



## Checklist for Bidders

Enquiry #: 14239

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 signed & 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. \_\_\_\_\_

**Service Provider Engaging The Services of Testing  
Service Provider (TSP)**

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

**Under Single Stage Two Envelope Bidding Procedure**

**Tender Enquiry No. SSGC/SC/PT/EPADS/14239**

**SECTION - I**

**Invitation to Bid**

Sui Southern Gas Company Limited (SSGC) intends to carry out the work related to Service Provider Engaging The Services of Testing Service Provider (TSP) (as per BOQ/ Criteria) (Under Single Stage Two Envelope Bidding Procedure) (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.50,000 (Fifty Thousand Rupees 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 thereof; 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	Scope of Work/Evaluation Criteria with Form
Section - IV	Special Conditions of Tender Document
Section - V	General Terms & Conditions



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

Bids will be submitted online on EPADS Portal on or before **27-03-2026** at **1030** hours. The bids will be publicly opened at **1100** hours on same day online on EPADS in the presence of bidders and / or their authorized agents who may wish to attend.

**“STRICTLY CONFIDENTIAL”**  
*The Services of Testing Service Provider (TSP)*  
 Enquiry # **SSGC/SC/14239**

\_\_\_\_\_  
 For General Manager (Procurement)

*[Handwritten Signature]*  
 10/03/26

*[Handwritten Signature]*  
 11/03/26



# **TECHNICAL**

# **PROPOSAL**



**SECTION - II**

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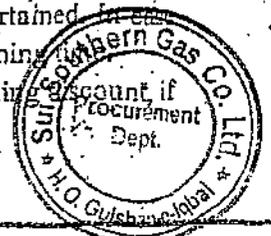
**INSTRUCTIONS TO BIDDERS**



## 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, Str 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 complaint bidders will be opened at a later intimated date in presence of bidder's representative. Financial offers of technically non-complaint 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 signed 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. [mmte@ssgc.com.pk](mailto:mmte@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. If 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 discount if 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.



## 1 Scope of Work

The Testing Service Provider (TSP) will have to carry out Tests in accordance with the guidelines and directions of the SSGC to be issued from time to time. Scope of work includes testing through one of two mechanisms as desired by SSGC.

- 1.1 **Mechanism-I:** SSGC shall share the data of shortlisted candidates for the Test with TSP containing details of the candidates (mandatory information: Name, Contact Number, Job Positions, additional information father's name, CNIC, address, etc.).
- 1.2 **Mechanism-II:** In coordination with TSP, SSGC shall direct the candidates to apply / register through TSP website. TSP will provide online portal services for registration of applicants and shall shortlist the candidates as per SSGC communicated shortlisting criteria (e.g. maximum age, qualification, CGPA, experience, skill set, etc.) Candidates fulfilling the criteria will be allowed to appear for the test arranged by TSP. The TSP shall undertake all necessary measures / mechanism that portal remains live 24/7 throughout 15 days of application deadline.
- 1.3 SSGC shall have the discretion to adopt whichever mechanism it deems fit without any additional cost.
- 1.4 It is expected that in one year candidates for test would be 7,000. These are estimated figure which may change depending on SSGC's operational requirement.

## 2 Procedure for the testing

The procedure to conduct test by TSP on the directives of SSGC shall have following course. In case of any issue arising in testing procedure, not covered herein, SSGC has the right to decide the matter as deemed appropriate.

### 2.1 Applications through Online Portal of TSP:

- 2.1.1 TSP shall make online registration available for test within 07 days of intimation by SSGC and shall ensure that the portal remains live during registration validity period.
- 2.1.2 After the expiry of validity period, portal should be closed by TSP and no further registration / application shall be accepted.
- 2.1.3 The TSP shall be responsible for implementing a tracking system for all applications received prior to deadline. Applications received after deadline shall not be entertained and record duly kept to ensure transparency and record keeping.
- 2.1.4 The TSP shall keep records of all applicants' data for at least two years after completion of test project and shall provide complete access to SSGC as and when required.

