

# **SUI NORTHERN GAS PIPELINES LIMITED**

**Wah Stores Near Green Lagoon Hotel G.T Road Wah Cantt, Rawalpindi (PAKISTAN)**

Ref: WAH/TE/018/2026

Dated: 23.04.2026

M/s.

**INVITATION TO BID / INSTRUCTIONS TO BIDDERS**  
**OUR TENDER ENQUIRY NO. WAH/TE/018/2026**  
**PAPER, TONER STATIONERY & PRINTING STATIONERY**  
**OPENING DATE: 12.05.2026**

1. We enclose one set of our Tender Enquiry for supply of subject noted items comprising of the following: -

- |                                                                                                                                                                                                                           |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| i). General Terms                                                                                                                                                                                                         | Appendix 'A' |
| ii). Schedule of Requirement and Delivery                                                                                                                                                                                 | Appendix 'B' |
| iii). Technical Specifications                                                                                                                                                                                            | Appendix 'C' |
| iv). Price Term Sheet                                                                                                                                                                                                     | Appendix 'D' |
| v). Specimen of Bid Bond                                                                                                                                                                                                  | Appendix 'E' |
| vi). Specimen of Performance/Warranty Bond                                                                                                                                                                                | Appendix 'F' |
| vii). Format of Authority Letter for attending public opening of bids (to be provided by the bidders representatives to the bid opening Committee at the time of public opening of technical as well as commercial bids). | Appendix 'G' |
| viii). Questionnaire / Commercial Sheet                                                                                                                                                                                   | Appendix 'I' |
| ix). Certificate Of Full Disclosure And Non-Collusion                                                                                                                                                                     | Appendix 'J' |
| x). Manner And Mechanism To Blacklisting / Cross Debarring Of Supplier Or Contractor                                                                                                                                      | Appendix 'K' |

2. Your firm and irrevocable offer in Pak Rupees must be based on free delivery at our **SNGPL Stores Near Green Lagoon Hotel Main G.T Road Wah Cantt.**
3. The delivery must conform to the terms given in the "Schedule of Requirement and Delivery" (Appendix 'B') and must be strictly adhered to. Earlier delivery will also be acceptable.
4. General Terms attached as Appendix-A, must be taken into consideration before submitting your quotation.
5. Your offer must remain open for a period of **60 days** from the closing date of the tender.
6. If you have any doubts as to the meaning of any portion of the specifications or "General Terms", you should when submitting your bid, set out in your covering letter, the interpretation upon which you rely.
7. Your offer should be prepared in duplicate and both the copies of your bid/quotation should be addressed and forwarded direct to:-

**THE SENIOR OFFICER (PROCUREMENT)**  
**SUI NORTHERN GAS PIPELINES LIMITED,**  
**SNGPL STORES NEAR GREEN LAGOON HOTEL,**  
**MAIN G.T ROAD WAH CANTT.**

8. Both original and duplicate bids/quotations must be enclosed in duplicate **sealed cover**. Both the **Inner and outer envelope** must marked with the following:-

**"Confidential"**

**Bid / Quotation for the supply of Paper, Toner, Stationery & Printing Stationery**

**Tender Enquiry No. WAH/TE/018/2026**

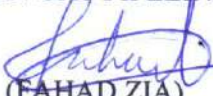
- **Bid opening date 12.05.2026 Time 1130 Hours**

Sealed cover should not bear any marking which can give any indication about the sender. Offer received by Telex/Telefax/Cable/E-mail will not be accepted.

9. Bids/quotations will be received in this office on or before **12.05.2026 by 1100 hours** and will be opened publicly on the same date at **1230 hours** at the address mentioned at Sr.7 above. In case of holiday(s) falling on the date of bids opening bids/quotations will be opened at the same time on the next working day. It will be the responsibility of the bidder to deliver the bids before the closing time. The Company does not take any responsibility, whatsoever, of collection of bids from any agency. Bids/Quotations received after the bids opening date and time will not be considered and will be returned.

10. *We reserve the right to increase/decrease the quantities or cancel this enquiry in whole or in part before tender opening should our requirement change in the meantime. After tender opening, the quantities may be increased / decreased by 15% of the tender quantities. However, decrease beyond 15% shall be subject to concurrence by the successful bidder.*
11. We also reserve the right to have items 100% inspected by a third party at our own expense, or by our Engineer at your manufacturing premises as well as our Inspection Shop.
12. It must be indicated by the bidders by their offers/quotations that their quotation fully conforms to technical specifications and to the terms and conditions of the tender enquiry.
13. Only one authorized representative of bidder will be allowed to attend the public opening of bids, who will be required to submit an authority letter (as per specimen attached as Appendix 'G') in his favour issued by the respective bidders(s) for attending the public opening of bids, failing which he will not be allowed to attend the public opening.
14. Any attempt to obstruct competition by any means including formation of cartels will lead to rejection of your bid. Furthermore, this may also lead to de-listing for your firm from list of approved /pre-qualified manufacturers of the tendered item.
15. **Reservations / Clarifications, if any w.r.t. tender terms / specifications should be asked by the bidder's 7-days prior to the closing date of the tender.**
16. If needed be, please contact Mr. Fahad Zia Senior Officer (Procurement) Ph: # 051-4923033  
E-mail: [fahad.zia@sngpl.com.pk](mailto:fahad.zia@sngpl.com.pk)
17. It is contractor's responsibility to take measures as per General Procedure of HSE in view of the environmental health, safety law and regulations, which is available at [www.sngpl.com.pk](http://www.sngpl.com.pk).
18. Blacklisting and Debarment of bidders and suppliers shall be as per PPRA Rule No.19.
19. "Bidders are required to submit their firm and irrevocable offer in Pak Rupees inclusive of all Govt. Taxes, Duties & levies etc; except sales tax, which must be based on free delivery at our specified stores/location. The amount of Sales Tax, where applicable, would be mentioned separately. **In case GST is not mentioned separately, it shall be considered that offered bid price is inclusive of GST.**  
However, bidder may be required to provide documentary evidence regarding application or exemption of sales tax as mentioned in bid, if required by us during evaluation of bids or after placement of order/contract. Payment of sales tax shall be made as per prevailing Govt. rules/ regulations."

Yours faithfully,  
SUI NORTHERN GAS PIPELINES LIMITED

  
(FAHAD ZIA)

SENIOR OFFICER (PROCUREMENT)  
for MANAGING DIRECTOR



**SCHEDULE OF REQUIREMENT/DELIVERY  
TENDER ENQUIRY NO. WAH/TE/018/2026**

The approximate total requirement of Paper, Toner, Stationery & Printing Stationery  
And delivery required is as under:-

SR .#.	Description.	Qty.	Bid Bond Valuing (Rs.)	Delivery Required.
1.	Paper Rim, A-4 size 80 Gram, (White) 500 Sheet = 1 Rim= 1 Number	317 Nos	<b>21,000/-</b>	Free delivery required <b>within 30 days</b> after receipt of purchase order at our <b>SNGPL Stores, Main G.T Road, Wah Cantt</b>
2.	Paper Rim, A-4 size 80 Gram, (Blue) 100 Sheet = Packet= 1 Number	20 Nos		
3.	Paper Rim, A-4 size 70 Gram, (White) 500 Sheet = 1 Rim= 1 Number	35 Nos		
4.	Register Narrow Line fine quality paper, 300 pages, 70 Gram, size Legal One color Two sided printed	08 Nos		
5.	Carbon Paper A-4 size (100 Carbon sheet per packet)	04 Pkt		
6.	Khaki Envelop A-4 size (12" x 10")	500 Nos		
7.	Ball Point (Blue), Crystal /pure transparent body Piano or equivalent)	530 Nos		
8.	Request for Payment Pad (100 sheet per pad) , A-4 size single color 68 Gram, (Sample attached)	30 Nos		
9.	Log Book Single page (Loose) 68 Gram, Two side printing, One Color (Sample attached)	12000 Nos		
10.	Envelop Khaki 5"x11" fine paper	250 Nos		
11.	Land Cloth Envelop A-3 size Khaki	50 Nos		
12.	File Cover Legal size (Glazed hard card) 350 Gram Company logo Printed with Laces, Two Color Printing (Sample attached)	280 Nos		
13.	Staplers with provision of pin removal (Standard Size)	18 Nos		
14.	Punch Machine 30 pages	03 Nos		
15.	Yellow Color Highlighters, Famous Brand (Yellow-24, Blue-4, Green-3 & Pink-3	34 Nos		
16.	Squash Tape Dispenser	04 Nos		
17.	Crystal (Blue) Stamp Pad	06 Nos		
18.	Calculator	06 Nos		
19.	Glue Stick 124mm	08 Nos		
20.	Writing Pad A-4 size	10 Nos		
21.	Enclosure List A-4 size (100 pages per pad)	10 Nos		
22.	General Register Legal size (200 pages)	03 Nos		
23.	Subordinate P/L form A-4 size (100 pages per pad)	10 Nos		
24.	Medical Reimbursement Register (250 pages)	04 Nos		
25.	Gum Stick 36 Gram fine quality	26 Nos		
26.	Sticky Notes 2"x3"	50 Nos		
27.	Blue ball Point (10 pcs per packet) fine, (Piano, Doller Jelflow or equivalent)	10 Pkt		
28.	Toner Cartridge for HP Laser jet printer P1606DN	03 Nos		
29.	Blue Box File with Clamp (Fiber Coated + Superior Quality)	106 Nos		
30.	Heavy-duty Stapler Machine capacity 100 sheets (Staples 23/10 & 23/15) (Loading capacity 100 staples) (insertion depth 250mm)	01 No		

