remain valid for acceptance for a period of (120) days from the date of bid opening. If the last date falls on a holiday, the validity will be extended to the first Company working day thereafter.

**9. Bid Bond (Earnest Money):**

The Bidder is required to furnish Bid Bond strictly in accordance with the prescribed format, in the form of a Pay Order, Demand Draft or Bank Guarantee issued only by a scheduled commercial bank operating in Karachi, for an amount fixed bid bond as specified of tendered Work / Services quoted by the Bidder in favor of Sui Southern Gas Company Limited. No Bid shall be considered without a Bid Bond and no cash or cheque or a guarantee issued by an insurance company shall be accepted.

The Bid Bond shall remain valid for a period of 150 days from the date of Bid opening. Bid Bonds of the unsuccessful Bidders shall be returned as soon as practicable, The successful Bidder's Bid Bond shall be retained by Company until execution of a Contract for the Work / Services defined in these documents and the submission of a Performance Bond prior to the execution of Contract.

In the event that the successful Bidder refuses or fails to provide (PBG) and Stamp papers for contract within fifteen (15) days of the issuance of a Letter of Intent, Company shall be at liberty to forfeit the Bid Bond.

In the event of the bid bond validity falling short of the prescribed period of 150 days as the case may be either (i) due to extension in the bid submission date or (ii) where so required by the procuring agency, then in such an event it shall be mandatory on the bidder to extend the bid bond validity up to 150 days within 30 days of the opening of technical proposal / bid, and / or where so required by the procuring agency.

In case when bidder submit alternate bids a separate bid bond for each bid is required otherwise bid will be liable for rejection. In case of Single Stage Two Envelope bidding system (bid bond will be enclosed with "Financial" bid, unless and until specified separately in Tender terms).

The bid bond may be forfeited if a bidder withdraws the bid during validity period specified by the bidder or if successful bidder fails to:

- Accept purchases order/LOI,
- Furnish performance guarantee in accordance with clause 10 of General Terms & Conditions,
- Extend Services as per requirement and completion Period.

10.

**Performance Bond:**

The Bidder shall furnish a Performance Bond strictly (if the bid increases to Rs. 500,000/-) in accordance with the prescribed format in the form of a bank guarantee issued by a scheduled commercial bank operating in Karachi for an amount equivalent to Five (05) percent of the Contract value. Failure to furnish the performance Bond before execution of the Contract will entitle the Company to consider the Bidder as having abandoned the Contract and the forfeit the Bid Bond. The Performance Bond shall remain valid till after three (03) month of completion of the work.

The Company's right to recover damages from the Bidder for breach of Contract shall not be limited to the value of the Performance Bond. In the event of the Bidder failing to execute a formal Contract or to submit the Performance Bond in the manner aforesaid and in the period specified, the Company shall be entitled to appropriate the earnest money submitted by the Bidder with his tender without prejudice to its right to claim any further loss or damage which may result to it by reason of the aforesaid default of the Bidder as if Contract is actually executed for the purpose of such claims.

The Bidder shall extend the validity period of the Performance Bond for such period(s) as required for the Contract performance.

The performance bond of the successful bidder will be released after successful completion of work.

11.

**Retention Money:**

The amount to be retained from payments shall be equal to the specified percent of certified value of Work which would be released after the maintenance period.

12.

**Completion Period:**

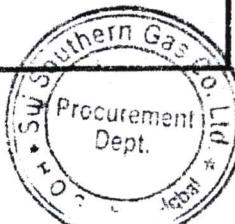
Subject to any requirements as to completion of any portion of the Work before the completion of the whole of Work, the Work shall be completed within the specified completion period. The Work shall not be considered as completed until the Company has certified in writing that it has been completed. Should extra, altered or additional Work of any kind, or any other cause of delay, which in the opinion of the Company could not have been foreseen by the Contractor / Consultant requires extension in completion time, then on the written request of the Contractor / Consultant, the completion period as provided in the Contract shall be extended by the Company. All such extensions shall be allowed in writing by the Company's representative.

13.

**Signing / Execution of Contract / Agreement:**

Formal signing / execution of Contract / Agreement shall be completed within fifteen (15) days of receipt of "Letter to Proceed". The Company shall prepare the Contract in accordance with the prescribed format (Contract Form, and Articles of Agreement) for the purpose and the successful Bidder shall be communicated the date and time by the Company for the execution of Contract.

The successful Bidder shall provide the stamp paper, of value at the rate of thirty five (35) paisa per every hundred Rupees or part thereof of the amount of the Contract, or at the prevailing rate as specified by the Government of Pakistan.



In case the agreement is executed for services i.e Janitorial, Canteen, Landscaping, Maintenance Contract etc.... will be for One year extendable for further Two terms of one year each unless specified in Special Term & conditions.

**14. Award / Evaluation Criteria:**

Company reserves the right to settle the final award of job to the technically compliant and lowest evaluated and commercially responsive bidder.

Evaluation may be carried out both on item or on group of items/single or multiple package basis depending upon the nature of requirement exclusively at the discretion of the company to ensure economic procurement.

**15. Commencement & Execution of Work:**

Notwithstanding any delay in the preparation / execution of the Contract the successful Bidder shall commence mobilization / preparations and under take the Work within (15) days after receipt of the Letter to Proceed.

The Contractor / Consultant shall prior to commencement of Work, obtain the written authority and instructions of the Company.

**16. Change in Orders:**

The Company may at any time, by a written notice to the Contractor / Consultant, make changes within the general Scope of Work of the Contract.

Upon notification by the Company of such change, the Contractor / Consultant shall submit to the Company an estimate of costs for the proposed change (hereinafter referred to as a change) within ten (10) calendar days of receipt of notice of the change, and shall include an estimate of the impact (if any) of the change on the completion date (s) under the Contract, as well as detailed schedule for the execution of the change, if applicable.

The Contractor / Consultant shall not perform changes in accordance with above, until the Company has authorized a Change Order in writing on the basis of the estimate provided by the Contractor / Consultant.

Changes mutually agreed upon as a change shall constitute a part of the Work under this Contract, and the provisions and conditions of the Contract shall apply to said change.

**17. Assignment:**

The Contractor / Consultant shall not assign, in whole or in part, its obligations to perform under the Contract except with the Company's prior written consent.

**18. Termination of Contract:**

The Company may decide to terminate the Contract in one of the following situations:

**(i) Termination for Default:**

The Company may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor / Consultant, terminate the Contract in whole or in part.

- (a) If the Contractor / Consultant fails to complete the contracted Works / Services within the time period(s) specified in the Contract or any extension thereof granted by the Company.
- (b) If the Contractor / Consultant fails to perform any other obligation(s) under the Contract.
- (c) If the Company during the completion period of the Contract has reason to believe that the Contractor / Consultant will not be able to fulfill the obligations under the Contract.

Prior to the exercising of any right by the Company to terminate the Contract, the Company shall issue notice to the Contractor / Consultant specifying the default(s) and the Contractor / Consultant shall submit an explanation within seven (07) 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 / or the default(s) continues, the Contract may be terminated by the Company.

**(ii) Termination for Insolvency:**

The Company may at any time terminate the Contract by giving written notice to the Contractor / Consultant, without compensation to the Contractor / Consultant, if the Contractor / Consultant becomes bankrupt or otherwise insolvent. Notwithstanding the above such termination will not prejudice or affect any right of action or remedy which as accrued or will occur thereafter to the Company.



(iii) **Termination for Convenience:**

- a. The Company may by written notice sent to the Contractor / Consultant, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the company's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.
- b. The Works that are complete and ready for Commissioning within thirty (30) days after the Contractor / Consultant's receipt of notice of termination shall be at the Contract prices and on the existing Contract terms. For the remaining Works, the Company can also opt to have any portion thereof completed and commissioned at the contract prices and on the other contract terms.

**19.****Liquidated Damages:**

If the Contractor / Consultant fails to complete the Work or perform the Services specified in the Contract within the stipulated period / scheduled time specified in the Contract, the Company, without prejudice to any other remedies, shall deduct from the bills or any other due payments / guarantees, as liquidated damages, a sum equivalent to 0.1 % per day of the value the Contract, until actual completion of the Work or performance of the Services. However if delay of over 100 days takes place (i.e. equal to 10%), the Company reserves the right to terminate the Contract at the risk and cost of Contractor / Consultant. The liquidated damages shall also be applicable for the Works / Services terminated under Clause 16.

The payment of liquidated damages shall not relieve the Contractor / Consultant from performing and fulfilling all its obligations under the Contract and nor shall the rights and entitlements of the Company be affected or reduced in any manner.

**20.****Force Majeure:**

The parties will not be considered to be in default in the execution of their contractual obligations or any of them to the extent that the execution of such obligations or any of them is delayed or omitted by cause of Force Majeure. Each party will advise the other party by written notice within 07 days of the occurrence of any such case of Force Majeure. The term Force Majeure employed herein shall mean acts of public enemy, wars (whether declared or not) invasion, hostilities, revolution, epidemics, riots (other than among the Contractor / Consultant's own employees) fires, floods, earth quake, commotion, disorder and other causes similar in kind to those herein mentioned, not under the control of either party, which makes the performance of this agreement unfeasible and which by the exercise of due diligence the party seeking excuse from performance is unable to over come.

The Company shall not be liable to the Contractor / Consultant for any damage or loss caused by Force Majeure directly or indirectly.

**21.****Safety of Employees and Works:**

The Contractor / Consultant shall be responsible to take all necessary precautions for the safety of employees on or off the Work, and shall comply with all applicable safety laws and codes to prevent accidents or injury to persons on about or adjacent to the places where the Work is being performed. All statutory rules, orders, regulation from time to time in force relating to taking and observance of all safety precaution governing or which might be deemed to be given during the execution and performance of the Work. The Contractor / Consultant shall comply with any and all personnel safety regulations. Any person of the Contractor / Consultant violating the safety rules shall be removed by the Contractor / Consultant from site and replaced without delay.