### 2.2 Sharing of Applicant Data:

In case of mechanism-II is adopted, after the deadline, TSP shall share candidates' data registered on TSP portal. It may include, but not limited to Candidate Name, Age, Qualification (SSC / O-level, HSC/A-level, University level education, etc.), Experiences



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Deputy Manager  
Human Resource Department

*Subhan Sahto*  
Deputy Manager  
Human Resource Department

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GM (HR)  
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(all chronological), relevant certifications, city of residence / domicile, father's name, contact number, CNIC, within 05 working days with HR.

**2.3 Providing Test date and venue:**

After finalization of the candidates list (either through Mechanism-I or Mechanism-II) by SSGC, the TSP shall communicate a finalized date and time for the test to be conducted within the time stipulated by SSGC or at the earliest not exceeding fifteen (15) days of submission of candidates list. If test necessitates content development / extra arrangement, the test date should not exceed thirty (30) days from the finalization of the list. The TSP shall seek consent on the proposed venue (test center(s)) by SSGC before announcement of the test(s).

**2.4 Designing of Test:**

2.4.1 The TSP shall develop / design the test as advised by the SSGC with utmost professionalism that includes but not limited to paper distribution (breakup / percentage of various sections in test) and areas / topics to be covered in the test.

2.4.2 The TSP shall share sample test paper (as and when required by SSGC to ensure appropriateness of the test developed). The test should be designed expeditiously in order to ensure that the test is conducted within time stipulated in clause 2.3.

2.4.3 The TSP will ensure secrecy of test paper and not share it with anyone whatsoever.

**2.5 Inviting candidates for test:**

2.5.1. It will be the sole responsibility of TSP to inform candidates about the test date, time and venue through email and SMS message at least 6-7 days before the test date.

2.5.2 TSP shall also upload candidates list on its website communicating test date, time and allotted center details.

2.5.3 TSP will be responsible to share candidate's list containing test roll number, candidate name, mobile number, test date, test time, test city, test center, name of TSP test center incharge and contact number to SSGC at least 5 days before test date.

2.5.4 In case of any error or omission of candidate's information, SSGC will coordinate with TSP to timely rectify the information and TSP shall arrange and communicate the same to the candidate.

2.5.5 TSP shall provide access to SSGC officials/HR Department representative's access to test centers on test day for invigilation purposes.

**2.6 Test Mode:**

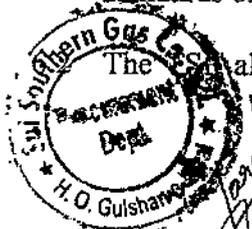
2.6.1 The test mode shall be computer-based. However, any changes in test mode will be at discretion of SSGC.



*Fazal*  
**Fazal Fayyaz**  
Deputy Manager  
Human Resource Department

*Sr*  
**Subhan Sahto**  
Deputy Manager  
Human Resource Department

- 2.6.2 The TSP should be proficient to conduct the tests (computer-based) within the stipulated time period.
- 2.6.3 The exam shall comprise of multiple choice questions (MCQs).
- 2.6.4 The candidates should be allowed to appear in test only after verifying the identity of candidates.
- 2.7 **Declaration of result:**
- 2.7.1 The result should be displayed immediately on candidate's computer screen as soon as candidate(s) finishes the test and the result should be shared with SSGC within three (03) working days and to be uploaded on website within five (05) working days (if required by SSGC).
- 2.7.2 Only the candidate should see his/her test result by entering his / her CNIC only.
- 2.7.3 The TSP shall share section wise test scores along with overall score of the candidates with SSGC. The result shared with SSGC should also contain Candidate's roll number, candidate name, father's name, CNIC, test position, test date, test time, test center, and overall score of the candidate.
- 2.8 **Availability of record:**
- The TSP shall be liable to provide access to the process as and when required by SSGC for monitoring purpose. The selected TSP must ensure test is transparent, fair, secure and open to external auditors.
- 3 **Indemnification:**
- The TSP shall be exclusively responsible to address complaints, demands and claims if any from the prospective candidates or any third party with regard to communication of test date / venue and result of candidates by the TSP or any other act done in the course of performance of its duties accruing from the contract. The TSP also undertakes to indemnify SSGC against any such complaints, demands and claims.
- 4 **Performance Standards:**
- The TSP undertakes to perform the services more specifically with the highest standards of professional/ethical competence and integrity. TSP shall adhere to highest performance standards in providing service quality to SSGC including technical capability.
- 5 **Personal Liability:**
- The TSP shall be held liable for its inability to meet SSGC deadlines and would also be responsible upon its willful failure to perform the services enumerated herein.
- 6 **Warranties and Covenants:**
- 6.1 The TSP hereby covenants that it has obtained all permissions, and is conversant to / compliant with all relevant laws, rules and regulations and should meet international standards of research / best practices.