31.	Pantom Toner PC-310 Black Laser Toner Cartridge	01 No	
32.	Paper Rim A-3 size 80 Gram (Light Green) 500 pages Rim = 1 No	01 No	
33.	Subordinate Staff Overtime Claim Form (Single Color, Two Sided Printing, Paper Size: Legal & Paper Weight :68g) Pads	20 Nos	
34.	Vehicle Defect Report Pads [Pads, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	10 Nos	
35.	Movement Order Forms (Perforated) [Pads of 100 Sheets, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	20 Nos	
36.	Medical Claim Form Pads (Single Color, One Sided Printing, Paper Size: A4 & Paper Weight :68g)	05 Nos	
37.	Washout/Exposure Repair Report ROW Patrolling/Inspection Carried Out Pads (Single Color, One Sided Printing, Paper Size: A4 & Paper Weight :68g)	24 Nos	
38.	Gate Pass Books, Perforated with Serial (Single Color, One Sided Printing, Paper Size: A4 & Paper Weight :68g)	30 Nos	
39.	Weekly ROW Inspection Report Form Pads (Single Color, One Sided Printing, Paper Size: A4 & Paper Weight :68g) (Form No:1392/70)	40 Nos	
40.	Work Report Form Pads (Single Color, One Sided Printing, Paper Size: A4 & Paper Weight :68g)	05 Nos	
41.	Subordinate Staff TA/HA Forms Pads (Single Color, 2 Side Printing) (Paper Size: Legal & Paper Weight :68g) Form No: 1529/63/67/74	25 Nos	
42.	Casual Labour Payment Sheets [One Sided, Single Color Printing, Paper Size: A3 & Paper Weight :80g & Paper Color: Green] (Sample Attached)	250 Nos	
43.	Case Crossing Inspection Report Pads (Single Color, One Sided Printing, Paper Size: A4 & Paper Weight :68g)	05 Nos	
44.	Overhead Crossing Inspection Report Form 202-B [Pads, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	05 Nos	
45.	Leak Testing Report , Pads (Single Color, One Sided Printing, Paper Size: A4 & Paper Weight :68g)	10 Nos	
46.	12-Digits Desktop Calculator, Easy view tilted Large Display featuring Auto Replay and 112 Steps Check Function, Dual Power (Solar+Battery)	06 Nos	
47.	Transparent Tap 1"	10 Nos	
48.	Dusting Cloth Flalain (Large)	24 Nos	
49.	Rulled Writing Pads (A4 Size), File 80g pages	24 Nos	
50.	Rulled Writing Pads (A4 Half Size), File 80g pages	24 Nos	
51.	Attendance Registers (As per Sample)	10 Nos	
52.	Rulled Register (8 QRS)	15 Nos	
53.	Paper Clips (Standard Size)	40 Box	
54.	Envelope (A4 Size, White)	300 Nos	
55.	Lead Pencile (Regular)	06 Box	
56.	Carbon Paper (21x33 CM, 100 Sheets)	10 Pkt	
57.	Stapler Large (Professional)	02 Nos	
58.	Ream Yellow Color Paper, A4 size, 80g (As per attached Sameple)	03 Nos	
59.	Ream Green Color Paper, A4 size, 80g (As per attached Sameple)	03 Nos	
60.	Paper Ream A3 Size, 80g Fine	05 Nos	
61.	Maintenance/Greasing of Valve Assemblies [Pads, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	05 Nos	
62.	Inspection of Repeater Station Report TF-207 [Pads, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	05 Nos	
63.	Encroachment Notice Urdu [Pads, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	10 Nos	
64.	Overtime Approval Form [Pads, One Sided Single Color Printing, Paper Size: Legal & Paper Weight :68g]	15 Nos	
65.	Security Performa Report [Pads, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	15 Nos	
66.	Short Leave Performa [Pads, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	10 Nos	

67.	Forget Attendance Performa [Pads, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	10 Nos		
68.	Movement Order [Perforated, Pads of 100 Sheets, One Sided Single Color Printing, Paper Size: A4 & Paper Weight :68g]	25 Nos		
69.	Register (Daily Operating Pressure Data) 300 Pages, 70g, Size: Legal, One Color 2 sided Printed)	04 Nos		
70.	Black Permanent Marker Large, Bullet Tip	15 Nos		
71.	Black Permanent Marker Large, Chisel Tip	10 Nos		
72.	Ink Remover (Correction Pen)	15 Nos		
73.	Sticking Notes (Transparent Neon Colors, 20 Sheets/Pad	15 Nos		

**NOTES:**

1.	<b>Each item shall be evaluated separately.</b>
2.	As a result of evaluation / scrutiny of bid, if any clarification is sought by SNGPL, bidders are required to adhere to the timeline specified by the SNGPL. In case of non-compliance to the timeline, SNGPL reserves the right to proceed further without any recourse.
3.	Material should be supplied as per our specification, substandard / defective material will have to be replaced by you on 'NO CHARGE BASIS' even after our acceptance.
4.	Conditional bids are liable for rejection. For example but not limited to: - Rate of exchange fluctuation - Partial order acceptance - Government duties & taxes etc.
5.	Bidder must conform to the specified tender terms.
6.	We require delivery as per above mentioned schedule / period, you however may quote your best delivery schedule period.
7.	The Company reserves the right to extend the opening date of tender enquiry without assigning any reason what-so-ever.
8.	Your offer should be accompanied by a copy of valid Sales Tax Registration, NTN and Professional Tax clearance certificate in your name, failing which the offer will not be considered for evaluation.
9.	The Company reserves the right to accept and / or to reject any offer without assigning any reasons.
10.	Sales Tax will be paid to you on submission of documentary evidence.
11.	Bidder in their quotation write the prices in figures as well as in words. In case of any dispute between unit price, and total price, the unit price shall prevail.
12.	Discount, if any, should be boldly shown under the prices. Discount, if conditional or not read at the time of bid opening shall not considered during bid evaluation.
13.	We reserve the right to increase/decrease the quantities or cancel this enquiry in whole or in part before tender opening should our requirement change in the meantime. After tender opening, the quantities may be increased / decrease by 15% of tender quantities. However, decrease beyond 15% shall be subject to concurrence by the successful bidder.
14.	Your deliveries are liable to be tested / physically inspected by us and if you fail to supply the material according to our specifications we reserve the right to cancel the purchase order.
15.	Bids will be evaluated and accepted for above offered quantity. No bid will be acceptable for less than the quantity specified above in the schedule of requirement.
16.	Please not that only firm and irrevocable offer will be considered for evaluation and acceptance, and no offer which contains any conditions such as the quoted price linked with foreign exchange rates, custom duty and transportation etc. will not be considered for acceptance.
17.	Please indicate clearly your reservations if any, to the terms and conditions of the tender enquiry, on the quotation.
18.	It is contractor's responsibility to take measures as per General Procedure of HSE in view of the environmental health, safety law and regulations, which is available at <a href="http://www.sngpl.com.pk">www.sngpl.com.pk</a> .
19.	The following documents / information must be provided along with the bid:- a) Name of the bidder. b) Type of ownership i.e. Proprietor / Partnership / Private Limited Company /Public Limited Company. Following relevant papers must be provided in respective cases:- i) Copy of NIC in case of single proprietor ii) Copy of Partnership deed in case of partnership iii) Copy of Article of Association for Private / Public Limited Companies. c) Date of establishment of business concern. umber along with copy of certificate. e) National Tax Number along with copy of certificate. f) <b>Professional Tax Clearance Certificate.(2025-26)</b>
20.	<b>The bidder is required to be on Active Taxpayer List of FBR for obtaining tender documents and quoting bid against tender enquiry.</b>