**22.****Insurance:**

The Contractor / Consultant shall be responsible for obtaining a Contractor / Consultant's All Risk Policy (CAR) against risks to the Works and shall make good at his own cost, all losses or damages whether to the Works or to the lives, persons, whether under the workmen's compensation Act or Third Party Risk, or property of others from whatsoever cause arising out of or in connection with the works either during the progress of the works or during the period of maintenance provided by this Contract.

The Contractor / Consultant shall arrange insurance approved by the Company fully to cover workmen compensation and other claims arising out of sickness, injury or death of his personnel working at site and also to cover theft, loss of or damage to the Company's material in his possession and to indemnity the Company for third party claims for damage done or said to have been done to those persons or their property as a result of the Contractor / Consultant's activities on and off the site.



**Insurance will be required where ever applicable:**

**Company's Address:**

**GENERAL MANAGER (PROCUREMENT)**  
**SUI SOUTHERN GAS COMPANY LIMITED,**  
**2<sup>ND</sup> FLOOR, HEAD OFFICE, ST-4/B, B-14,**  
**SIR SHAH SULEMAN ROAD,**  
**GULSHAN-E- IQBAL,**  
**KARACHI -PAKISTAN.**

**Contractor / Consultant's Address:**

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

**23. Dispute Resolution:**

If any dispute shall arise as to the interpretation of this Contract or any matter or thing arising there from, the same shall be settled as far as possible by way of amicable resolution. Failing such settlement, the dispute may be referred for arbitration to two Arbitrators, one to be nominated by each Party. The appointed Arbitrators shall before proceeding on the reference appoint an Umpire. The Award given by the Arbitrators or the Umpire as the case may be shall be final and binding on the Parties. The proceedings shall be governed by the Pakistan Arbitration Act, 1940 and any statutory modification thereof. The venue of arbitration shall be Karachi.

All costs of Arbitration shall be borne by the Parties themselves, unless otherwise ordered by the Arbitrator. Notwithstanding the existence of any difference or dispute, or the commencement or continuance of any arbitration proceedings, Works to be done or Services to be provided under this Contract shall not be suspended or discontinued by the Contractor / Consultant nor shall any payment be withheld by the Company except the difference of the amount in dispute, which is the subject matter of such proceedings.

**24. Income Tax and Duties:**

All kinds of Government Taxes and Duties (income tax, custom duties, etc.) also the provincial sales tax as per provincial law, against any item of the contract, shall be entirely the responsibility of the Contractor / Consultant. Income Tax will be deducted as applicable under the prevailing Government Rules. Rate of Income Tax deduction in relation to submission of Income Tax certificate from the Contractor / Consultant should also be stipulated.

All Foreign Service providers are required to obtain Advance Ruling from the Federal Board of Revenue (FBR) under Section 206A of the Income Tax Ordinance 2001 (Pakistan's Income Tax Law). The advance Ruling issued by FBR covers application of Income Tax Ordinance 2001 to Transaction proposed or entered in to Foreign Service Provider".

**25. Payments:**

Payment will be made within 30 days after completion of works.

The Contractor / Consultant shall submit to the Company during the execution of the Work on-account bills along with a statement / details of executed Work.

The rates and prices in such on-account bills and statement of Work shall be in accordance with those in the SOR/BOQ so far as such rates and prices are applicable and on the approved rates and prices for other items of Work. All payments against on-account bills shall be treated as provisional payments and will be subject to final adjustment.

The Company may withhold payment or on-account of subsequently discovered evidence, nullify the whole or part of any certificate to such extent as may be necessary to protect itself from loss on-account of:

- (a) Defective Work not remedied.
- (b) Claims filed or reasonable evidence indicating probable filling of claim.
- (c) Failure of the Contractor / Consultant to make payments properly to Sub-Contractor / Consultants.
- (d) Damage to another Contractor / Consultant.

When the grounds are removed payment shall be made for amounts withheld because of them.

Payments in respect of extra / additional Work will be made on the basis of the original Contract rates and the Contractor / Consultant will not be entitled to any extra compensation / payment including idle charges because of such delays.



The making and acceptance of the final payment after successful completion of Work shall constitute a waiver of all claims by the Company other than those arising from faulty Work appearing after final payment and of all claims by the Contractor / Consultant, except those previously made and still unsettled.

Supplier (s) are required to submit signed and stamped acknowledgement slip, Sale Tax return, Annex "C" & Annex "I" (whichever applicable) in which Sales Tax (of relevant Sales Tax invoice) is paid.

**26. Blacklisting of Suppliers and Contractor / Consultants:**

The company shall permanently blacklist or temporarily debar (at least for 6-months from participating in SSGC's tender proceeding) if, a supplier or Contractor / Consultant who either constantly fails to perform satisfactorily or found to be indulged in corrupt and fraudulent practices as defined below:

- 26.1 "Corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official/company.
- 26.2 If the supplier/Contractor / Consultant found responsible for the detriment of the company during proceedings of procurement/contract, process or its execution.
- 26.3 Misrepresentation of facts (by providing fake documents, concealing / mis-reporting facts pertaining to the bid) in order to influence the procurement process or the execution of the purchase order/contract.
- 26.4 Collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the company of the benefits of free and open competitive.

**27. GOP's Obligation:**

The contract shall be governed by the Law of Pakistan. The Contractor / Consultant is obligated to comply with all regulations and ordinance in force or to be passed by the Government of Pakistan in connection with Labor legislation during the course of the work to be performed. Any additional financial charges on account of revision in minimum wages by GOP will be company's responsibility while the contract is in operation.

This contract embodies the entire understanding of the parties hereto on this subject and there are no commitment, terms, conditions or obligations, oral or written, express or implied, other than those contained herein.

**28. Late Bid:**

Sealed bids shall be mailed/submitted/dropped in tender box placed at Tender Room, CRD Building, and SSGC Head Office, In accordance to the time specified in invitation to bid & tender notice (which ever applicable), Bids are to be delivered on or before closing time after which all bids submitted after the time prescribed shall not be entertained and will be returned without being opened. In case bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.

**29. Rebate / Discount:**

Unit rate (s) given in the Bill of Quantities shall take into account all relevant factors including discount if any. Discount given separately at the time of bid opening will not be considered.

**30. Joint Ventures:**

In the event that the bidder is bidding as a Joint Venture, the Company will require the joint venture agreement duly executed by the parties to the Joint Venture to be submitted with the bid. The joint venture parties shall also furnish an undertaking to be jointly and severally liable for all liabilities arising out of obligation under the Purchase Order / Contract. The, Joint Venture agreement of the parties must specify share of each partner and name of the lead partner along with their registration with the FBR, SST and BST as the case may be failure to specify these two narrations the joint venture agreement will not be entertained.

**31. Correction / Amendments in Quoted Price:**

Any overwriting in BOQ / SOR is not allowed. In case of type of any amendment / correction required in unit price / total amount the same has to be strikeout and re-written with corrected figures, properly signed & stamped out, in order to avoid an ambiguous bid.



## E. Engineering Estimates

SECTION-VICOST ESTIMATE

**CONSTRUCTION ACTIVITIES FOR REHABILITATION OF**  
**NATURAL GAS DISTRIBUTION NETWORK THROUGH HDPE**  
**100 PIPE AND ALLIED ACTIVITIES**

S. No	Name of Scheme	Job #	Estimated Budget
01	<b>Sehwan City, District Jamshoro</b>	08263013 (Mains) 02263012 (Services)	<u>Rs: 132,188,277/-</u>

ABDUL SALEEM  
Incharge (Rehabilitation)  
Sui Southern Gas Company Ltd  
Regional Office Hyderabad



## F. b) Schedule of Rate

SECTION-VIII

Summary

SOR#	Description	Total Amount (Rs.)
1.	Trenching, Padding, Backfilling and Sundry Work of Steel Pipe of 6" Dia	
2.	Thrust Boring/Moling for crossing of 6" Dia Line and Allied activities.	
3.	Trenching, Padding, Backfilling and Sundry Work of HDPE 100 Pipe of 180 mm Dia	
4.	Jointing Laying, Loading, Unloading, Welding and Associated Sundry Work of HDPE 100 Pipe of 180mm Dia	
5.	Trenching, Padding, Backfilling and Sundry Work of HDPE 100 Pipe of 125 mm Dia	
6.	Jointing Laying, Loading, Unloading, Welding and Associated Sundry Work of HDPE 100 Pipe of 180mm Dia	
7.	Trenching, Padding, Backfilling and Sundry Work of HDPE 100 Pipe of 63 mm Dia	
8.	Jointing Laying, Loading, Unloading, Welding and Associated Sundry Work of HDPE 100 Pipe of 180mm Dia	
9.	Killing of Existing Gas Pipelines (up to 6" inch) and Hookup & Commissioning job.	
10.	a) Camp Charges (For 11 Months) b) Care takers (02 Nos. on daily basis per month for 11 Months) c) Cost of PPEs	
11.	Riser Fabrication & Service Connections to Domestic & Commercial Customers including bricks & sand padding.	
12.	Houseline Shifting and Associated Sundry Work	
13.	Drain Nali Repair	
<b>Grand Total :</b>		
<b>In words Rupees:</b>		

**General Note:**

Signed and Stamped

- Payment will be made on actual work done as per TOR/Scope of Work.
- The contractor is required to quote for all the SORs, in case of any of the SOR is not quoted by the bidder, the bid shall not be considered and will be rejected, as the work is on complete package basis.
- The contract will be awarded on complete package basis of all SORs. For removal of doubt value of sum of all the bids in all SORs will be added and lowest sum so arrived will be deciding factor.
- No advance payment or mobilization advance shall be entertained. Payment will be given on the % of milestone achieved.
- Any other activity/allied work required for satisfactory completion/operation /safety/statutory/maintenance of the works shall also be covered under the Scope of work and has to be completed by the Contractor within specified schedule at no extra cost to SSGC.



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SOR-01

## SCHEDULE OF RATES

REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Trenching, Padding, Backfilling, and Sundry Work of 6" Dia.

JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (Ax B)
a.	Trial Pit(S) of Size (2' x 6') up to 4' to 6' depth.	Meter	54	29.92	1615.68
b.	Road Cutter	Meter		94	5076
c.	Removal of Grass/Turfing, Pavement, Linings, Drains, road etc.	Meter		6.42	346.68
d.	Trench Excavation / Backfilling as per TOR	Meter		427.25	23071.5
e.	Dewatering / Cleaning of Trench as per TOR	Meter		10.68	576.72
f.	Uncoiling / Stringing of Pipe	Meter		10.68	576.72
g.	Softpadding as per TOR	Meter		85.45	4614.3
h.	Joint Sleeving	Meter		42.5	2295
i.	Compaction of Backfilling & Crowing.	Meter		42.5	2295
j.	Disposal of Garbage, Construction material.	Meter		34.18	1845.72
k.	Repair & Maintenance of other underground utilities.	Meter		42.73	2307.42
l.	Air Purging	Meter			
m.	Poly Pigging	Meter		10.69	577.26
n.	Pneumatic Testing	Meter			
o.	Commissioning	Meter			
SUB TOTAL				837	45,198
Bidder's Quotation w.r.t % Increase OR Decrease					



SOR-02

## SCHEDULE OF RATES

REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Thrust Boring/Moling of 8" Dia for crossing of 6" Dia Pipeline and Allied activities.

JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (Ax B)
a.	Laying of Pipe using Moling or Boring Technique	Rft	160	1500	240,000
b.	Road Boring for crossing of Pipe	Rft			
c.	Inlet & Outlet or any other required Pits of any size.	Rft			
<b>SUB TOTAL</b>				1500	240,000
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					



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SOR-03

## SCHEDULE OF RATES

REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Trenching, Padding, Backfilling, and Sundry Work of HDPE 100 Pipe of 180mm Dia.

JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (AxB)
a.	Trial Pit(S) of Size (2' x 6') upto 4' to 6' depth.	Meter	5,004	29.92	149719.68
b.	Road Cutter	Meter		94	470376
c.	Removal of Grass/Turfing, Pavement, Linings, Drains, road etc	Meter		6.42	32125.68
d.	Trench Excavation / Backfilling as per TOR	Meter		427.25	2137959
e.	Dewatering / Cleaning of Trench as per TOR	Meter		10.68	53442.72
f.	Uncoiling / Stringing of HDPE Pipe	Meter		10.68	53442.72
g.	Softpadding as per TOR	Meter		85.45	427591.8
h.	Supplying & Fixing of Bricks	Meter		180	900720
i.	Laying of Caution Tape.	Meter		4.27	21367.08
j.	Compaction of Backfilling & Crowing.	Meter		42.73	213820.92
k.	Disposal of Garbage, Construction material.	Meter		34.18	171036.72
l.	Repair & Maintenance of other underground utilities.	Meter		42.73	213820.92
m.	Air Purging of HDPE Pipeline	Meter		10.69	53492.76
n.	Poly Pigging of HDPE Pipeline	Meter			
o.	Pneumatic Testing of HDPE Pipeline	Meter			
p.	Commissioning of HEPE Pipeline	Meter			
<b>SUB TOTAL</b>				979.0	4,898,916
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					

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SOR-04

## SCHEDULE OF RATES

## REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Jointing Laying, Loading, Unloading, Welding and Associated Sundry Work of HDPE 100  
 Pipe of 180mm Dia  
 JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (Ax B)
a.	Laying of HDPE as per TOR	Meter	5,004	29.91	149,670
b.	Material loading, transportation and unloading.	Meter		94	470,376
c.	Jointing of Pipe ends with fittings, elbow, tee, reducer, tapping Saddles, endcaps, transition fittings, casing etc.	Meter		6.41	32,076
d.	Once as per TOR, Destructive & Non-Destructive Testing of HDPE pipe joints including Butt, Socket & Electro Fusion Joints.	Meter		21	105,084
e.	As-Built / As-Laid Drawings	Meter		10.68	53,443
<b>SUB TOTAL</b>				162.00	810,648
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					

## Note:

- All SOR/BOQ activities to be performed as per detailed scope of work in tender document.
  - The Completion of all the above activities will be carried as directed by the Site Engineer. Billing would be made as per actual and activities wise breakup cost stated above.
- 1. **Bid Pricing and Submission:**
  - 1.1 SSGC has provided an Estimated Total Amount for the Scope of Work based on detailed cost breakups, market prevailing rates, and applicable MLR rates.
  - 1.2 Bidders shall quote only a percentage increase or decrease over the Estimated Total Amount instead of submitting individual itemized rates.
  - 1.3 The Bid Price shall be determined by applying the quoted percentage to the Estimated Total Amount.
- 2. **Application of Quoted Percentage to Individual Items:**
  - 2.1 The quoted percentage increase or decrease shall be applied uniformly to all items listed in the Schedule of Rates (SOR).
  - 2.2 The adjusted unit rates for individual items shall be derived by proportionally adjusting SSGCs estimated unit rates based on the bidder's quoted percentage.
- 3. **Deductions for Omitted or Underperformed Items:**
  - 3.1 In the event an omitted or underperformed activity, the corresponding deduction shall be calculated using the adjusted unit rate derived from the bidder's quoted percentage.
  - 3.2 SSGC shall deduct the amount proportionate to the omitted/underperformed quantity as per revised SOR pricing.



*W.M. M.*

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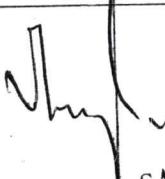
## SCHEDULE OF RATES

REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Trenching, Padding, Backfilling, and Sundry Work of HDPE 100 Pipe of 125mm Dia.

JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (AxB)
a.	Trial Pit(S) of Size (2' x 6') upto 4' to 6' depth.	Meter	11,352	29.92	339651.84
b.	Road Cutter	Meter		94	1067088
c.	Removal of Grass/Turfing, Pavement, Linings, Drains, road etc	Meter		6.42	72879.84
d.	Trench Excavation / Backfilling as per TOR	Meter		427.25	4850142
e.	Dewatering / Cleaning of Trench as per TOR	Meter		10.68	121239.36
f.	Uncoiling / Stringing of HDPE Pipe	Meter		10.68	121239.36
g.	Softpadding as per TOR	Meter		85.45	970028.4
h.	Supplying & Fixing of Bricks	Meter		180	2043360
i.	Laying of Caution Tape.	Meter		4.27	48473.04
j.	Compaction of Backfilling & Crowing.	Meter		42.73	485070.96
k.	Disposal of Garbage, Construction material.	Meter		34.18	388011.36
l.	Repair & Maintenance of other underground utilities.	Meter		42.73	485070.96
m.	Air Purging of HDPE Pipeline	Meter		10.69	121352.88
n.	Poly Pigging of HDPE Pipeline	Meter			
o.	Pneumatic Testing of HDPE Pipeline	Meter			
p.	Commissioning of HEPE Pipeline	Meter			
<b>SUB TOTAL</b>				979.00	11,113,608
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					

  
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SOR-06

## SCHEDULE OF RATES

## REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Jointing Laying, Loading, Unloading, Welding and Associated Sundry Work of HDPE 100  
 Pipe of 125mm Dia  
 JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (Ax B)
a.	Laying of HDPE as per TOR	Meter	11,352	10	113,520
b.	Material loading, transportation and unloading.	Meter		14	158,928
c.	Jointing of Pipe ends with fittings, elbow, tee, reducer, tapping Saddles, endcaps, transition fittings, casing etc.	Meter		77	874,104
d.	Once as per TOR, Destructive & Non-Destructive Testing of HDPE pipe joints including Butt, Socket & Electro Fusion Joints.	Meter		12	136,224
e.	As-Built / As-Laid Drawings	Meter		10	113,520
<b>SUB TOTAL</b>				123.00	1,396,296
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					

## Note:

- All SOR/BOQ activities to be performed as per detailed scope of work in tender document.
  - The Completion of all the above activities will be carried as directed by the Site Engineer. Billing would be made as per actual and activities wise breakup cost stated above.

1. **Bid Pricing and Submission:**

- 1.1 SSGC has provided an Estimated Total Amount for the Scope of Work based on detailed cost breakups, market prevailing rates, and applicable MLR rates.
- 1.2 Bidders shall quote only a percentage increase or decrease over the Estimated Total Amount instead of submitting individual itemized rates.
- 1.3 The Bid Price shall be determined by applying the quoted percentage to the Estimated Total Amount.

2. **Application of Quoted Percentage to Individual Items:**

- 2.1 The quoted percentage increase or decrease shall be applied uniformly to all items listed in the Schedule of Rates (SOR).
- 2.2 The adjusted unit rates for individual items shall be derived by proportionally adjusting SSGCs estimated unit rates based on the bidder's quoted percentage.

3. **Deductions for Omitted or Underperformed Items:**

- 3.1 In the event an omitted or underperformed activity, the corresponding deduction shall be calculated using the adjusted unit rate derived from the bidder's quoted percentage.
- 3.2 SSGC shall deduct the amount proportionate to the omitted/underperformed quantity as per revised SOR pricing.