*Fayyaz*  
Fayyaz  
Deputy Manager  
Human Resource Department

*Sabhan Sahto*  
Sabhan Sahto  
Deputy Manager  
Human Resource Department

successful testing of suitable candidates.

**7 Taxes and Duties:**

The payment of fee to the TSP will be subject to deduction of all applicable taxes and duties as per prevailing applicable tax laws, rules and regulations.

**8 Termination:**

The services may be terminated by either Party subject to thirty (30) days prior written notice.

**9 Confidentiality:**

The TSP shall ensure that his attorney, officers, directors, consultants and agents, each of its respective permitted successors and assigns, will hold in confidence all information (i.e. documentary or otherwise) which is confidential in nature to avoid breach of confidentiality.

**10 Governing Law and Dispute Resolution:**

The signed contract shall be solely governed by the substantive and procedural laws of the Islamic Republic of Pakistan and the venue of such arbitration proceedings shall be Karachi, under Arbitration Act 1940.

**11 Timelines:**

The TSP shall have to exhibit fair understanding of the intended assignment vis-à-vis exigency of services and has to accordingly agree with the specified work plan / timelines to aptly execute the project awarded.

**12 Bid Security**

A fix amount of Rs. 50,000 as bid security shall be submitted by the successful bidder.

**13 Performance Security:**

A fix amount of Rs. 150,000 as performance security shall be submitted by the successful bidder within 15 days after receipt of J.OI.

**14 Method of Engagement:**

The TSP shall be engaged through PPRA prescribed Single Stage Two Envelope method.

**15 Withdrawal of Any Specific Test(s):**

SSGC has the right to cancel / withdraw / defer / halt any test(s) process at any time. However, no payment claim shall be admissible if the test(s) cancellation / withdrawal / deferment / halt was done before the test date.

**16 Payment against Each Testing Service:**

Payment shall only be made against testing of shortlisted candidates referred by SSGC either through Mechanism-I or Mechanism-II.

**17 Payment against services**

Payment shall be made within 30 days after receipt of invoice against the referred



*[Handwritten signature]*  
Deputy Manager  
Human Resource Department

*[Handwritten signature]*  
Sudhan Sahro  
Deputy Manager  
Human Resource Department

candidates by SSGC.

17.2 If required, SSGC may ask the TSP to collect 50% per candidate cost of test from the candidates and rest of cost shall be borne by SSGC.

17.3 Reimbursement against any services incurred by TSP shall be based on Letter to proceed if contract is not finalized. Service payments shall be made after completion of tasks and contract signing.

**18 Rules of Business Engagement**

In case of any issue / dispute arises during the course of business engagement, not covered in TORs, SSGC has the right to decide the matter as deemed appropriate.

**19 Contract Period**

The Contract with successful responsive bidder shall be initially for one year which may be extended to further two years as per SSGC requirement. Quoted rates shall remain the same for next two years.

  
  