**Special Instructions for tender fee & bid submission:-**

1. Tender documents Fee is Rs.1000/-, in the shape of valid CDR/Bank Draft/Demand draft/Pay Order in SNGPL favor must be submitted in hard form at undersigned office address either before tender opening or with the Bid. Those bidders who failed to submit the tender documents fee by the above deadline, their bids shall not be announced/considered and will be disregarded.
2. Since the tender is processed on PPRA EPAD, hence all bidders are advised to upload their bids on the EPADS per PPRA requirements along with submission of their bids in hard form at undersigned office address mandatorily. Failure to adhere to the above will lead to non-announcement/consideration of the bid.
3. Bid must accompany the bid bond/security of the required amount in SNGPL favor in the shape of CDR/Bank Draft/Demand draft/Pay Order / Bank Guarantee and must be submitted in hard form at undersigned office address by the deadline. **As the tender evaluation is item wise, hence as per PPRA EPADS requirement, bidders are required to submit bid bond/security of the above total value Rs.21000/- and the bid bond in EPADS should match with the original one submitted in hard form. Failure to adhere to the above and submission of bid bond by short amount will lead to non-announcement/consideration of the bid. Kindly also upload the scanned copy of your Bid Bond/security along with your bid on the EPADS.**

Please read the tender documents carefully and follow the instructions therein for tender participation and Bid submission.









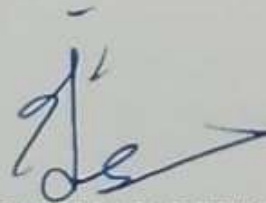


## SPECIFICATIONS

Appendix C

1. All printing Stationary must be printed as per provided samples and given description otherwise these will not be acceptable.
2. Each Pad must contain 100 sheets.

The items are exempted from the requirement of Oil & Gas sale reference as per Managing Director's approval.



(MUHAMMAD ZEESHAN JAVAID)  
SENIOR ENGINEER (T)

## **GENERAL TERMS**

1. **LANGUAGE**  
The ruling language of this tender is English.
2. **PRICES**
  - 2.1 **Bidders are required to submit their firm and irrevocable offer in Pak Rupees, which must be based on free delivery at our specified stores/location.**
  - 2.2 **Prices should be quoted on Price Terms Sheet on Appendix “D”. Bid for lesser quantities than specified in the tender shall not be accepted.**
3. **STANDARDS**
  - 3.1 Where National/International standards are specified, material meeting other authoritative standards which ensure an equal or higher quality than the standards mentioned will also be acceptable.
  - 3.2 Where definitions are given in terms of specific National/International standards those should be taken as a very close approximation of the requirements to be met.
  - 3.3 In each case where reference is made to any specific National/International standards, ensuring equal or higher quality will also be acceptable. In case your offer conforms to Standards other than specified in the tender enquiry, you are required to submit along with your bid, one copy each of those standards in English, and evidence that the standards used are recognized and authoritative standards which ensure equal or higher quality. In case you do not submit the required evidence and copy of the standards, then your offer may not be considered.
  - 3.4 In case the bidder is not able to fully comply with the technical specifications of tender enquiry, he must indicate his reservations in the offer and submit complete specifications/literature of the items he is offering. Bids will be disqualified if relevant technical literature/specifications are not attached to the offer.
4. **CLARIFICATION OF BID**
  - 4.1 Quotations should not have any over-writings. Corrections if any, must be made by deleting and re-writing. All such deletions/cuttings must be authenticated by additional signatures. Quotations carrying over-writing are likely to be disregarded.
  - 4.2 No bidder will be permitted to alter his bid after the bids have been opened, but clarifications not altering the substance of the bid may be solicited and/or accepted. No bidder will be asked or required to alter the substance of his bid.
  - 4.3 It is the intention of Sui Northern Gas Pipelines Limited, to deal directly with manufacturers of the items required.
  - 4.4 All deviations from or exceptions to, or qualifications of specifications shall be clearly stated separately in the proposals.
  - 4.5 The manufacturers should offer only one product against each item, in conformity

with the specifications stipulated in the tender documents.

5. **REJECTION OF BIDS.**

- 5.1 Sui Northern Gas Pipelines Limited reserves the right to reject any or all bids which do not meet the intent of the specifications or where there is evidence of lack of competition or where the lowest bid exceeds the cost estimated by an amount which in the opinion of Sui Northern Gas Pipelines Limited is sufficient to justify such a cause.
- 5.2 The Company does not bind itself to accept the lowest or any particular bid or any part of a bid, nor will be responsible to pay the expenses or losses which may be incurred by any tenderer/ bidder in the preparation of his bid.

6. **EVALUATION OF BIDS**

- 6.1 For the purposes of determining the lowest evaluated bid, facts other than price such as guaranteed delivery period, reliability and efficiency of material, availability of service and spare parts and creditability of bidders will be taken into consideration.
- 6.2 Every bidder is required to submit only one proposal / option against of one tender documents set. Alternate / second option / proposal can be submitted by procuring new tender documents set with submission of separate bid bond. Submission of more than one options / offers against purchase of one tender document set by submitting one bid bond will lead to disqualification / rejection of the whole bid. No further chance / clarification to withdraw additional offer / option will be provided.
- 6.3 Bids will be evaluated on item-wise basis, unless and until mentioned otherwise. However, in case, after evaluation, the tendered quantities are splitted between two or more bidders and chunk of any supplier(s) is too small to cover administrative cost on further processing of the purchase order, pre-shipment inspection cost etc, as determined by the procuring agency, order of such item(s) will be placed on next lowest available responsive bid winning / securing orderable quantities.

7. **CANVASSING**

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

8. **AWARD OF CONTRACT**

It is the intention to award a contract to the bidder whose bid has been determined to be the lowest evaluated technically acceptable bid and who meets the approximate standard of capability and financial responsibility subject to our reservation as mentioned at clause 6 above.

9. **VALIDITY OF BIDS**

- 9.1 Your offer must remain valid for a period of **60 days** from closing date of the tender. Bids received with shorter validity may be considered non-responsive.
- 9.2 The buyer/purchaser may, however, request for extension of validity of bids without any change in quoted price and other terms and conditions. The bidder (s) may refuse to extend validity of their bid beyond their quoted validity.

10. **BID SECURITY**

- 10.1 Every bidder shall furnish as part of its bid, bid security (in original), in the amount as mentioned in **SOR** (schedule of Requirement) in the form of a Bank Draft / Pay Order or a bond (Bid Bond) issued by a scheduled Bank of Pakistan on a non-

judicial stamp paper (as per specimen enclosed as Appendix 'E') valid for **30 days** beyond the validity of bid/ quotation from the date of bid opening or extended validity of bid. This will serve as a guarantee of acceptance of purchase order in case his bid turns out to be the lowest evaluated bid.

- 10.2 Any Bid, which is not accompanied by the requisite bid security (in original), would be treated as without bid security and will not be read out at the time of tender opening and will be considered as non responsive. No Telefax advice regarding issuance of Bid Bond received from bidder / Bank will be considered sufficient in lieu of actual Bid Bond. Bids received along with bid security in the amount of less than required amount shall be treated as non-responsive.
- 10.3 This bid bond will serve as guarantee in case bidder subsequently either withdraw, or unilaterally modify, vary or alter his bid after opening of the bids and before expiry of bid validity period, or fail to accept our purchase order, placed on them within the validity of their bid or its extended validity in case his bid turns out to be the lowest evaluated bid. Bid Bond will be retained until SNGPL enters into an Agreement or until 90 days after bid opening date, whichever is later.
- 10.4 The cost of the above bonds shall be borne by the Bidder.
- 10.5 The bid security may be forfeited:-
- a) If any bidder withdraws its bid, during the period of bid validity specified by the bidder in his bid or extended period of validity of their bid/quotation.
  - b) In the case of successful bidder, if the bidder fails:-
    - i) To sign the Contract/Purchase Order or
    - ii) To furnish Performance/Warranty Bond Guarantee.