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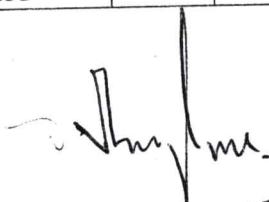
SOR-07

## SCHEDULE OF RATES

REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Trenching, Padding, Backfilling, and Sundry Work of HDPE 100 Pipe of 63mm Dia.  
JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (AxB)
a.	Trial Pit(S) of Size (2' x 6') upto 4' to 6' depth.	Meter	35,600	23.92	851552
b.	Road Cutter	Meter		75.19	2676764
c.	Removal of Grass/Turfing, Pavement, Linings, Drains, road etc	Meter		5.13	182628
d.	Trench Excavation / Backfilling as per TOR	Meter		341.8	12168080
e.	Dewatering / Cleaning of Trench as per TOR	Meter		8.5	302600
f.	Uncoiling / Stringing of HDPE Pipe	Meter		8.5	302600
g.	Softpadding as per TOR	Meter		68.4	2435040
h.	Supplying & Fixing of Bricks	Meter		180	6408000
i.	Laying of Caution Tape.	Meter		3.4	121040
j.	Compaction of Backfilling & Crowing.	Meter		34.18	1216808
k.	Disposal of Gargage, Construction material.	Meter		27.3	971880
l.	Repair & Maintenance of other underground utilities.	Meter		34.18	1216808
m.	Air Purging of HDPE Pipeline	Meter		8.5	302600
n.	Poly Pigging of HDPE Pipeline	Meter			
o.	Pneumatic Testing of HDPE Pipeline	Meter			
p.	Commissioning of HEPE Pipeline	Meter			
<b>SUB TOTAL</b>			35,600	819.00	29156400
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					

  
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SOR-08

## SCHEDULE OF RATES

REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Jointing Laying, Loading, Unloading, Welding and Associated Sundry Work of HDPE 100  
Pipe of 63mm Dia  
JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (AxB)
a.	Laying of HDPE as per TOR	Meter	35,600	4	142,400
b.	Material loading, transportation and unloading.	Meter		28	996,800
c.	Jointing of Pipe ends with fittings, elbow, tee, reducer, tapping Saddles, endcaps, transition fittings, casing etc.	Meter		39	1,388,400
d.	Once as per TOR, Destructive & Non-Destructive Testing of HDPE pipe joints including Butt, Socket & Electro Fusion Joints.	Meter		5	178,000
e.	As-Built / As-Laid Drawings	Meter		10	356,000
<b>SUB TOTAL</b>				86.00	3,061,600
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					

## Note:

- All SOR/BOQ activities to be performed as per detailed scope of work in tender document.
  - The Completion of all the above activities will be carried as directed by the Site Engineer. Billing would be made as per actual and activities wise breakup cost stated above.

1. **Bid Pricing and Submission:**
  - 1.1 SSGC has provided an Estimated Total Amount for the Scope of Work based on detailed cost breakups, market prevailing rates, and applicable MLR rates.
  - 1.2 Bidders shall quote only a percentage increase or decrease over the Estimated Total Amount instead of submitting individual itemized rates.
  - 1.3 The Bid Price shall be determined by applying the quoted percentage to the Estimated Total Amount.
2. **Application of Quoted Percentage to Individual Items:**
  - 2.1 The quoted percentage increase or decrease shall be applied uniformly to all items listed in the Schedule of Rates (SOR).
  - 2.2 The adjusted unit rates for individual items shall be derived by proportionally adjusting SSGCs estimated unit rates based on the bidder's quoted percentage.
3. **Deductions for Omitted or Underperformed Items:**
  - 3.1 In the event an omitted or underperformed activity, the corresponding deduction shall be calculated using the adjusted unit rate derived from the bidder's quoted percentage.
  - 3.2 SSGC shall deduct the amount proportionate to the omitted/underperformed quantity as per revised SOR pricing.



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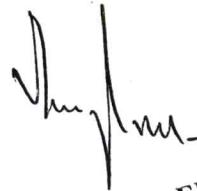
## SCHEDULE OF RATES

## REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Killing of existing pipelines (up to 6") network and its associated allied activities

JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (AxB)
a.	Excavation of Pits for locating existing network	Nos	470	1700	799,000
b.	Killing / disconnecting of existing network				
c.	Removal of Extra Material / Garbage				
d.	De-watering				
e.	Repair & Maintenance				
f.	Backfilling & crowing of Pits				
g.	Medium Compaction				
<b>SUB TOTAL</b>			470	1700	799,000
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					


  
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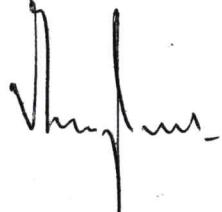
## SCHEDULE OF RATES

REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Camp office, Care Taker and PPEs

JOB # 08263013

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (Ax B)
a.	Arranging Camp office on rental basis for sufficient accommodation of team resident and parking of Vehicles, Machinery and Tools.	Month	11	30,000	330,000
b.	Hiring/ Deputing 02 Nos. Care Takers for 12 hours for the Period of 11 Months or till completion of the Job	Days	660	1,333.33	880,000
c.	Arranging of Reflective Jackets, Safety Helmets, Safety Shoes, Ear Muff, Leather and Cotton Hand Gloves, Goggles and first Aid Box at Site.	LUMPSUM	1	65,000	65,000
<b>SUB TOTAL</b>					<b>1,275,000</b>
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					



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SOR-11

## SCHEDULE OF RATES

**REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO**  
**Riser Fabrication & Service Connections to Domestic & Commercial**

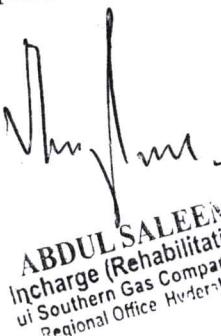
JOB # 02263012

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (AxB)
a.	Fabrication of Riser from Steel / Galvanized Iron Pipe 1/2", 3/4", 1" dia, NPT Threading of Pipe, Service Pits as per TOR, trench Excavation / Backfilling as per TOR, Jointing of PE Service, Softpadding as per TOR and Laying of Caution Tape	Nos	3655	2,668	9,751,540
b.	Supplying and Fixing Bricks		12793	160	2,302,650
<b>SUB TOTAL</b>					12,054,190
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					

## Note:

- All SOR/BOQ activities to be performed as per detailed scope of work in tender document.
  - The Completion of all the above activities will be carried as directed by the Site Engineer. Billing would be made as per actual and activities wise breakup cost stated above.

1. **Bid Pricing and Submission:**
  - 1.1 SSGC has provided an Estimated Total Amount for the Scope of Work based on detailed cost breakups, market prevailing rates, and applicable MLR rates.
  - 1.2 Bidders shall quote only a percentage increase or decrease over the Estimated Total Amount instead of submitting individual itemized rates.
  - 1.3 The Bid Price shall be determined by applying the quoted percentage to the Estimated Total Amount.
2. **Application of Quoted Percentage to Individual Items:**
  - 2.1 The quoted percentage increase or decrease shall be applied uniformly to all items listed in the Schedule of Rates (SOR).
  - 2.2 The adjusted unit rates for individual items shall be derived by proportionally adjusting SSGCs estimated unit rates based on the bidder's quoted percentage.
3. **Deductions for Omitted or Underperformed Items:**
  - 3.1 In the event an omitted or underperformed activity, the corresponding deduction shall be calculated using the adjusted unit rate derived from the bidder's quoted percentage.
  - 3.2 SSGC shall deduct the amount proportionate to the omitted/underperformed quantity as per revised SOR pricing.


  
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SOR-12

## SCHEDULE OF RATES

### REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Gas Meter Installation, Shifting and Associated Sundry Work

JOB # 02263012

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (AxB)
a.	Testing and Commissioning of Service Line & Overhead meter assembly via soap solution	Nos	3680	500.75	1,842,760
b.	Fabrication, Cutting & Bending of GI- Pipe				
c.	Installation of GI/ MI fittings & Pipe				
d.	Removal of existing service connection / assembly				
e.	Painting of all GI fittings with silver enamel color				
f.	Painting of all service valves with Red color				
<b>SUB TOTAL</b>			3680	500.75	1,842,760
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					

**Note:**

- All SOR/BOQ activities to be performed as per detailed scope of work in tender document.
- The Completion of all the above activities will be carried as directed by the Site Engineer. Billing would be made as per actual and activities wise breakup cost stated above.

**1. Bid Pricing and Submission:**

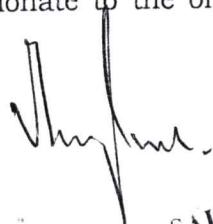
- 1.1 SSGC has provided an Estimated Total Amount for the Scope of Work based on detailed cost breakups, market prevailing rates, and applicable MLR rates.
- 1.2 Bidders shall quote only a percentage increase or decrease over the Estimated Total Amount instead of submitting individual itemized rates.
- 1.3 The Bid Price shall be determined by applying the quoted percentage to the Estimated Total Amount.

**2. Application of Quoted Percentage to Individual Items:**

- 2.1 The quoted percentage increase or decrease shall be applied uniformly to all items listed in the Schedule of Rates (SOR).
- 2.2 The adjusted unit rates for individual items shall be derived by proportionally adjusting SSGCs estimated unit rates based on the bidder's quoted percentage.

**3. Deductions for Omitted or Underperformed Items:**

- 3.1 In the event an omitted or underperformed activity, the corresponding deduction shall be calculated using the adjusted unit rate derived from the bidder's quoted percentage.
- 3.2 SSGC shall deduct the amount proportionate to the omitted/underperformed quantity as per revised SOR pricing.



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S.S.G.C. (Southern Gas Company Ltd)  
Regional Office Hyderabad



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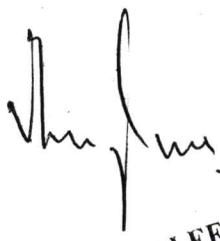
## SCHEDULE OF RATES

REHABILITATION OF GDN AT SEHWAN CITY, DISTRICT JAMSHORO

Repair of drain Nali and associated works.

JOB # 02263012

S.No	DESCRIPTION	UOM	QUANTITY (A)	RATE (B)	TOTAL COST (Ax B)
a.	Arrangement of skilled mason, cement, Sand and other required material and tools including labor for repair of Nala	Nos	1096.5	250	274,125
<b>SUB TOTAL</b>		Nos	1096.5	250	274,125
<b>Bidder's Quotation w.r.t % Increase OR Decrease</b>					


  
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 Sui Southern Gas Company Ltd  
 Regional Office Hyderabad


## G Annexure

### 1. SOPs for Polyethylene Pipe (Socket Fusion, Butt Fusion & Electro Fusion)

#### Socket Fusion (Temp 275 ± 15°C)

In this method the pipe end & fitting sockets are heated to fusion temperature using a heating bush and a heating spigot respectively.

Before each welding operation check the welding temperature of the heating plate preset to (260 + /-10 °C). Heating bush and heating spigot must be free from contaminations. Saw / cutter suitable for plastic pipes. In case of pipe having diameter from 15 mm to 20 mm peel the pipe end with peeling tool. The blades must be adjusted to the required diameter using an appropriate mandrel gauge.

The Heating time and cooling time of different diameter of pipe fitting is shown in below table.