**Farah Fayyaz**  
Deputy Manager  
Human Resource Department

  
**Sudhan Sahto**  
Deputy Manager  
Human Resource Department

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**GM (HR)**  


**Hiring Criteria for acquiring the services of Testing Service Provider (TSP)**

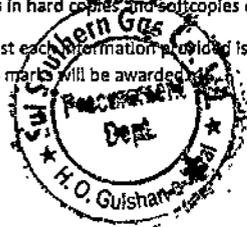
Sr.	Description	Marks	
		Allocated	Awarded
<b>Experience</b>			
1	<b>Overall Client Experience in Providing Recruitment Testing Services</b> Experience of providing Recruitment Testing Services to Corporations/Government/Public Sector Companies / Universities/ Ministry in last 5 years * Services provided to a single client will be counted only once.	5	
	101 & above clients	5	
	50-100 clients	2	
	49 or less clients	1	
1.1	<b>Working experience with Public Sector Companies/authority/corporations in last 5 years</b>	5	
	Working experience with 11 & above Public Sector Companies/authority/corporations	5	
	Working experience with 5 - 10 Public Sector Companies/authority/corporations	2	
	Working experience with less than 0-4 Public Sector Companies/authority/corporations	1	
1.2	<b>Testing Service Provider Experience since inception</b>	10	
	Testing Service Provider experience (10+ years)	10	
	Testing Service Provider experience (5 - 10 years)	5	
	Testing Service Provider experience (3-5 years)	2	
1.3	<b>Testing Service Provider Legal Status</b>	5	
	Limited Liability Company / Non profitable Registered body	5	
	Partnership	2	
	Proprietorship	1	
<b>Capacity</b>			
2	<b>Number of candidates accommodated ONLINE (computer based) in a day across Pakistan</b>	10	
	Over 2000 candidates in a single day	10	
	1000-1999 candidates in a single day	5	
	500-999 candidates in a single day	2	
3	<b>Office Setup and Infrastructure (Karachi, Quetta, Lahore &amp; Islamabad Mandatory)</b>	5	
	Office setup in 2 provincial capital other than (Karachi, Quetta, Lahore & Islamabad)	5	
	Office setup in 1 provincial capital other than (Karachi, Quetta, Lahore & Islamabad)	2	
<b>Capability</b>			
4	<b>Experience in Recruitment Tests in last 03 years</b>	15	
	300+ tests	15	
	150-299 tests	10	
	100-149 tests	5	
5	<b>Experience in Multiple Recruitment Tests - Specialties (3 mark for each specialty) with at least 10 tests in each category</b>	18	
	i) Engineering ii) Finance & Accounts /supply chain iii) Legal iv) Information Technology v) Medical vi) General Management	18	
	<b>Financial Income statement for at least 02 years or last audited statements</b>	5	
6	10 Million & Above	5	
	7.5 to 9 Million	2	
	5-7.4 million	1	
7	<b>Capability to conduct Test Nationwide Major Cities and Towns in Pakistan spread across all four provinces and Gilgit Baltistan Provincial Capitals &amp; Islamabad/Rawalpindi Mandatory)</b> Hyderabad,Sukkur,Larkana,Nawabshah,Khuzdar,Faisalabad,FATA,GB,Multan,Muzaffarbad (1Mark for each city)	10	
		10	
8	<b>Database Management /software Capability to enroll candidates through its own online portal with capability to extract required data (Please provide details with screenshots) (Mandatory)</b> Yes = 07 Marks, No = 0 Marks	12	
	<b>No of projects completed through online portal in last five years</b>	5	
	10+ projects	5	
	5-09 projects	2	
	1-04 projects	1	
<b>Total</b>		<b>100</b>	
		<b>Qualifying Marks</b>	<b>70</b>

**\* Mandatory Requirements:**

- a) NTN Certificate, All Provincial Sales Certified, Income Tax clearance certificate, Bank statement for last 12 months
- b) Declaration of not being blacklisted by any Government / Private Entity (certificate to this effect on Rs 100. Non-Judicial stamp paper to be provided.
- c) Please provide all documents in hard copies and softcopies of the same in USB

\* Documentary evidence against each information provided is mandatory requirement and to be submitted with the bid, else no marks will be awarded.

*Farah Fayyaz*  
**Farah Fayyaz**  
 Deputy Manager  
 Human Resource Department



*Subhan Sahtq*  
**Subhan Sahtq**  
 Deputy Manager  
 Human Resource Department

**GM (HR)**  
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Technical Proposal Criteria Forms

Form B 1.1

1.1	Working experience with Public Sector Companies/authority/corporations in last 5 years	5
	Working experience with 11 & above Public Sector Companies/authority/corporations	5
	Working experience with 5 - 10 Public Sector Companies/authority/corporations	2
	Working experience with less than 0-4 Public Sector Companies/authority/corporations	1

Recruitment Testing Services Experience - Working with Public Sector Companies  
Testing services provided during last 5 years

Sl#	Client Name	Industry	Date	Evidence
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

(Signature of the Bidder)  
Name, Sign and Stamp

Note:

No marks shall be awarded if adequate evidence is not provided.