## 11. **PERFORMANCE/WARRANTY BOND GUARANTEE**

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

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

- a) The proceeds of the Performance Security shall be payable to the purchaser as compensation, in whole or in part, for supplier's failure to complete its obligations under the contract, on pro-rata basis to the extent of contract (amount) no performed, in addition to other claims, if any as mention in the tender documents.
- b) This will serve as Performance Bond to guarantee timely and complete delivery of the material as per delivery schedule.

Subsequently, this will serve as Warranty Bond as per clause 11.2 given below:-

11.1.2 The Performance/Warranty Bond Guarantee, if provided within the given time period of **30 days**, shall remain valid for a period of **not less than 6 months**, after the last portion of the goods and / or services have been delivered to the final destination indicated in the contract. In case Performance/Warranty Bond Guarantee is not received within given time period of 30 days, the validity period of **06 months** will be increased to **09 months** after the last portion of the goods and services are delivered to the final destination. In case, the Performance/Warranty Bond Guarantee is not received within 60 days, the relevant clauses

of the tender / purchase order will be invoked, contract will be terminated and submitted bid bond will be forfeited.

- 11.1.3 Pursuant to above, after initial period of **30 days**, a notice will be served to supplier for submission of Performance/Warranty Bond Guarantee within next 10 days. In case of adherence to the notice, the period of Performance/Warranty Bond Guarantee will be as per stipulation of clause 11.1.2. In case the supplier fails to submit Performance/Warranty Bond Guarantee even after 10 days of notice, final notice will be issued to submit Performance/Warranty Bond Guarantee within next 20 days (overall not later than 60 days of receipt of the purchase order). In case of failure, purchase order will be terminated and bid bond will be forfeited.

## 11.2 WARRANTY

- 11.2.1 The supplier warrants that the goods and services supplied under the contract shall conform to the specifications provided in this tender enquiry. The supplier also warrants that the good and services supplied under the contract are new, unused, of the most recent improvements in design and material unless provided other-wise in the contract. The supplier further warrants that the goods and services supplied under this contract shall have no defects arising from the design, materials or workmanship (except in-so-far as the design or material is required by the purchaser's specifications) or from any act of omission of the supplier, that may develop under normal use of the supplied goods in the conditions usage at final destination.
- 11.2.2 The purchaser shall promptly notify the supplier in writing of any claim arising under this warranty. Upon receipt of such notice, the supplier shall, with all reasonable speed (but not later than original delivery period), replace the defective goods or parts thereof, without costs to the purchaser.

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

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

- 11.2.7 The Performance/Warranty Bond Guarantee will be discharged by the Purchaser as soon as possible following the date of completion of the supplier's Performance obligations, including any warranty obligations under the contract.

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

- 12.1 Time shall be essence of the contract/purchase order and it will include a clause on Late Delivery Charges. This interalia will state that if the materials, as given in the order have not been delivered on time and as per stipulations in the contract except on account of Force Majeure, Sui Northern Gas Pipelines Limited (SNGPL) shall be entitled to recover **1%** of the total value (excluding sales tax) of the delayed part of material for each week of delay, by way of Late Delivery Charges subject to a maximum of **10%** of the total value (excluding sales tax) of the delayed part of the material. The period for calculation of Late Delivery Charges shall be reckoned in number of days for which the material was delayed.
- All the supplies after expiry of scheduled delivery period will be subject to clause mentioned above and does not require any additional noting / marking / comments on delivery challans etc. at the time of receipt of delayed supplies.
- 12.2 The payment of such Late Delivery Charges shall not relieve the supplier from performing and fulfilling its obligations under the contract nor will the corresponding rights and entitlements of Sui Northern Gas Pipelines Limited be affected or reduced in any manner.
- 12.3 Whenever Late Delivery Charges or any other claim become payable, SNGPL, in its sole discretion shall quantify the same as per tender terms and serve a written notice upon the supplier requiring immediate payment thereof. If the supplier fails to remit payment within the given time period as mentioned in the notice, to be served under any mode of communication i.e. E Mail, Fax, Courier, registered postal cover etc., SNGPL will become entitled to recover
- 12.4 the same forthwith by calling upon the complete Performance/warranty Bond Guarantee. The amount over and above the SNGPL's claim will be returned to the bank, on supplier's account, after completion of contract performance period.
- 12.5 In case of a contract on turnkey basis or the material covered in the contract is a compact unit consisting of more than one item(s) / part(s) or the delayed part of supply / services, in any way, affects the overall completion, utilization or functionality of the whole item / work, the L/D charges will be worked out on whole unit(s).

## **13. FORCE MAJEURE**

- 13.1 Notwithstanding any provision to the contrary contained for damages or be deemed in default of the provisions of the contract/purchase order for failure to perform or delay in the performance of obligations assumed by such party pursuant hereto in-so-far as the said affected party can clearly establish that its performance has been prevented or delayed by Force Majeure. The term "Force Majeure" as employed herein shall mean acts of Government in their sovereign capacity, riots, strikes, lock outs, fire occurring in the supplier's establishment, political disturbances, mobilization, wars, unprecedented flood, storms hurricanes or other acts of God.
- 13.2 If a party wishes to claim relief of by reasons of Force Majeure, it shall within ten days of its occurrence serve written notice of occurrence of such a Force Majeure on the other party through registered posts. The two parties shall consult each other and agree upon the measures to be taken. As soon as the Force Majeure ends, the affected party shall promptly resume performance of its obligations under the agreements and intimate the other party about this.

## **14. TERMINATION OF CONTRACT**

- 14.1 In case a contract/purchase order is placed on the basis of this tender enquiry Sui Northern may, without prejudice to any other remedy for breach of contract, by

written notice of default sent to the supplier terminate the contract in whole or in part.

- a. If the supplier fails to deliver any or all of the goods within the time period(s) specified in the Contract/order, or any extension thereof granted by Sui Northern.
  - b. If the supplier fails to perform any other obligation(s) under contract/order or
  - c. If the supplier, in either of the above circumstance, does not cure its failure within a period of **30 days** after receipt of the default notice from Sui Northern.
15. In the event, Sui Northern terminates the contract in whole or in part pursuant to para 14 Sui Northern may procure, upon such terms and in such manner as it deem appropriate goods similar to those undelivered, and the supplier shall be liable to Sui Northern for any excess cost for such contract to the extent not terminated.
  16. Your material/goods are liable to be technically/physically inspected by us and if you fail to supply the material/goods according to our specifications, we reserve the right to cancel our purchase order on you.
  17. Complete technical literature/relevant brochure of the goods offered should be accompanied with the offer, failing which the bid is liable to rejection. Technical catalogue/literature are necessarily required in support of the quoted specifications. In case the accompanying literature does not support the specifications as quoted in the bid, it would be liable to rejection.
  18. In case the supplier fails to supply the goods within stipulated period and seeks extension from the Company and that in the event of extension granted by the Company in completion of the supply of goods, in case the existing tax including excise duty is either increased or new tax is imposed by the government during the extended period delayed delivery by the bidder, payment thereof will be the sole liability of the seller and the Company shall not be liable to pay any such amount to the supplier/seller on account of imposition of new duty custom, excise or tax or increase in existing rate of duty custom, excise or taxes.
  19. While tendering your quotation, the present trend in the rate of material/goods in the market should be kept in mind. No request for increase in price due to market fluctuations in the cost of material/goods will be entertained.
  20. In case of an order on you, you will be required to execute the order strictly in accordance with the terms and conditions of the order. In case any of the terms and conditions of the order are violated we will have the right to cancel the Purchase Order or part thereof as necessary.
  21. **POST QUALIFICATION**
    - 21.1 In the absence of prequalification, the purchaser shall determine to its satisfaction based upon an examination of the documentary evidence of manufacturers financial, technical and production capabilities submitted by the bidders along with its bid. Pursuant to the following as well as any other information as the purchaser may deem necessary and appropriate: -
      - a) That, in the case of bidder offering to supply imported goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized by the goods manufacture or produce to supply the goods in the purchaser's country,
    - 21.2 The purchaser shall determine to its satisfaction whether the supplier/manufacturer

selected as having submitted the responsive bid is qualified and has the capability and resources to satisfactorily perform the contract.

- 21.3 The bidder will provide the names and addresses with names of contacts including telex/telefax numbers of the Oils and Gas Companies to whom the tendered product have been sold in size-able quantity during the last five years. Simply submitting a list of customers to whom the manufacturer has been supplying various goods, will not meet the intent and purpose of this requirements. This information must form a part of bid, and the bidders are not encouraged to submit any these information's subsequently after public opening of the bids.