Size (mm)	Heating Time (In)	Cooling Time (In Min)
20 mm	5-8	02 Minutes
40 mm	12-15	05 Minutes
63 mm	25-30	08 - 10 Minutes

#### Butt Fusion:

Make sure the welding temperatures, pressure & times are known in advance as applicable to the pipe or fitting to be fused. Remove loose dirt/dust from the jointing surface. Before welding to ensure that the joint faces are parallel. Protect the working area from direct sunlight and rain. Check the butt fusion equipment is clear & is in working order. When the joint faces have heated up, they are released from the heating plate. The change over time should be as short as possible otherwise the molten joint faces will Freeze & poor joint will result.

- i. The pipe should be trimmed within the machine by using trimming tool, which should be operated until the pipe surfaces are parallel for better alignment of two ends.
- ii. The Heating plate should operate within the correct temperature zone and non-stick surfaces clean and undamaged.
- iii. The pipes are then brought into contact with the heating plate under the appropriate pressure; until 2 mm bead of polymer around the pipe indicates its full contact with the heater.
- iv. Heating of the pipe ends for appropriate period of time is carried out following release of applied pressure.
- v. At the end of heating period, the Heating plates and pipes are separated and the pipe ends brought quickly into contact under the appropriate fusion pressure which should be maintained for the specified cooling period.
- vi. The resultant joint bead profile should then be examined for uniformity, dimension, cleanliness & evenness.
- vii. Fusion Condition for Butt Fusion Jointing (Temperature 205± 8°C) are shown in below table.

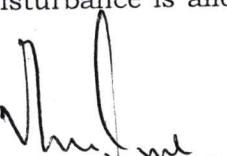
Dia. of Pipe	Heating Time	Cooling Time	Bead Width
125 mm	120 Sec	15 to 20 Minute	9 mm
180 mm	140 Sec	15 to 20 Minute	11 mm

**Electro Fusion:**

Only use automatic welding machine which is suitable & provide the required welding voltage for the joint & switch off the welding current automatically as soon as the socket fitting has been heated. The pipe surface & the inside of the socket fittings is electrically heated to welding temperature & welded by means of electrical winding incorporated in the socket fittings. The welding factor (e.g. time) are set on the welding machine according to the diameter & the nominal pressure of the pipe. Once the machine has been switched ON, the welding process is automatic.

The pipe joint must be left to cool for about 10 minutes depending upon the dimensions.

- i. The welding machine must provide the required welding voltage for the fitting and switch off the welding current automatically as soon as the fitting has been heated to the correct temperature.
- ii. The surfaced pipes to be welded immediately.
- iii. The welding machine is connected to the fitting by a welding lead.
- iv. The contact surface of welding machine lead must be cleaned and be connected I fixed properly in the fitting to get the accurate result I fusion.
- v. The weld joints should remain up to appropriate cooling time depending upon the diameter of pipe & fittings.
- vi. As fusion process is complete no disturbance is allowed till its cooling time is completed.



ABDUL SALEEM  
Incharge (Rehabilitation)  
Sui Southern Gas Company Ltd  
Regional Office Hyderabad



(On Stamp Paper @ Rs.100 for first Rs.100, 000 and Rs.50 per subsequent Rs.100, 000 of Guarantee Value)

**BID BOND FORMAT**

Sui Southern Gas Company Limited,  
ST-4/B, Sir Shah Muhammad Suleman Road,  
Block 14, Gulshan-e-Iqbal,  
Karachi.

**Tender Enquiry No SSGC / SC /**

Dear Sirs,

In consideration of Messrs \_\_\_\_\_ hereinafter called "The Bidder" having submitted the accompanying bid and in consideration of value received from \_\_\_\_\_ we hereby agree to undertake as follows:

1. To make un-conditional payment of Rupees \_\_\_\_\_ upon your return demand without further recourse, question or reference to the Bidder or any other person, in the event of the withdrawal of the aforesaid Bid by the Bidder before the end of the period specified in the Bid after the opening of the same for the validity thereof, or if no such period to be specified within 120 days after said opening and or in the event that the Bidder within the period specified thereof, or if no period be specified with 15 days after prescribed forms are presented to the Bidder of signature the Bidder shall fail to execute such further contractual documents if any as may be required by the Company, or on the Bidders' failure to give the requisite Performance Bond as may be required for the fulfillment or resulting Contract with 10 days of the acceptance of the Bid.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non compliance as aforesaid on the part of the Bidder and to make payment immediately upon receipt of the written intimation.
3. No grant of time or other indulgence to, or composition, or arrangement with the Bidder in respect of the aforesaid Bid with or without notice to us shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments hereunder.
4. The guarantee shall be binding on us and our successors in interest and shall be irrevocable.
5. This guarantee shall remain valid upto \_\_\_\_\_.

Yours faithfully,

**Note:** Any extensions / amendments (in all guarantees/bonds) if required shall be made on stamp papers of Rs.50



## **PERFORMANCE BOND FORMAT**

Sui Southern Gas Company Limited,  
ST-4/B, Sir Shah Muhammad Suleman Road,  
Block 14, Gulshan-e-Iqbal,  
Karachi.

Bank Guarantee # .....  
Date of Issue : .....  
Date of Expiry : .....  
Amount : .....

### **Tender Enquiry No SSGC / SC /**

Dear Sirs,

In consideration of your entering/having entered into Contract No. \_\_\_\_\_ with  
M/s. \_\_\_\_\_ hereinafter called "The Contractor" and in consideration of value  
received from the Contractor, we hereby agree and undertake as follows:-

1. To make un-conditional payment of Rupees \_\_\_\_\_ and un-conditional payment in such amount as you may require from time to time as and when called upon by you to do so, not exceeding in the aggregate payment of Rupees \_\_\_\_\_, being the amount covering liquidated damages and security for the due fulfillment by the Contractor of all liabilities, obligations, commitments and total and faithful performance of the above Contract by the Contractor as specified in the above mentioned Contract upon your written demand(s) without further recourse, question or reference to the Contractor or any other person in the event of the Contractor's default in compliance with its obligations, liabilities and faithful performance arising under and in pursuance of the Work committed by it in the above mentioned agreement of which you shall be the sole judge.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non compliance as aforesaid on the part of the Contractor and to make payment immediately upon receipt of the written intimation.
3. To keep this guarantee in full force from the date of this guarantee till the Contractor's obligations as specified in the above referred Contract and all other obligations of the Contractor as are contained in the above contract are duly fulfilled by the Contractor to the satisfaction of the Company.
4. No grant of time or other indulgence to, or composition, or arrangement with the Contractor in respect of the performance of its obligations under and in pursuance of the said agreement or any clause thereof, with or without notice to us shall in any manner discharge or otherwise howsoever effect this guarantee and our liabilities and commitment there under.
5. The guarantee shall be binding on us and our successors in interest and shall be irrevocable.
6. This guarantee shall not be affected by any change in the constitution of the guarantor bank or the constitution of \_\_\_\_\_.
6. This guarantee shall remain valid upto \_\_\_\_\_.



## **DECLARATION FORM**

### **(FORMAT OF DECLARATION)**

M/s. \_\_\_\_\_ [the Seller/Supplier] hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Sui Southern Gas Company Limited or any administrative subdivision or agency thereof or any other entity owned or controlled by Sui Southern Gas Company Limited (SSGCL) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Seller/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 SSGCL, except that which has been expressly declared pursuant hereto.

[The Seller/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 SSGCL and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/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 rights and remedies available to SSGCL under any law, contract or other instrument, be voidable at the option of SSGCL.

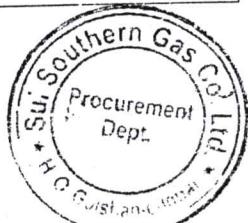
Notwithstanding any rights and remedies exercised by SSGCL in this regard, [the Seller/Supplier] agrees to indemnify SSGCL for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to SSGCL in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/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 of SSGCL.

---

SIGNATURE & STAMP

NOTE

1. The above declaration is to be furnished along with the bid on letter head, for bid(s) amounting to total bid value of Rs. 10,000,000/- (Ten million) or above.
2. Please note that submitting the declaration is a mandatory requirement.



## CONTRACT FORM

# Contract No. SSGC/SC/

## **ARTICLES OF AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between Sui Southern Gas Company Limited, having its office at ST-4/B, Sir Shah Muhammad Suleman Road, Block 14, Gulshan-e-Iqbal, Karachi, hereinafter referred to as the "Company" of the one part and M/s. \_\_\_\_\_ hereinafter referred to as the "Contractor", (which expression shall include the successors, of the said firm, heirs, executives, administrators and assigns of the Partners of the said firm individually or severally) of the other part.

### WITNESSETH:

WHEREAS, under the procedures, bids have heretofore been received by the Company for carrying out " \_\_\_\_\_" work and the tender of the Contractor for the said work has been accepted by the Company.

NOW THEREFORE, for and in consideration of the promises, negotiations, covenants and agreements hereunder contained and to be performed by the parties hereto, the said parties hereby covenant and agree as follows:-

#### Article-1 Work and Cost of the Work:

- i) In consideration of the covenants and agreements to be kept and performed by the contractor and for the faithful performance of this Contract and the completion of the work embraced therein according to the specifications and conditions herein contained and referred to or agreed to in course of subsequent negotiations and in accordance with the Contract, the Company shall pay and the Contractor shall receive and accept as full compensation for everything furnish and done by the contractor under this agreement as sum of approximately Rs. \_\_\_\_\_ ( \_\_\_\_\_ ), or such other sums as may be ascertained in accordance with the conditions of Contract, etc. and at rates quoted against each item of work and agreed to and accepted by the parties as one instrument, and at the times and in the manner prescribed by the conditions of the Contract.
- ii) The Contractor at his own proper cost and expense shall do all work and furnish all labour, materials, tools, supplies, machinery and other equipment and plant that may be necessary for the satisfactory completion of all the works as set forth in the contract documents.

#### Article-2 - Time:

The maintenance of a rate of progress in the works at a rate which will result in its completion within the specified time, is of the essence of the contract and the Contractor agrees to proceed with all the due diligence and care at all times to take all precautions to ensure the timely completion as defined herein; time being deemed to be essence of the Contract of part of the Contractor.