Provide Documentary evidence in form of Job completion certificate/MOU/Client Agreements

*Farah*  
Farah  
Deputy  
Human Resources

*Subhan*

Subhan Sahto  
Deputy Manager  
Human Resources Department



GM (HR)

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Technical Proposal Criteria Forms

Form C 1.2

1.2	Testing Service Provider Experience since inception	10
	Testing Service Provider experience (10+ years)	10
	Testing Service Provider experience (5 - 10 years)	5
	Testing Service Provider experience (3-5 years)	2

Proof of Testing Service Provider's Years of experience

First Recruitment Test Conducted	Date	Client Name

(Signature of the Bidder)  
Name, Sign and Stamp

Note:

No marks shall be awarded if adequate evidence is not provided.

First test details for recruitment after inception or inception certificate/document from organization for which test was conducted.

*Farah Fayyaz*  
Farah Fayyaz  
Deputy Manager  
Human Resources Department

*Robben Pakto*

Robben Pakto



AM (HR)  
ES

Technical Proposal Criteria Forms

Form D 1.3

1.3	Testing Service Provider Legal Status	5
	Limited Liability Company / SECP Registered body	5
	Partnership	2
	Proprietorship	1

	Legal Status of the Company	Attach relevant evidence
1		

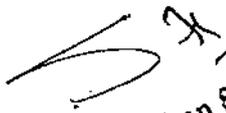
(Signature of the Bidder)  
Name, Sign and Stamp

**Note:**

No marks shall be awarded if adequate evidence is not provided.  
Please provide relevant documentary evidence that depict legal status of testing agency.



**Farah Fayyaz**  
Deputy Manager  
Human Resource Department



**Subhan Sakto**  
Deputy Manager  
Human Resource Department



**GM (HR)**  
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Technical Proposal Criteria Forms

Form E

2	Number of candidates accommodated ONLINE (computer based) in a day across Pakistan	10
	Over 2000 candidates in a single day	10
	1000-1999 candidates in a single day	5
	500-999 candidates in a single day	2

No of candidates accommodated online in a single day

Sr	Company	Date	No of Candidates accommodated

(Signature of the Bidder)  
Name, Sign and Stamp

Note:

No marks shall be awarded if adequate evidence is not provided.

Provide most recent Documentary evidence in form of Job completion certificate/ Computer invoice or any other documents

*Fayaz*  
**Fayaz Fayyaz**  
Deputy Manager  
Human Resource Department

*Subhan Sahto*  
**Subhan Sahto**  
Deputy Manager  
Human Resource Department



**GM (HR)**  
ES

Technical Proposal Criteria Forms

Form F

3	Office Setup and Infrastructure (Karachi, Quetta, Lahore & Islamabad Mandatory)	5
	Office setup in 2 provincial capital other than (Karachi, Quetta, Lahore & Islamabad)	5
	Office setup in 1 provincial capital other than (Karachi, Quetta, Lahore & Islamabad)	2

S#	Office Address	City	Contact Number
	Karachi		
	Quetta		
	Lahore		
	Islamabad		

(Signature of the Bidder)  
Name, Sign and Stamp

Note: Office setup at Islamabad, Quetta, Lahore Karachi is mandatory

*Fazal Inayat*  
Deputy  
Human Resource Deptt.

*Subhan Sahto*  
Deputy Manager  
Human Resource Department



GM (HR)  
*ES*

Technical Proposal Criteria Forms

Form G

4	Experience in Recruitment Tests in last 03 years	15
	300 + tests	15
	150-299 tests	10
	100-149 tests	5

S#	Client Name	Date	Evidence
1			
2			
3			
4			
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300			

(Signature of the Bidder)  
Name, Sign and Stamp

**Note:**  
No marks shall be awarded if adequate evidence is not provided.  
Provide Documentary evidence in form of Job completion certificate/MOU/Client Agreements

*Jasrah*  
**Fayyaz**  
Deputy Manager  
Human Resource Department

*Subhan Sahto*  
**Subhan Sahto**  
Deputy Manager  
Human Resource Department



**GM (HR)**  
ES

Technical Proposal Criteria Forms

Form H

6	Experience in Aptitude / Recruitment Tests - Specialties (3 mark for each specialty) with at least 10 tests in each category.	18
	i) Engineering ii) Finance & Accounts /supply chain iii) Legal iv) Information Technology v) Medical vi) General Management	18