The bidder shall provide documentary evidence of their having been in the line of manufacturing the offered items for the past five (5) years.

- 21.4 However, bidders quoting an item or material of a manufacturer, which has been successfully supplied during last 5 years to SNGPL w.r.t. brand / model # / make / country of origin / manufacturing against any of previous purchase order or has been declared technically responsive after meeting post qualification terms against any of SNGPL tender enquiry, during the last 05 years of the tender enquiry date, are exempted from **clause 21.3**. A proof of eligibility (i.e. copy of SNGPL's purchase order or technical responsive letter) however has to be attached with the bid instead. Without any proof, the bid will be considered deficient to **clause 21.3**.
- 22 Quotations from bidders, who are determined to have previously in Sui Northern's judgement committed default in respect of any of its obligation against any of our previous contracts on them will not be entertained.
- 23 An affirmative determination will be a pre-requisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid, in which event, the purchaser will proceed to the next lowest evaluated bid to make a similar determination of that bidder's capabilities to perform satisfactorily.
- 24 In case of purchase order on you and subject to above, if the purchase order on you or part thereof is cancelled, we shall have the right to make purchase from other source at your risk and cost and difference if any will be recovered from you.

25. **PAYMENT**

- 25.1 Payment of your bills will be made by our Accounts Department within 30 days time after satisfactory completions of the delivery and submission of Bills as given in the purchase order.
- 25.2 Supplier's bill in duplicate accompanied by a receipted copy of Delivery Challan should be submitted within 30 days of the date of delivery of the material. Any delay in submitting the bills will result in corresponding delay in payment.
- OR**
- 25.3 Payment will be made against inland L/C on 30 days deferred payment basis. In such an event, bank charges pertaining to the L/C will be borne by seller/supplier/beneficiary.
- 25.4 Government taxes as per prevailing rules will be deducted from supplier bills, as required vide Gazette Notification No.15 INCOME TAX) deduction of Tax at source. If you are exempted from deduction of advance tax, you may state so and enclose a photocopy of any such Valid Tax Exemption Certificate.
- 25.5 In case the local suppliers desire payment through inland Letter of Credit they should so state in their respective bid. In that case, all bank charges relating thereto would be borne by the suppliers.

- 25.6 In case a supplier who can deliver material 30 days before scheduled delivery, will be paid within 15 days (instead of 30 days as per order). If delivery is made 60 days before schedule, payment will be made within 07 days (instead of 30 days).
- 25.7 SNGPL as withholding agent, as per Sales Tax Special Procedure (withholding) Rules 2007, shall deduct the amount of sales tax shown in the sales tax invoice issued by the supplier and make payment of the balance amount as per prevailing rules/ laws.

## 26 DEVIATION IN PAYMENT SCHEDULE

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

## 27. ARBITRATION/RESOLUTION OF DISPUTES

- 27.1 Any difference of dispute arising out of or in connection with the contract between the Purchaser and the Supplier which cannot be amicably resolved shall be referred to **Arbitration in Lahore**, Pakistan, to two Arbitrators, one to be appointed by each party of such difference/dispute. In case of the judgment of the said Arbitrator being at variance, the matter shall be referred to an “Umpire”, who shall be appointed by both the said Arbitrators. The Umpire shall be retired judge of a High Court or the Supreme Court of Pakistan. Such Arbitrators and Umpire shall together proceed to adjudicate the dispute in accordance with the Arbitration Act, 1940, as amended from time to time.
- 27.2 Prior to the exercising of any right by the purchaser or supplier to terminate the contract under the conditions stipulated above, a written notice shall be required to be given to the other party specifying such default(s) and calling for submission of an explanation within seven (7) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory, and the default(s) continues, the contract be terminated with notice to the other party before outerring upon the reference.
- 27.3 The agreement shall be governed by Pakistan Law and the arbitration language shall be English.
- 27.4 During the course of arbitration, the supplier shall not suspend the performance of his responsibilities and obligations under the Contract unless authorized by the purchaser in writing to do so.
28. The supplier or contractor who, in the sole opinion of the Company (SNGPL) committed default is performing part of his obligations under the contract awarded to him by the Company, in addition to other penalties likely to be imposed against him in terms thereof, shall also disentitle him to participate in the tender enquiry of similar goods issued by the Company for at least one year from the determination of such default by the Company on the part of the Supplier or Contractor.

## 29. INTEGRITY PACT

The bidders are required to read the text of Integrity Pact attached with tender documents (Appendix-H) and confirm their concurrence of execution of the same in case order having value Rs. 10 Million or above is placed on them. This mandatory requirement under PPRA Rules 2004.

In case of placement of Purchase order having value Rs. 10 Million or above, the bidders are required to sign Integrity Pact as per specimen attached. Payment to the suppliers will be released only after signing the said integrity pact.

30. Every bidder is required to attach receipt of cost of tender documents with his offer.

**Bid Bond No.** \_\_\_\_\_

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

**M/s Sui Northern Gas Pipelines Limited,  
21-Kashmir Road,  
Lahore, Pakistan.**

**BID BOND**

As per request of M/s \_\_\_\_\_  
(herein called customer)

is hereby issued of Guarantee No. \_\_\_\_\_ Dated \_\_\_\_\_

in favour in the sum of \_\_\_\_\_  
(Amount)

on account of M/s \_\_\_\_\_ as Bid Bond as

per requirements of you tender enquiry No. \_\_\_\_\_

due on \_\_\_\_\_ (or supply of \_\_\_\_\_).

The surety is being issued to enable the Accountee to participate in the tender as per requirement of the tender.

We, therefore, hereby undertake to make an unconditional payment of \_\_\_\_\_ to you on your first written call and without recourse to the opener, in case the Accountees subsequently either withdraw, or unilaterally modify, vary or alter their Bid after, opening of the tenders and before expiry period of their bid or fail or provide Performance / Warranty Bond Guarantee within 15 days after receipt of purchase order.

This bid bond shall remain valid and in full force till after 30 days of the expiry of the bid validity or till after 90 days after the Bids opening, whichever is later, after date no claim will be entertained.

Any claim arising out of this Guarantee must be lodged in writing within the validity period of this Bond certifying that the Account failed to meet the requirements, which were covered by this Bid Bond.

\_\_\_\_\_  
(Bank Seal)

**Performance Bond Guarantee No.** \_\_\_\_\_

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

**Amount** \_\_\_\_\_

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

**M/s Sui Northern Gas Pipelines Limited,  
21-Kashmir Road,  
Lahore, Pakistan**

**PERFORMANCE WARRANTY BOND GUARANTEE**

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

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

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

**NAME OF BANK**

**SD/-  
OFFICER (SEAL) MANAGER**

**(To be typed on Company's  
Letter Head, by the same  
Signatory / signatories, who  
have signed the bid(s).**

**AUTHORITY LETTER**

**M/s Sui Northern Gas Pipeline Limited,  
21-Kashmir Road,  
Lahore**

We M/s \_\_\_\_\_ representing  
M/s \_\_\_\_\_ are / have submitted quoted  
Ref. \_\_\_\_\_ dated \_\_\_\_\_ against tender enquiry No.  
\_\_\_\_\_ dated \_\_\_\_\_ due for opening on \_\_\_\_\_  
at \_\_\_\_\_ hours.

We hereby authorize Mr. \_\_\_\_\_  
to

**(Name)**

attend the public opening of the bids on our behalf. He has been further authorized to authenticate any erased / fluided figure(s) or corrections, if any, in the bid.