The said work shall be started on the Contractor's receipt from the Company of a written order to proceed, and the Contractor shall have the work called for duly and fully complete in total \_\_\_\_\_ months {including \_\_\_\_\_ ( ) weeks mobilization period} from the date of issuance of such order.

#### Article-3 - Contract Documents:

It is understood and agreed that the contract documents which comprise this Contract are attached hereto and made a part hereof and consist of the following :-

- a) The Article of Agreement.



b) Bid ((submitted vide letter No. \_\_\_\_\_, dated \_\_\_\_\_ comprising Letter of Invitation, Instructions to bidders, Scope of Work, Special and General Conditions of Contract, Tender Form, Bill of Quantities, Drawings, etc.).

c) Company letter No. \_\_\_\_\_, dated \_\_\_\_\_.

Contractor letter No. \_\_\_\_\_, dated \_\_\_\_\_.

d) Notice of Award (Letter of Intent (LOI) No.SSGC/MAT/S&C/\_\_\_\_\_, dated \_\_\_\_\_).

e) Acceptance by the Contractor on the copy of LOI.

f) Letter to Proceed No.SSGC/PROC/S&C/\_\_\_\_\_, dated \_\_\_\_\_.

g) Performance Bank Guarantee No. \_\_\_\_\_, dated \_\_\_\_\_, amounting to Rs. \_\_\_\_\_ issued by M/s. \_\_\_\_\_.

It is agreed by the parties to the contract that this contract shall be executed in two counterparts; one copy to be retained in the office of the Sui Southern Gas Company Limited and one given to the Contractor.

IN WITNESS WHEREOF the parties hereto have executed this Contract at Karachi in two counterparts by their duly authorized representatives as of the day and year herein above set forth.

Signed for and on behalf of

M/s. Sui Southern Gas Company Limited

Signed for and on behalf of

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

Karachi

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

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

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

In the presence of:

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

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

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

Signature : \_\_\_\_\_

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



Supplier code: \_\_\_\_\_

## FORM-X

### **Bank account details form for all Beneficiaries**

**(Mandatory requirement for Digital Online Banking)**

As per FBR Regulations ref # C.No.4 (24) IT-Budget/2021-142150-R dated 23<sup>rd</sup> Sept'2021 to make the payment online w.e.f. 01-11-2021. All beneficiaries are required to fill in the below details, which is mandatory:

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

\_\_\_\_\_

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

NTN #: \_\_\_\_\_

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

Bank A/C Title name: \_\_\_\_\_

Branch code: \_\_\_\_\_

Bank A/c #: \_\_\_\_\_

(16 Digits)

Bank IBAN #: \_\_\_\_\_

(24 Digits)

Information already submitted.

**Note: Please be attached copy of Cheque / Account Maintenance Certificate.(Mandatory)**



Authorized Sign & Stamp

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

**Note: All payments transactions will be made on above mentioned Account details. This is only a one time information to be provided by the all beneficiaries. Incase if the above detail has already submitted, please tick the box above "Information already submitted" and also ensure Form-X is duly signed & stamped.**

## ANNEXURE: I

## 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:

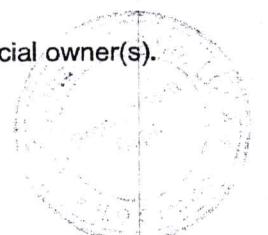
1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership /Association of Persons/Single Member Company/Partnership Firm/Trusted/Any other Individual, Body Corporate (to be Specified)	Date of Incorporation / Registration	Name of Registering Authority	Business Address	Country	Email Address	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	Identity 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).



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)



## Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [date (as day, month and year)]

No.: [number of Bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [complete name of Procuring Agency]

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) ~~have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or~~
- (b) ~~having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or, (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB...~~

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder:

Name of the person duly authorized to sign the Bid on behalf of the Bidder:

Title of the person signing the Bid:

Signature of the person named above:

Date signed \_\_\_\_\_ day of \_\_\_\_\_

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\*: Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]



**SUI SOUTHERN GAS COMPANY LIMITED  
PROCUREMENT DEPARTMENT**

**BLACKLISTING MECHANISM**  
**(REVISION-1)**

**1 BACKGROUND**

In pursuance of Rule-19 of Public Procurement Rules, 2004 read with Rule-2(f) (fa) and the criteria for Blacklisting of Suppliers and Contractors / Consultants doing business with the SSGCs is reiterated hereafter to eliminate unfair trade practices.

**2 SCOPE**

The procedure shall be applicable and remain in force, along with any amendments thereto, within Sui Southern Gas Company Limited (“SSGC”) until any clear instructions or guidelines are impacted by the Government through Public Procurement Regulation Authority (PPRA), Pakistan Engineering Council (PEC) , or any other competent forum. The procedure shall also be applicable on the pre-qualified firms. The procedure shall be applicable on any “Person(s) / Firm(s)”, which for the purposes of this Mechanism shall inter alia include suppliers, bidders, contractors, consultants, firms, individuals, and organizations transacting business with SSGC. Wherever any provision of this Mechanism shall be in conflict with provisions of any applicable guidelines of donor agencies, or any other applicable Statute / Law or Rule enforced at the time in Pakistan, the provisions of such applicable guidelines, laws, or rules shall prevail. This SOP shall become a part of the future Bidding Documents.

**3 DEFINITION OF TERMS**

- 3.1 "Appellate Authority" - Authority to Appeal against issuance of Blacklisting Order.
- 3.2 "Appeal" - Right of firm/individual to lodge protest against the issuance of Blacklisting Order.
- 3.3 "Procuring Agency" - Any department/division/factory/project exercising general and/or administrative control over the unit.
- 3.4 "Blacklisting Order" - An administrative penalty disqualifying a firm/individual from participating in procurement for a given period.
- 3.5 "Suspension" - The administrative penalty imposed for infractions committed during the competitive bidding stage, whereby such firms/individuals are prohibited from further participation in the bidding process of Procuring Agency.
- 3.6 "Contract Implementation" - A process of undertaking a project or contract in accordance with the contract documents.
- 3.7 "Termination of Contract" - Extinction of contract by reason or resolution or rescission under applicable rules/regulations/laws arising from the default of the firms/individuals.
- 3.8 "Delist" - Removal of supplier/contractor from blacklisting.
- 3.9 "PA-Project Authority -" – A three-member committee comprising of User, HSE&QA & Procurement Deptt. to address the issue.
- 3.10 RPC-SSG's Rights Protection Committee – To examine the justification of PC.

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Dated : 12<sup>th</sup> October 2020  
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#### 4. REASONS FOR BLACKLISTING

4.1 The following shall comprise the broad multilateral guidelines for blacklisting:

- 4.1.1 "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- 4.1.2 "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- 4.1.3 "Collusive Practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser, designed to establish bid price at artificial, non-competitive levels, and
- 4.1.4 "Coercive Practice" means harming or threatening to harm, directly or indirectly, Person(s) / Firm(s) or their property to influence their participation in the procurement process or affect the execution of a contract.

4.2 In addition to above, blacklisting of firms/individuals may be resorted to when the charges are of serious nature, which include but are not limited to the following:

##### 4.2. I Competitive Bidding Stage

During the competitive bidding stage, the Procuring Agency shall impose on bidders or prospective bidders the penalty of Suspension from participating in the public bidding process, without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution, as provided by applicable laws, for violations committed which include but are not limited to the following:

- i. Submission of eligibility requirements containing false information or falsified documents.
- ii. Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.
- iii. Submission of unauthorized or fake documents for pre-qualification/ tendering i.e. without specific authorization from the principals/ manufacturers etc.
- iv. Failure of the firm to provide authentic Warranty Undertaking and Performance Invoice of the manufacturers / Principal / Trading house.
- v. Failure of the firm to submit specific authority letter of the Original Equipment Manufacturer (OEM) for participation in a particular tender;
- vi. Unauthorized use of one's name, or using the name of the name of another for purpose of public bidding.
- vii. Deviations from specifications and terms & conditions of the purchase order/contract.
- viii. Withdrawal of a bid, or refusal to accept an award or refusal to perform the job or enter into contract with the government without justifiable cause, after he had been adjudged as having submitted the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid.
- ix. Refusal or failure to post the required performance security within the prescribed time.
- x. Refusal to clarify or validate in writing its Bid during post qualification within a period of seven (7) working days, or as may be specifically prescribed, from receipt of the request for clarification.

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- xi. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.
- xii. Any attempt to give illegal gratification to any representative of the purchaser to influence the process of procurement.

In addition to the penalty of suspension, the bid security posted by the concerned bidder or prospective bidder could also be forfeited / encashed.

#### 4.2.2 Purchase Order / Contract Implementation Stage

During the Purchase Order / Contract implementation stage, the procuring entity shall impose on contractors after the termination of the contract the penalty of suspension from participating in the public bidding process, without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution, as provided by applicable laws, for violations committed which include but are not limited to the following:

- i. Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Letter to Proceed.
- ii. Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the Procuring Agency or its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following:
  - a. Employment of competent technical Person(s) / Firm(s)nel, competent engineers and/or work supervisors;
  - b. Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;
  - c. Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;
  - d. Deployment of committed equipment, facilities, support staff and manpower; and
  - e. Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation.
  - f. Non-Performance of the supplier in respect of tender terms & conditions and the delivery / supply of material.
- iii. Assignment and subcontracting of the contract or any part thereof or substitution of key Person(s) / Firm(s)nel named in the proposal without prior written approval by the Procuring Agency.
- iv. For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier or distributor arising from his fault or negligence and/or unsatisfactory or inferior quality of goods, as may be provided in the contract.
- v. For the procurement of consulting services, poor performance by the consultant of his services arising from his fault or negligence, any of the following acts by the consultant shall be construed as poor performance:
  - a. Defective design resulting in substantial corrective works in design and/or construction;
  - b. Failure to deliver critical outputs due to consultant's fault or negligence;
  - c. Specifying materials which are inappropriate, substandard or way above acceptable standards;

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 Revision-1 : Dt: 3 Sept 2024



- d. Allowing defective workmanship or works by the contractor being supervised by the consultant; and
- e. Submitting CV's of key Person(s) / Firm(s)nel in the prequalifying process or bid documents of professionals that are not in actual employment of the bidder.