S#	Specialty	Company	Date	Position Title for Test Conducted
	Engineering			
	Information Technology			

*Farah Farooq*  
 Farah Farooq  
 Deputy Manager  
 Human Resource Dept

*Subhan Sahto*  
 Subhan Sahto  
 Deputy Manager  
 Human Resource Department



GM (HR)  
 ES



Technical Proposal Criteria Forms

F & A /supply chain			
F & A /supply chain			
F & A /supply chain			
F & A /supply chain			
F & A /supply chain			
F & A /supply chain			
F & A /supply chain			
F & A /supply chain			
F & A /supply chain			
General Management			

*Fayyaz*  
**Fayyaz**  
 Deputy Manager  
 Human Resource Department

*SAH*  
**Subhan Sahto**  
 Deputy Manager  
 Human Resource Department



**GM (HR)**  
 88

Technical Proposal Criteria Forms

	General Management			
	General Management			

(Signature of the Bidder)  
Name, Sign and Stamp

**Note:**

No marks shall be awarded if adequate evidence is not provided.

Provide Documentary evidence in form of Job completion certificate or any other document Specifically stating specialty provided i.e. 10 Engineering, 10 Medical and so on for full marks

  
Farah Fayyaz  
Deputy Manager  
Human Resource Department

  
Subhan Sahto  
Deputy Manager  
Human Resource Department



GM (HR)  
28

Technical Proposal Criteria Forms

Form 1

7	Financial Income statement for at least 02 years or last audited statements	5
	10 Million & Above	5
	7.5 to 9 Million	2
	5-7.4 million	1

	Audited Accounts for last Financial Year	Details if any
1		
2		
3		

(Signature of the Bidder)  
Name, Sign and Stamp

**Note:**

No marks shall be awarded if adequate evidence is not provided.

Please provide audited financial statement of FY 2023-25, and in case of non-disclosure of accounts, provided financial statements of FY 2022-23 or equivalent

*Jarrah*  
**Jarrah Fayyaz**  
Deputy Manager  
Human Resource Department

*SA*  
**Subhan Sahto**  
Deputy Manager  
Human Resource Department  
**Southern Gas Co. Ltd.**  
Dept.  
H.O. Gulshan

**GM (HR)**  
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Technical Proposal Criteria Forms

Form J

8	Capability to conduct Test Nationwide Major Cities and Towns in Pakistan spread across all four provinces and Gilgit Baltistan (Provincial Capitals & Islamabad/Rawalpindi Mandatory)	10
	Hyderabad, Sukkur, Larkana, Nawabshah, Khuzdar, Faisalabad, FATA, GB, Multan, Muzaffarbad (1Mark for each city)	10

Proof of Testing Service Provider's test centres as described in marking criteria

Sr	City	Test Centre Address
1	Karachi	
2	Lahore	
3	Islamabad/Rawalpindi	
4	Quetta	
5	Peshawar	
6	Hyderabad	
7	Sukkur	
8	Larkana	
9	Nawabshah	
10	Khuzdar	
11	Faisalabad	
12	FATA	
13	Gilgit Baltistan	
14	Muzaffarbad	

(Signature of the Bidder)  
Name, Sign and Stamp

Note:

Mandatory office & infrastructure required at Karachi, Quetta, Islamabad/ Rawalpindi.



Handwritten signature and stamp.

GM (HR)

Technical Proposal Criteria Forms

Form K

No of projects completed through online portal in last five years	5	
10+ projects	5	
5-09 projects	2	
1-04 projects	1	

**Online Portal**

\* Recommendation letters from at least 5 Clients of repute whether TSP is proficient that testing service provider has completed mentioned projects through its online portal

(Signature of the Bidder)  
Name, Sign and Stamp

*Handwritten signature*  
Deputy Manager  
Human Resource Department



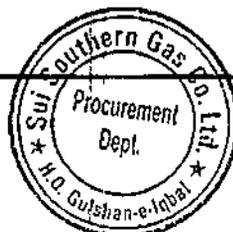
*Handwritten signature*  
Subhan Sahto  
Deputy Manager  
Human Resource Department

GM (HR)  
ES

**Section - IV**  
**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 dept. 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 "T" (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.