**SIGNATURE** \_\_\_\_\_

**STAMP** \_\_\_\_\_

**QUESTIONNAIRE / COMMERCIAL TERM SHEET**

	<b>Yes</b>	<b>No</b>
1. Is your offer firm and irrevocable as per terms and condition of tender enquiry?	<input type="text"/>	<input type="text"/>
2. Do you agree to the delivery schedule specified in the tender enquiry?	<input type="text"/>	<input type="text"/>
3. Is your offer valid for a period of at least 60 days?	<input type="text"/>	<input type="text"/>
4. Have you submitted Bid Bond in line with Terms and conditions of the tender enquiry?	<input type="text"/>	<input type="text"/>
5. Do you agree to evaluation of each item separately? (Applicable in case of more than one items)	<input type="text"/>	<input type="text"/>
6. Do you agree to provide Performance /Warranty Bond Guarantee within 15 days of award of contract?	<input type="text"/>	<input type="text"/>
7. Do you agree to tender clauses pertaining to Late Delivery Charges?	<input type="text"/>	<input type="text"/>
8. Do you agree to tender clause pertaining to Force Majeure?	<input type="text"/>	<input type="text"/>
9. Do you agree to tender clause pertaining to Termination of Contract?	<input type="text"/>	
10. Do you agree to tender clauses regarding payment?	<input type="text"/>	<input type="text"/>
11. Do you require payment through L/C or against bills as per option given in the tender enquiry? Please specify.	<input type="text"/>	
12. Do you have any reservation to any of terms & conditions stipulated in the tender documents Please specify if any?	<input type="text"/>	
13. Have you enclosed cost break-up of the quoted prices as required in the tender enquiry?	<input type="text"/>	<input type="text"/>
14. Do you agree to execute Integrity Pact in compliance with PPRA Rules, 2004 (Appendix-H)	<input type="text"/>	<input type="text"/>
<b>The following information must be submitted by the bidder's alongwith the bid.</b>		
i) Name of the bidder.	<input type="text"/>	<input type="text"/>
ii) Type of ownership i.e. Proprietor / Partnership / Private Limited Company / Public Limited Company.	<input type="text"/>	<input type="text"/>
15. Following relevant paper must be provide in respective cases:-		
i) Copy of NIC in case of single proprietor.	<input type="text"/>	<input type="text"/>
ii) Copy of partnership deed in case of partnership.	<input type="text"/>	<input type="text"/>
iii) Copy of Article of Association for Private / Public Limited Companies.	<input type="text"/>	<input type="text"/>
16. Date of establishment of business concern.	<input type="text"/>	<input type="text"/>
17. GST Number alongwith copy of certificate.	<input type="text"/>	<input type="text"/>
18. National Tax Number alongwith copy of Certificate.	<input type="text"/>	<input type="text"/>
19. Valid Professional Tax Clearance Certificate.	<input type="text"/>	<input type="text"/>

**Authorized Signatories of the Bidders**

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

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

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

[Stamp Paper]

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

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

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

(DEPONENT)

**Verification:**

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

(DEPONENT)

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

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

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

**Proceedings for blacklisting :-**

- a) General Manager (Procurement) on his own accord or on receipt of information or a complaint shall, after examining the material placed before him shall determine whether it is necessary and appropriate to initiate formal black listing proceedings.
- b) In case General Manager (Procurement) decides to initiate blacklisting proceedings, the case shall be forwarded to the committee duly approved by management from time to time for initiating blacklisting proceedings.
- c) The bidder/ supplier shall be formally intimated in writing by the committee about the nature of complaint/ matter/ default/ fraudulent & corrupt practices as defined in PPRA Rule and initiate the blacklisting/ cross debar proceedings.
- d) The bidder/supplier shall be intimated by giving a fifteen (15) days notice through courier services, registered post or fax or email and, shall be provided an opportunity of furnishing detailed response either through written representation or personal hearing or both.  
If blacklisting proceedings are to be initiated due to supplier's failure to meet the contractual obligations, then the bidder/ supplier shall be given a chance to invoke Arbitration before start of formal blacklisting proceedings.  
In case, the supplier/ bidder does not opt for Arbitration within time given, then, notice for blacklisting shall be served accordingly to initiate the proceedings.
- e) In case the bidder/supplier fails to furnish his defense / representation within 15 days of 1<sup>st</sup> notice of blacklisting, a reminder shall be sent giving another opportunity to furnish the reply within 7 days.
- f) If the bidder/ supplier fails to submit his reply even after 2<sup>nd</sup> notice or fails to furnish the tenable justification of charges framed against him, the committee may proceed further in this regard on the basis of information, record and material available before him.
- g) The committee shall complete its proceedings within 30 days from the date of first notice given pursuant to paragraph (c) above.

**Findings & Decisions:**

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

- iii. Blacklisting and henceforth cross debarred for participation in respective category of public procurement for a period up to **6 months** if bidder/ supplier fails to alter his bid/ withdraw his bid/ does not accept the contract or does not abide with bid security declaration.
- b) General Manager (Procurement) shall communicate in writing to the PPRA and respective bidder/supplier his decision containing grounds for such action of blacklisting.

**Appeal:-**

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



# **SUI NORTHERN GAS PIPELINES LIMITED**

## **VEHICLE LOG BOOK**

**VEHICLE NO.** .....

**MAKE & TYPE**.....

**VEHICLE JOB NO.**.....

**ALLOCATION** .....

# SUI NORTHERN GAS PIPELINES LIMITED

MONTHLY RUNNING & POL RECORDS OF VEHICLE NO \_\_\_\_\_  
 FOR THE MONTH OF \_\_\_\_\_ ALLOCATION \_\_\_\_\_

SR.#	DATE	FROM	TO	TOTAL MILEAGE/ K.METERS	PETROL DIESEL CNG	ENGINE OIL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
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22						
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24						
25						
26						
27						
28						
29						
30						
31						

Last Service on \_\_\_\_\_ M/K-Meter \_\_\_\_\_  
 Engine Oil Change \_\_\_\_\_ M/K-Meter \_\_\_\_\_  
 Total Mileage/K-Meter \_\_\_\_\_ Total Petrol Drawn \_\_\_\_\_  
 Average Miles/K-Meter/Per gallon/Litre \_\_\_\_\_  
 Service Due on \_\_\_\_\_





# SUI NORTHERN GAS PIPELINE LIMITED

## MEDICAL EXPENSES REGISTER

149

		DESIGNATION _____				REG. NO. _____				
No.	Date	Re-Imbursement		Hospitalization		Homeo & Hakeem	Total	Signature		Remarks
		Self	Dep.	Surgical	Non-Surgical			Sup.	Exe/Inc.	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										



**SUI NORTHERN GAS PIPELINES LIMITED**  
**PERFORMA FOR SN/CASUAL STAFF**  
**MOVEMENT ORDER**

Dated \_\_\_\_\_

Mr. \_\_\_\_\_ is hereby advised to proceed to \_\_\_\_\_

for (purpose of duty) \_\_\_\_\_

Travel on Official/Self Arrangement

Number of vehicle to be used during the visit. Vehicle No. \_\_\_\_\_

HOD/GM/RM

Section Incharge/EIC/RM

**ENDORSEMENT BY ADMIN OFFICER/INCHARGE (LS)**

It is verified that Mr. \_\_\_\_\_ SN/Casual \_\_\_\_\_ Designation \_\_\_\_\_

Visited \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

With \_\_\_\_\_

(in case of vehicle)

Purpose \_\_\_\_\_

\_\_\_\_\_  
 AREA I/C (LS)/AO (F)



**SUI NORTHERN GAS PIPELINES LIMITED**  
**PERFORMA FOR SN/CASUAL STAFF**  
**MOVEMENT ORDER**

Dated \_\_\_\_\_

Mr. \_\_\_\_\_ is hereby advised to proceed to \_\_\_\_\_

for (purpose of duty) \_\_\_\_\_

Travel on Official/Self Arrangement

Number of vehicle to be used during the visit. Vehicle No. \_\_\_\_\_

HOD/GM/RM

Section Incharge/EIC/RM

**ENDORSEMENT BY ADMIN OFFICER/INCHARGE (LS)**

It is verified that Mr. \_\_\_\_\_ SN/Casual \_\_\_\_\_ Designation \_\_\_\_\_

Visited \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

With \_\_\_\_\_

(in case of vehicle)

Purpose \_\_\_\_\_

\_\_\_\_\_  
 AREA I/C (LS)/AO (F)



**SUI NORTHERN GAS PIPELINES LIMITED**  
**PERFORMA FOR SN/CASUAL STAFF**  
**MOVEMENT ORDER**

Dated \_\_\_\_\_

Mr. \_\_\_\_\_ is hereby advised to proceed to \_\_\_\_\_

for (purpose of duty) \_\_\_\_\_

Travel on Official/Self Arrangement

Number of vehicle to be used during the visit. Vehicle No. \_\_\_\_\_

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Visited \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

With \_\_\_\_\_

(in case of vehicle)

Purpose \_\_\_\_\_

\_\_\_\_\_  
 AREA I/C (LS)/AO (F)