- vi. For the procurement of infrastructure projects, poor performance by the contractor or unsatisfactory quality and/or progress of works arising from his fault or negligence.
- vii. Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

In addition to the penalty of suspension, the performance security posted by the contractor could also be forfeited.

4.2.3 In addition to above, other grounds for blacklisting of firms/individuals include but are not limited to the following:

- i. Obtaining fraudulent payments;
- ii. Obtaining contracts by misleading the purchaser;
- iii. Refusal to pay SSGC dues etc.;
- iv. Failure to fulfill contractual obligations;
- v. Changes in the status of firm's ownership/partnership etc. causing dissolution of the firm which existed at the time of inspection / bidding prior to original registration of the firm;
- vi. Registration of a firm with a new name by the Proprietor or family or a nominee thereof of a firm that has been already blacklisted;
- vii. Consequential operational damages caused to SSGC equipment or infrastructure as a result of equipment or parts thereof supplied on trial basis or due to failure of such equipment;
- viii. Contractors who have negotiated Plea Bargain under the National Accountability Ordinance 1999, or contractors involved with any other criminal proceedings conducted by any investigation agency where default has been proved specifically in relation to supplies made to or contracts concluded with SSGC.
- ix. Involved in litigation or needless petitioning to influence or obstruct the procurement process either on his own behalf or at the behest of any other vested interest;
- x. A firm may be disqualified for a period extendable to two years in case a decision by a court is awarded against the said firm after litigation, or where the firm is involved in litigation at least three times during two financial years, or where a firm has on account of litigation caused substantial financial losses to SSGC;
- xi. Blacklisted by other Federal and Provincial Government Ministries / Divisions / Departments and organizations / autonomous bodies subordinate thereto; and
- xii. Blacklisting in case of Joint Venture firms will also result in termination of the concerned Joint Ventures Partners.

## 5. SYSTEM OF PENALTIES

For the purpose of uniformity, following system of penalties shall be adopted for procurement of goods, works and services:

5.1. Blacklisted and henceforth cross debarred for participation in any public procurement or disposal proceedings for the period of not more than ten years, if corrupt and fraudulent

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practice as defined in these rules is established against the bidder or the bidders in pursuance of blacklisting proceedings;

- 5.2 blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than three years, if the bidder fails to perform his contractual obligations during the execution of contract or breaches the contract due to his capacity and capability to perform or otherwise. However, procuring agency shall initiate such blacklisting or debarment proceedings after exhausting the forum of arbitration, provided that such provision exists in the conditions of contract, and if such failure or breach is covered in the respective dispute settlement clauses of the contract, and
- 5.3 blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than six months, if the bidder fails to abide with a bid securing declaration, however without being indulged in any corrupt and fraudulent practice.

## 6. SUSPENSION AND BLACKLISTING PROCEDURE

1. The supplier or contractor who is to be blacklisted for a specified period is given adequate opportunity of being heard.
2. The supplier or contractor who is to be blacklisted for a specified period is called for meeting by providing adequate time, so as to give him adequate opportunity of being heard before taking any action.
3. In case the supplier or contractor does not attend the meeting on the given date and time a final notice is served to him / her to attend the meeting on the revised date and time. Despite the final notice, if the supplier or contractor does not attend the meeting as per schedule, automatically be considered at fault. Action will be taken as per below clauses 5 to 9.
4. A three-member committee will form comprising of User, Procurement and HSE&QA departments to address the issues in the meeting with the supplier or contractor. Members of committee may not be below of grade IV.
5. In case the supplier or contractor is found at default based on the fact of the case as well as the tender terms and conditions, and do not justify the grounds of his default as per the tender terms and conditions, the approval is sought from the management for their temporary or permanent blacklisting alongwith encashment of bid bond or PBG as the case may be.
6. The decision of the management is communicated to the defaulted supplier or contractor through a formal letter.
7. A copy of the letter of the defaulted supplier / contractor alongwith covering letter with pertinent documents is / also forwarded to the Authority (PPRA) for uploading on PPRA website.
8. The blacklisting information of the supplier / contractor is uploaded on the websites.

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9. Any bidder not satisfied with the decision of the procuring agency, may lodge an appeal in the relevant court of jurisdiction.
10. After coming into force the procurement contracts, the dispute between the parties to the contract shall be settled by arbitration.

## 7. STATUS OF BLACKLISTED FIRM/INDIVIDUAL

Blacklisting of a firm/individual will not affect other ongoing contracts/works/supply orders. However, such blacklisted firm shall stand barred from all future tender processes/participation and Standing Security, if any, could be confiscated until recovery of financial damages ascertained by the authority while issuing Blacklisting Order.

## 8. DELISTING

A temporary blacklisted firm / individual shall be automatically restored after the period for the penalty has elapsed, unless the procuring agency wants to maintain the blacklisted status of firm / individual due to justifiable reasons with the prior approval of Appellate Authority. In the latter case, the temporary blacklisted firm / individual shall be restored.

## 9. AMENDMENTS

- 9.1 In the implementation of Blacklisting Mechanism, the modifications may be introduced thereto through the amendment of its specific provisions as the need arises.
- 9.2 Any amendment to this Blacklisting Mechanism shall be applicable to tenders advertised for bid after the effectivity of the said amendment.

## 10. EFFECTIVITY

The Blacklisting Mechanism or any amendments thereof shall take effect immediately and from the date of its issuance. All future tender documents must be governed by these instructions. However, these cannot override the provisions of Public Procurement Rules, 2004.

## **11. The Steps to be Followed are As Under**

The causes and reasons to be taken into consideration for Debarment / Blacklisting of any Person(s) / Firm(s) are given as under:

### 1. PRE-AWARD STAGE:

The following shall be considered, inter alia, the events / reasons for initiating proceedings under this Mechanism at the Pre-Award Stage:

- i Indulging in Corrupt: Fraudulent as well as Collusive practices.
- ii Submission of false and spurious documents, making false statements, making frivolous complaints and allegations to gain undue advantage.

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- iii Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration, giving false evidence, furnishing of false information of serious nature.
- iv Submission of false bid security or infringement of documents to get undue monetary or any other benefit.
- v Breach of confidentiality of evaluation process based on illegal access or in any way to get undue benefit or to provide benefit or to frustrate the bidding/evaluation process. This will also include attempts to sabotage the bidding process directly or indirectly.

## 2. POST- AWARD STAGE:

The following shall be considered, interalia, the events / reasons for initiating proceedings under this Mechanism at the Post-Award Stage:-

- i. Extraordinary delay in signing or refusal to accept the Notification of Award and/or the contract without any cogent reason.
- ii. Misconduct, i.e., failure to proceed with the signed contract, withdrawal of commitments, quoting an unreasonably and unfairly low financial offer and subsequently withdrawing such an offer, frustrating the evaluation/bidding process and not responding to written communication in a reasonable time.
- iii. Causes mentioned in Sub-Clauses i, ii and iii above.
- iv. Submission of fake / frivolous or mutilated Performance Guarantee or Advance Payment Guarantee etc.
- v. Non-satisfactory performance during the execution of the contract / purchase order.
- vi. Non-performance or Breach of provisions / clauses of the contract agreements/tender terms.
- vii. Notwithstanding the warranty/defect liability period, any defect in a product, equipment, plant, facility or services rendered that may subsequently surface during field operations within 5 years of its commissioning.
- viii. Failure to honour obligations within warranty period or defect liability period as defined in the contract.

## 3. OTHER CAUSES :

- i. The Person(s) / Firm(s) is blacklisted by any Government department in Pakistan, or it is established that the firm is involved in any kind of corruption or corrupt practices anywhere in the world.
- ii. Violations of provisions / instructions set down in the Bidding Documents.

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- iii. Any attempt / activity to malign or bring SSGC into disrepute and harm its interest(s).
- iv. Person(s) / Firm(s)(s) blacklisted by International Financial Institutions (donor agencies) will be liable to be blacklisted after receipt of confirmation from the donor agencies without any further proceeding.
- v. Any other cause deemed just and appropriate by CPPA in the given circumstances.

Note: (1) If above mentioned causes occur either on part of the principal bidder or the local agent, both shall be considered for blacklisting / debarment.

- (2) The authorization of the foreign bidder to local agent shall contain his complete particulars including the name of the company, name of the owner, National Tax number (NTN), CNIC (Computerized National Identity Card) No. etc. In case, the said information is found to be missing, even after calling for the same within a reasonable time, the authority letter shall not be accepted.
- (3) The Bidding Documents shall be issued against original authority letter or in case of scanned copy, the email of the foreign bidder shall be enclosed. However, at the time of bidding, the original authority letter shall be attached with the bid. In the absence of the same, the bid shall be rejected.
- 4. FORMULATION of SSGC's Rights Protection Committee: A permanent Committee namely "SSGC's Rights Protection Committee (RPC or Committee)" shall examine the justification of the reasons given by the Project Authority prior to blacklisting. Member of RPC must be one grade up from the members of PA.

## 5. PROCEDURE FOR BLACKLISTING

Upon receipt of or obtaining information and/or knowledge that any Person(s) / Firm(s)(s) is involved in practices mentioned in hereinabove under the heading of Pre-Award Stage; Post-Award Stage and Other Causes, the concerned Project Authority / formation shall promptly formulate its recommendations and submit through the Managing Director, SSGC to SSGC's RPC / Committee along with its findings, details of charges and documentary evidences to initiate proceedings under this Mechanism.