24. 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.

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

26. 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.

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

28. 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).

29. 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.

30. 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.

31. **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.

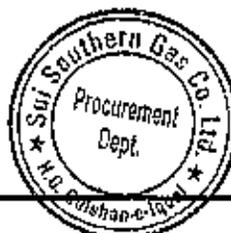
32. For open competitive bidding if the most advantageous bidder is new local manufacturer, 10% trial order will be placed and remaining 90% order will be awarded to the next most advantageous bidder at their own quoted rates.

33. **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.

34. 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



35. In Open Competitive Bidding Procedure where the quoted price is less than Rs. 500,000/- the Bid Bond will be retained in lieu of FBG.
36. 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.
37. 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 V

**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, than 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 \_\_\_\_\_ ( ) 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.

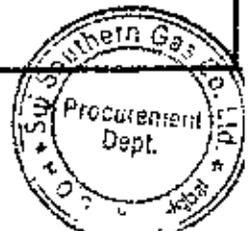
12. **Completion Period:**

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 overcome.

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 indemnify 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.

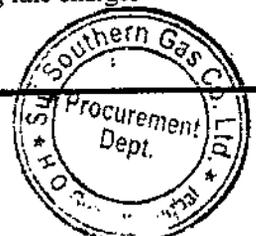
The rates and prices in such on-account bills and statement of Work shall be in accordance with those in the SOR/BOQ so far as such rates and prices are applicable and on the approved rates and prices for other items of Work. All payments against on-account bills shall be treated as provisional payments 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 filing 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 "T" (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 blow:

- 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:**

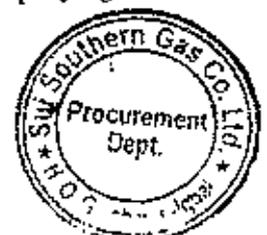
Unit rate (s) given in the Bill of Quantities shall take into account all relevant factors including discount if any. Discount given separately at the time of bid opening will not be considered.

**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.



# **FINANCIAL**

# **PROPOSAL**



**Bill of Quantities (BOQ) / Schedule of Requirement  
Tender Enquiry # SSGC/SC/**

Sl#	Description	Per candidate Test Charges
1	Computer Based	

## NOTE:

1. Bidders are required to quote per candidate service charges e.g. Rs. XXX per candidate.
2. The payment of fee to the TSP will be subjected to deduction of all applicable taxes and duties as per prevailing applicable tax laws, rules and regulations.
3. Bidder essentially required to quote their rates on bid form. Rates quoted on other than bid form shall not be tenable.
4. Estimated quantities are specified in clause 1.4 under scope of work.
5. Quoted rates shall be applicable for 3 years.

The Bidder quoted:

Charges Per candidate:

Signature of Bidder: \_\_\_\_\_

Name (Signed by): \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Stamp: \_\_\_\_\_

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

*Farah*  
**Farah Fayyaz**  
 Deputy Manager  
 Human Resource Department

*SA*  
**Subhan Sahto**  
 Deputy Manager  
 Human Resource Department



**GM (HR)**  
*es*

SCHEDULE OF REQUIREMENTAND  
BID FORM

Sr. NO.	DESCRIPTION OF ITEMS / PART NOS.  (1)	QUNATITY  (3)	UOM  (4)	TOTAL AMOUNT
1	<u>SERVICE PROVIDER</u> [1] SC110410 ENGAGING THE SERVICES OF TESTING SERVICE PROVIDER (TSP) (AS PER BOQ) <u>Delivery Schedule:</u>	1.00	Job	

Fix Bid Bond Amount in PKR: 50,000

## NOTE :

- (i) The quoted unit price and corresponding total amount shall be inclusive of all duties & Taxes, excluding Sales Tax as per provincial laws.
- (ii) Incase of supply of material alongwith services GST will be exclusive of quoted rate of material.
- (iii) Bidders are essentially required for quote their rates on bid form / BoQ.
- (iv) Prices given in the bid form and BOQ shall take into account all relevant factors including discounts, if any. Discount given separately at the time of bid opening will not be considered.
- (v) Any Bidder who change/amend the BOQ or Price Schedule (description, quantity, uom etc.) will be render the bid as conditional bid and will be liable for rejection.