**SUI NORTHERN GAS PIPELINES LIMITED**  
**PERFORMA FOR SN/CASUAL STAFF**  
**MOVEMENT ORDER**

Dated \_\_\_\_\_

Mr. \_\_\_\_\_ is hereby advised to proceed to \_\_\_\_\_

for (purpose of duty) \_\_\_\_\_

Travel on Official/Self Arrangement

Number of vehicle to be used during the visit. Vehicle No. \_\_\_\_\_

HOD/GM/RM

Section Incharge/EIC/RM

**ENDORSEMENT BY ADMIN OFFICER/INCHARGE (LS)**

It is verified that Mr. \_\_\_\_\_ SN/Casual \_\_\_\_\_ Designation \_\_\_\_\_

Visited \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

With \_\_\_\_\_

(in case of vehicle)

Purpose \_\_\_\_\_

\_\_\_\_\_  
 AREA I/C (LS)/AO (F)

# DAILY OPERATING PRESSURE DATA OF SMS WAH TRANSMISSION

Dated \_\_\_\_\_

TIME (Hrs.)	P R E S S U R E						F L O W		OPTR. SIGN.	
	SMS WAH	SMS WAH D/S	HATTAR	C10	MARDAN	ABBOTTABAD		HATTAR		MARDAN
						U/S	D/S			
0100										
0200										
0300										
0400										
0500										
0600										
0700										
0800										
0900										
1000										
1100										
1200										
1300										
1400										
1500										
1600										
1700										
1800										
1900										
2000										
2100										
2200										
2300										
2400										

Notes:

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Sr. # 2



# SUI NORTHERN GAS PIPELINES LTD.

## REQUEST FOR PAYMENT

General Manager (T)

Kindly reimburse the following expenses on account of \_\_\_\_\_

CASH MEMO		PARTICULARS	Job No. & Exp. Head	AMOUNT (Rs.)
No.	Date			
<b>TOTAL Rs.</b>				

(Rupees \_\_\_\_\_)

Verified by \_\_\_\_\_ Signature \_\_\_\_\_

Designation \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_

Approved by \_\_\_\_\_ Regd No. \_\_\_\_\_  
GENERAL MANAGER (T)

VOUCHER PASSED FOR PAYMENT

\_\_\_\_\_  
AREA ACCOUNTANT

Form No. 1503/63  
A.A.P

<b>RECEIVED PAYMENT</b>	
Rs. _____	_____
Signature _____	_____
Vr. No. _____	Dt. _____

# SUI NORTHERN GAS PIPELINES LIMITED

## OVERTIME CLAIM

FOR AREAS ONLY  
(Where Friday & Saturday  
are Working days)

STATION/CAMP \_\_\_\_\_ STANDARD JOB ALLOCATION \_\_\_\_\_ BASIC PAY Rs. \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_ SECTION \_\_\_\_\_ MONTH \_\_\_\_\_  
 NAME \_\_\_\_\_ DESIGNATION \_\_\_\_\_ EMPLOYEE NO. \_\_\_\_\_

Sv.# 1

### PART I

FOR WEEK DAYS ONLY - OVERTIME WORKED ON SUNDAYS & HOLIDAYS NOT TO BE INCLUDED HERE

Day	Date	OVERTIME OWRKED			TOTAL ACTUAL O/T hours			REASON	Signature
		From	To	Actual No of O/T hours.	Break (hours)	At Single Rate	At Double Rate		
1	2	3	4	5	6	7	8	9	10
MON									
TUE									
WED									
THR									
FRI									
SAT									
MON									
TUE									
WED									
THR									
FRI									
SAT									
MON									
TUE									
WED									
THR									
FRI									
SAT									
MON									
TUE									
WED									
THR									
FRI									
SAT									
MON									
TUE									
WED									
THR									
FRI									
SAT									

## PART II

FOR HOLIDAYS & SUNDAYS

Day	Date	OVERTIME WORKED			TOTAL ACTUAL O/T Hours			REASON	Signature
		From	To	Actual No of O/T hours	Break (Hours)	At Single Rate	At Double Rate		
1	2	3	4	5	6	7	8	9	10
SUN									
SUN									
SUN									
SUN									
SUN									
SUN									
H O L I D A Y									
Total Sundays & Holidays Hours									

Hourly O.T Rate Rs. \_\_\_\_\_

### SUMMARY

	Actual hours		Total Weighted Hours Payable	Amount of O/T Rs.
	@Single Rate	@Double Rate		
Total Week Days Hours (Part I)	_____	_____	_____	_____
Total holidays hours (Part II above including Sundays)	_____	_____	_____	_____
Grand Total	_____	_____	_____	_____

SIGNATURE OF CLAIMANT \_\_\_\_\_

NAME \_\_\_\_\_

VERIFIED BY \_\_\_\_\_  
(Sectional Head)

COUNTERSIGNED BY \_\_\_\_\_  
(Departmental Head)

REMARKS \_\_\_\_\_

Comptroller Stamp & Signature

**NOTES ON OVERTIME**

- (i) Overtime Will only be worked with prior approval of the executive incharge and the claim must be verified by the same executive or any other executive so authorized. The claims should be signed on the following working day. All overtime claims must be countersigned by the respective Head of the Department/Regional Manager.
- (ii) overtime worked on week days should be entered in part I of the form Overtime on Sundays and holidays should be entered in part II Admin Deptt would check the basic salary shown and any leave/absence taken during the period.

Sr. # 3



# SUI NORTHERN GAS PIPELINES LIMITED

## VEHICLE/MOTORCYCLE DEFECT REPORT

Date \_\_\_\_\_

Registration No. \_\_\_\_\_ Make & Type \_\_\_\_\_

Job No. \_\_\_\_\_ Model \_\_\_\_\_

Allocation \_\_\_\_\_ Meter Reading \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Insurance Claim \_\_\_\_\_

(in case of allocated vehicle)

The above Vehicle Motorcycle requires the following repair/replacement:

Sr.#	Defect/Replacement etc.	Date of Previous Repair	Date of Previous Replacement	Remarks

Signature of Driver/Staff \_\_\_\_\_

Signature of Incharge/  
Head of Department \_\_\_\_\_

Signature of (TPT)  
Superintendent \_\_\_\_\_

Name \_\_\_\_\_ SN \_\_\_\_\_

Vehicle to be sent to Messers \_\_\_\_\_

ADMIN OFFICER, WAH (T)

Sr. # 4



**SUI NORTHERN GAS PIPELINES LIMITED**  
**PERFORMA FOR SN/CASUAL STAFF**  
**MOVEMENT ORDER**

Dated \_\_\_\_\_

Mr. \_\_\_\_\_ is hereby advised to proceed to \_\_\_\_\_

for (purpose of duty) \_\_\_\_\_

Travel on Official/Self Arrangement

Number of vehicle to be used during the visit. Vehicle No. \_\_\_\_\_

HOD/GM/RM

Section Incharge/EIC/RM

**ENDORSEMENT BY ADMIN OFFICER/INCHARGE (LS)**

It is verified that Mr. \_\_\_\_\_ SN/Casual \_\_\_\_\_ Designation \_\_\_\_\_

Visited \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

With \_\_\_\_\_

(in case of vehicle)

Purpose \_\_\_\_\_

\_\_\_\_\_  
AREA I/C (LS/AO (F))



**SUI NORTHERN GAS PIPELINES LIMITED**  
**PERFORMA FOR SN/CASUAL STAFF**  
**MOVEMENT ORDER**

Dated \_\_\_\_\_

Mr. \_\_\_\_\_ is hereby advised to proceed to \_\_\_\_\_

for (purpose of duty) \_\_\_\_\_

Travel on Official/Self Arrangement

Number of vehicle to be used during the visit. Vehicle No. \_\_\_\_\_

HOD/GM/RM

Section Incharge/EIC/RM

**ENDORSEMENT BY ADMIN OFFICER/INCHARGE (LS)**

It is verified that Mr. \_\_\_\_\_ SN/Casual \_\_\_\_\_ Designation \_\_\_\_\_

Visited \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

With \_\_\_\_\_

(in case of vehicle)

Purpose \_\_\_\_\_

\_\_\_\_\_  
AREA I/C (LS/AO (F))



**SUI NORTHERN GAS PIPELINES LIMITED**  
**PERFORMA FOR SN/CASUAL STAFF**  
**MOVEMENT ORDER**

Dated \_\_\_\_\_

Mr. \_\_\_\_\_ is hereby advised to proceed to \_\_\_\_\_

for (purpose of duty) \_\_\_\_\_

Travel on Official/Self Arrangement

Number of vehicle to be used during the visit. Vehicle No. \_\_\_\_\_

HOD/GM/RM

Section Incharge/EIC/RM

**ENDORSEMENT BY ADMIN OFFICER/INCHARGE (LS)**

It is verified that Mr. \_\_\_\_\_ SN/Casual \_\_\_\_\_ Designation \_\_\_\_\_

Visited \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

With \_\_\_\_\_

(in case of vehicle)