## 6. INITIATION OF AN ACTION

- (i) Within a period of 15 days after receiving the recommendations of Blacklisting / Debarment from the concerned Project Authority, the Convener of the Committee shall issue a Show Cause Notice ("Notice") thereby informing the Person(s) / Firm(s) about the alleged charges and shall provide an opportunity to the defend said charges within a time period of 15 (fifteen) days.
- (ii) The Person(s) / Firm(s)(s) shall be accorded adequate opportunity of hearing in order to defend the charges within the given timelines.
- (iii) The Notice to the Person(s) / Firm(s) shall be sent at the mailing/postal address as provided under the Contract or any other address provided by way of subsequent written communication by the Person(s) / Firm(s). The non-receipt of the Notice due to incorrect / change in mailing address without any written communication shall not be attributable to

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SSGC. In case of non-receipt of any reply from the accused Person(s) / Firm(s) within the formulated time, but not less than the time given in (i) above, the Committee shall have the right to proceed on Ex-part basis.

## 7. DECISION

The committee shall hold an independent inquiry/investigation as the case may be, and, which may include site visits and interviews with the parties concerned. The Committee shall complete the entire inquiry/investigation, preferably within a period of 30 days after receipt of response from the Person(s) / Firm(s) against whom proceedings under this Mechanism has been initiated and shall present the report to the Managing Director, SSGC. If required, the Committee may report the case to an appropriate law enforcement agency depending upon the nature of the case for detailed investigations with the prior approval of Managing Director, SSGC. iii. The Person(s) / Firm(s) against whom proceedings have been initiated under this Mechanism shall not proceed for arbitration/litigation during the proceedings for blacklisting.

## 8. COMMUNICATION OF DECISION

After recommendation for temporary & permanent blacklisting by "SSGC's Rights Protection Committee (RPC)", the Person(s) / Firm(s) concerned shall be informed within 10 days of such decision. The decision of the Committee will be notified on SSGC 's and PPRA's websites and shall also be conveyed to Pakistan Engineering Council.

The temporary Blacklisting on the grounds and reasons specified herein above shall be for a reasonable specified period of time and as a general rule of prudence, the period may not exceed three years, except in cases where debarment/blacklisting has been done by any other government department or an International Financial Institution (Donor Agency). In case the Person(s) / Firm(s) has been blacklisted by the government department or the International Financial

Institution (donor agency), the period of temporary blacklisting/debarment shall be for a maximum period of 3 years or the time period for which the concerned government department/International Financial Institution (Donor Agency) debarred the contractor (whichever is higher). However the permanent blacklisting cannot be revived.

Action after the Person(s) / Firm(s) are placed on Blacklisting List:

- i. The decision of blacklisting will be immediately circulated to all concerned as mentioned herein above under the heading Communication of Decision.
- ii. In case of a contract already awarded to a Person(s) / Firm(s) which has been blacklisted and termination is either not possible or not feasible, the concerned Project Authority may proceed in this case to complete the contract with the approval of Competent Authority. (iii)The blacklisted Person(s) / Firm(s) shall stand disqualified from bidding from the date of decision against them. Any pending bids shall also stand rejected. If a contract has already been awarded to Person(s) / Firm(s), it shall be voidable at the option of SSGC. (iv) A separate register or data base will be maintained for blacklisted firms indicating reasons and period.



## 9. Effectiveness

This Mechanism or any amendments thereof shall take effect immediately with the approval from Managing Director of Sui Southern Gas Company Limited.

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**AFFIDAVIT OF COMPLIANCE WITH INTEGRATED MANAGEMENT SYSTEM (IMS) MANUAL**

I, \_\_\_\_\_ [Supplier's Authorized Representative Full Name], of \_\_\_\_\_ [Supplier Company Name], with principal office located at \_\_\_\_\_ [Full Address], do hereby solemnly affirm and declare as follows:

1. **That I am the duly authorized representative of \_\_\_\_\_ [Supplier Company Name], and have the legal authority to make this declaration on behalf of the company.**
2. **That I confirm having accessed, read, and fully understood the Integrated Management System (IMS) Manual provided by Sui Southern Gas Company Limited (SSGC), available at official website [<https://www.ssgc.com.pk/web/wp-content/uploads/2025/06/IMS-Manual-1-1.pdf>].**
3. **That \_\_\_\_\_ [Supplier Company Name] agrees to comply fully with all the policies, procedures, and responsibilities outlined in the IMS Manual, and will ensure that all relevant employees, contractors, and agents are made aware of and comply with the same.**
4. **That \_\_\_\_\_ [Supplier Company Name] acknowledges that failure to comply with the IMS Manual may result in corrective action, including but not limited to financial penalties as per SSGC policy and suspension or termination of business with Sui Southern Gas Company Limited (SSGC).**
5. **This affidavit is made in good faith and for the purpose of affirming our commitment to health, safety, and environmental standards in our operations and engagements with SSGC.**

Signed at [City] this [day] of [month], [year].

**Signature:** \_\_\_\_\_

**Name:** [Full Name of Supplier Representative]

**Designation:** [Job Title]

**Company Name:** [Supplier Company Name]

**Contact Details:** [Phone, Email]

**Witnessed by:**

**Signature of Witness:** \_\_\_\_\_

**Name of Witness:** \_\_\_\_\_

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

**Witnessed by:**

**Signature of Witness:** \_\_\_\_\_

**Name of Witness:** \_\_\_\_\_

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



Ref No \_\_\_\_\_

Dated \_\_\_\_\_

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

SNTN \_\_\_\_\_

Address \_\_\_\_\_

**NOTICE UNDER RULE 3(1) OF THE SINDH SALES TAX SPECIAL PROCEDURE (WITHHOLDING) RULES, 2011.**

Dear Sir,

Kindly note that we are a withholding agent under the Sindh Sales Tax Special Procedure (Withholding) Rules, 2011, and that we shall withhold and deduct the prescribed amounts of Sindh sales tax against your tax invoices in relation to the services provided or rendered by you to us. We hold NTN/FTN \_\_\_\_\_

2. We undertake to deposit the withheld/deducted amounts of Sindh sales tax in the Sindh Government's head of account "B-02384" against a SRB-prescribed PSID/Challan (SST-04 or SSTW-04) in the manner prescribed under the aforesaid Sindh Sales Tax Special Procedure (Withholding) Rules, 2011, and we shall provide you a certificate of deduction-cum-deposit in terms of rule 3(9) thereof.

Signature \_\_\_\_\_

Name \_\_\_\_\_

CNIC \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Official seal \_\_\_\_\_





**Sui Southern Gas  
Company Limited**

## **Procurement Department**

### **Standard Advisory to all Bidders**

#### **SUB: Sindh Sales Tax Withholding On Services Payment**

*(Effective from 1 July 2024)*

Dear Sir,

#### **Background**

Please be informed that:

1. Uptil February 2024, SSGC deducted 20% of Sindh Sales Tax amount from Invoice value payable to a Vendor for services rendered in Sindh & deposit the same with Sindh Revenue Board, while remaining 80% is deposited by the Vendor themselves.
2. From March 2024 – June 2024, SSGC deducted 80% of Sindh Sales Tax amount from Invoice value payable to a Vendor for services rendered in Sindh & deposit the same with Sindh Revenue Board, while remaining 20% is deposited by the Vendor themselves

#### **Amendment in Law**

Sindh Revenue Board (SRB) has amended Withholding Rules thereby requiring SSGC to deduct 20% of sales tax amount from Invoice Value.

#### **Revised Procedure for Sindh Sales Tax Withholding**

In order to ensure implementation of above amendment, following process is being implemented 01. July 2024:

- 1) 80% Sales Tax to continue to be withheld on "Past" Invoices only (where Vendor has already deposited 20% Sales Tax in Government treasury provides evidence thereof).
- 2) 20% Sales Tax will be deducted on Current and future invoices (while 80% will be deposited by vendor directly with SRB)

It is needless to mention that only Sindh Withholding Rules have been amended while there is no change in other Rules (income tax withholding Balochistan Sales Tax withholding; etc.)





سوئی سدرن گیس کمپنی لمبٹ  
پروکیور منٹ ٹیپارٹمنٹ

تمام ٹھیکیداروں کے لئے معیاری ایٹوائزی  
خدمات کی ادائیگی پر سندھ سیلز ٹیکس  
(1 جولائی 2024 سے نافذ العمل)

سیس منظر

مطلع کیا جائے کہ:

1. فروری 2024 تک، SSGC نے سندھ میں فراہم کی جانے والی خدمات کے لیے وینڈرز کی انوائیس ویلیو سے سندھ سیلز ٹیکس کی رقم کا 20% کاٹ لیا ہے اور اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ وینڈرز بقیہ 80% خود جمع کرائے ہیں۔

2. مارچ 2024 سے جون 2024 تک، SSGG نے سندھ میں فراہم کی جانے والی خدمات کے لیے وینڈرز کی انوائیس ویلیو سے سندھ سیلز ٹیکس کی رقم کا 80% کاٹ لیا ہے اور اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ بقیہ 20% وینڈرز خود جمع کرائے ہیں۔

قانون میں ترمیم

سندھ ریونیو بورڈ (SRB) نے ود پولڈنگ رولز میں ترمیم کی ہے جس کے تحت SSGC کو انوائیس ویلیو سے سیلز ٹیکس کی رقم کا 20% کٹوئی کرنا ہوگی۔

سندھ سیلز ٹیکس، ود پولڈنگ کا نظر ثانی شدہ طریقہ کار

مندرجہ بالا ترمیم کے نفاذ کو یقینی بنانے کے لیے، 01 جولائی 2024 سے درج ذیل عمل کو نافذ کیا جا رہا ہے:

(1) 80% سیلز ٹیکس صرف 'ماضی' انوائیس پر کٹوئی جاری رہے گی (جہاں وینڈر نے پہلے ہی سرکاری خزانہ میں 20% سیلز ٹیکس جمع کرایا ہے اس کا ثبوت فراہم کرتا ہے)۔

(2) 20% سیلز ٹیکس موجودہ اور مستقبل کے انوائیس پر کاثا جائے گا (جبکہ 80% وینڈر براہ راست SRB کے ساتھ جمع کرائے گا)

یہ واضح رہے کہ صرف سندھ ود پولڈنگ رولز وائٹ میں ترمیم کی گئی ہے دیگر رولز (انکم ٹیکس ود پولڈنگ بلوجستان سیلز ٹیکس ود پولڈنگ وغیرہ) میں کوئی تبدیلی نہیں کی گئی ہے۔