SIGNAUTRE OF BIDDER: \_\_\_\_\_  
 NAME.....: \_\_\_\_\_  
 NAME OF BIDDER.....: \_\_\_\_\_  
 STAMP.....: \_\_\_\_\_  
 DATE.....: \_\_\_\_\_



(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 with drawl 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



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

## 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 damaged 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.

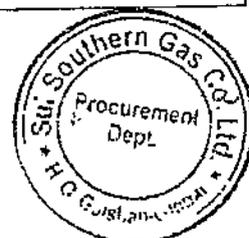
[The Seller/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, 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) [T-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. In case 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, entities 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

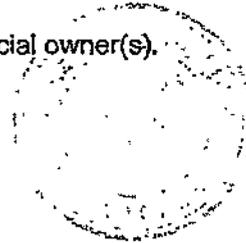
9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).



1	2	3	4	5	6	7	8
Name and surname (in block Letter's)	CNIC no (in case of foreigner Passport No)	Father's / Husband's Name in Full	Current Nationally	Any other Nationality lies)	Occupation	Residentially address in full of the registered / principle office address for a subscribers other than natural Person	Numbers of shares taken by cash subscribers (in figures and words)
			Total numbers of shares taken (in figures and words)				

10. Any other information incidental to or relevant to beneficial owner(s).

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



## 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)]

Proc. 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: \_\_\_\_\_

\* 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**

**UNDERTAKING OF COMPLIANCE WITH INTEGRATED MANAGEMENT SYSTEM (IMS) MANUAL AND BLACKLISTING MECHANISM**

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 the 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. That the bidder has also read, understood, and accepted the **Blacklisting Mechanism of Sui Southern Gas Company Limited (SSGC)**, available at:  
[https://www.ssgc.com.pk/web/wp-content/uploads/2024/09/blacklisting\\_mechanism\\_2024.pdf](https://www.ssgc.com.pk/web/wp-content/uploads/2024/09/blacklisting_mechanism_2024.pdf)
6. Any type of violation of the tender terms and non-performance will result in the enforcement of the **Blacklisting Mechanism**, which will be dealt with in accordance with the **Blacklisting Rules/Mechanism**.
7. This affidavit is made in good faith and for the purpose of affirming our commitment to health, safety, environmental standards, and compliance with the **Integrated Management System (IMS) Manual** and the **Blacklisting Mechanism** of Sui Southern Gas Company Limited (SSGC), as well as all other applicable policies and procedures of SSGC.

Signed at \_\_\_\_\_ [City] on this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Details: \_\_\_\_\_

(Company Stamp / Seal Mandatory)



Witnessed by:

Signature of Witness: \_\_\_\_\_  
Name of Witness: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_  
Name of Witness: \_\_\_\_\_  
Date: \_\_\_\_\_

**SSTW-05**

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 \_\_\_\_\_





سویس گیس کمپنی لمیٹڈ  
پروگریس ٹیبلٹ ٹرنٹ

تمام ٹیبلٹ رولز کے لیے معیاری ایڈوائزری

خدمات کی ادائیگی پر سندھ سیلز ٹیکس  
(1 جولائی 2024 سے نافذ العمل)

### س منظر

مطلع کیا جائے کہ:

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

2. مارچ 2024 سے جون 2024 تک، SSGC نے سندھ میں فراہم کی جانے والی خدمات کے لیے وینڈرز کی انوائس ویلیو سے سندھ سیلز ٹیکس کی رقم کا 80% کاٹ لیا ہے اور ایسے 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 ہولڈنگ رولز میں ترمیم کی ہے جس کے تحت SSGC کو انوائس ویلیو سے سیلز ٹیکس کی رقم کا 20% کٹوتی کرنا ہوگی۔

### سندھ سیلز ٹیکس ود ہولڈنگ 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 جائے گا:

1) 80% سیلز ٹیکس صرف 'ماضی' انوائسز پر کٹوتی جاری رہے گی (جہاں وینڈر نے پہلے ہی سرکاری خزانے میں 20% سیلز ٹیکس جمع کرایا ہے اس کا ثبوت فراہم کرنا ہے)۔

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

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





# 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.)