Purpose \_\_\_\_\_

\_\_\_\_\_  
AREA I/C (LS/AO (F))



**SUI NORTHERN GAS PIPELINES LIMITED**  
**PERFORMA FOR SN/CASUAL STAFF**  
**MOVEMENT ORDER**

Dated \_\_\_\_\_

Mr. \_\_\_\_\_ is hereby advised to proceed to \_\_\_\_\_

for (purpose of duty) \_\_\_\_\_

Travel on Official/Self Arrangement

Number of vehicle to be used during the visit. Vehicle No. \_\_\_\_\_

HOD/GM/RM

Section Incharge/EIC/RM

**ENDORSEMENT BY ADMIN OFFICER/INCHARGE (LS)**

It is verified that Mr. \_\_\_\_\_ SN/Casual \_\_\_\_\_ Designation \_\_\_\_\_

Visited \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

With \_\_\_\_\_

(in case of vehicle)

Purpose \_\_\_\_\_

\_\_\_\_\_  
AREA I/C (LS/AO (F))



SV. # 6



**WASHOUT/EXPOSURE REPAIR REPORT**  
**ROW PATROLLING/INSPECTION CARRIED OUT**

PIPELINE SEGMENT \_\_\_\_\_ FROM MP \_\_\_\_\_ TO MP \_\_\_\_\_

PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

Balance Washouts/Exposures Before Current Patrolling		Washouts/Exposures Reported During Current Patrolling		Total Washouts/Exposure after Current Patrolling		Remarks/Action Taken
Washouts (CFT)	Exposure (RFT)	Washouts (CFT)	Exposure (RFT)	Washouts (CFT)	Exposure (RFT)	

**SIGNATURE & DATE**  
**PLA/SUP. (PL)/SR. SUP. (PL)/PLI**

Name \_\_\_\_\_ SN No. \_\_\_\_\_ Designation \_\_\_\_\_

**SIGNATURE & DATE**  
**SUP. (PL)/SR. SUP. (PL)/PLI**

**SECTIONAL INCHARGE**

**SECTIONAL HEAD**

ser. #7



**SUI NORTHERN GAS PIPELINES LTD.**  
PIPELINE OPERATIONS, WAH (T)

**GATE PASS**

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Form : 1104/64R.PA



**SUI NORTHERN GAS PIPELINES LTD.**  
PIPELINE OPERATIONS, WAH (T)

**GATE PASS**

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Form : 1104/64R.PA



**SUI NORTHERN GAS PIPELINES LTD.**  
PIPELINE OPERATIONS, WAH (T)

**GATE PASS**

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Form : 1104/64R.PA



**SUI NORTHERN GAS PIPELINES LTD.**  
PIPELINE OPERATIONS, WAH (T)

**GATE PASS**

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Form : 1104/64R.PA



**SUI NORTHERN GAS PIPELINES LTD.**  
PIPELINE OPERATIONS, WAH (T)

**GATE PASS**

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Form : 1104/64R.PA



**SUI NORTHERN GAS PIPELINES LTD.**  
PIPELINE OPERATIONS, WAH (T)

**GATE PASS**

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Form : 1104/64R.PA



**SUI NORTHERN GAS PIPELINES LTD.**  
PIPELINE OPERATIONS, WAH (T)

**GATE PASS**

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Form : 1104/64R.PA



**SUI NORTHERN GAS PIPELINES LTD.**  
PIPELINE OPERATIONS, WAH (T)

**GATE PASS**

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Form : 1104/64R.PA



# SUI NORTHERN GAS PIPELINES LIMITED

## WEEKLY/FORTNIGHTLY R.O.W INSPECTION REPORT

1. Section \_\_\_\_\_ MP \_\_\_\_\_ To MP \_\_\_\_\_
2. Tour Duration \_\_\_\_\_ Date \_\_\_\_\_ To Date \_\_\_\_\_  
Discrepancies observed during the patrolling

3. \_\_\_\_\_

MP TO MP	a) Wild growth b) Sand dunes c) Water logging	Demarcation	Crown	Marker Posts	Unauthorized Raised Channels	Erosion/Washouts	Exposure

4. Inspection of V/A

a) Gas Leakage	Yes/No	Remarks
b) Chain Link Fencing		
c) Other Observations if any		

Remarks:- (Note construction activity)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Designation \_\_\_\_\_

**ACTION TAKEN:**

Signature and Date : Executive (PL) \_\_\_\_\_ Incharge (Pipeline) \_\_\_\_\_

SN.# 9



# SUI NORTHERN GAS PIPELINES LIMITED

## WORK REPORT

Name \_\_\_\_\_ Designation \_\_\_\_\_ SN/No. \_\_\_\_\_

Station/Area \_\_\_\_\_

1. ROW MAINTENANCE:

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2. REMOVAL OF ENCROACHMENT:

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3. MARKER/WARNING POST INSTALLATION:

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4. VALVE ASSEMBLY/OVERHEAD CROSSING MAINTENANCE:

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..... PTO .....





# SUI NORTHERN GAS PIPELINES LIMITED, TRANSMISSION SECTION - III

## TA/HA SUBORDINATE STAFF

5/10

Name \_\_\_\_\_ Designation \_\_\_\_\_ SN # \_\_\_\_\_ Grade \_\_\_\_\_ Department \_\_\_\_\_ Station \_\_\_\_\_

Sr. #	DEPARTURE			ARRIVAL			MODE OF TRAVEL		FAIRE	T.A. Days	H.A. Days	Alloca. b
	Station	Date	Time	Station	Date	Time	Rail/Road/Air/ Vehicle No.	Class	Rs.			
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

(1) Fare, Air/Rail/Road (2) Accommodation during halt/tour (3) T.A. days _____ @Rs. _____ (4) H.A. days _____ @Rs. _____ (5) Conveyance charges as per details attached (6) Permanent Transfer Allowance (7) Incidental Expenses as per detail attached	Arranged & paid for By the Company  Yes/No Yes/No	Rs.   Ps.	For the use of Admin. Deptt. only. Remarks, If any, (Purpose and Mode of Journey)
Gross Claims :-  LESS : Advance obtained Rs. :-  Balance Payment / Refundable :-			Checked and Approved for Rs. _____  <div style="text-align: right;"><b>ADMIN DEPTT.</b></div> Exceptional Expenses (if any) Rs. _____ Incurred for
Purpose of Journey:- _____			Sanctioned by: _____ <div style="text-align: right;">For MANAGING DIRECTOR</div>
Verified by _____ <div style="text-align: center;">Head of Department</div>			TO BE USED BY ACCOUNTS DEPT. ONLY Checked and passed for payment/recovery :- Rs. _____ (Rupees _____)
Date : _____		Signature of Claimant _____	Sr. No. _____ <div style="text-align: right;"><b>ACCOUNTANT</b></div>

Form No.1529/63/67/74  
"007"

Note:- (1) A claim must be submitted within a week of the completion of the tour.  
 (2) Time should be expressed in hours and minutes i.e. 8 a.m. = 0800 hours  
 1 p.m. = 1300 hours







Sr. #13

**SUI NORTHERN GAS PIPELINE LIMITED**  
**ANNUAL CASED CROSSING INSPECTION REPORT**



1 Crossing Name \_\_\_\_\_ 2 MP \_\_\_\_\_  
3 Date \_\_\_\_\_  
4 Vehicle \_\_\_\_\_

**A) Cased Crossing:**

Sr. #	Description	Remarks	Additional Remarks
1)	Leak: - <i>(If, 'YES' report immediately To PLS / Engr (T) / EE (T) / Gas Control FSD.)</i>	YES / NO	
2)	Vent/Drain pipes are O.K. <i>(If 'NO' describe defects)</i>	YES / NO	
3)	Water removal activity performed <i>(If Yes, mention quantity in Liters OR dry If No, Mention Reason of non-removal)</i>	YES / NO	If Yes, Quantity removed: _____ (Lit) If No, Mention Reason _____ _____

**ACTION TAKEN**

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

Inspector \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_

Executive PLO \_\_\_\_\_ Sectional Head (PLO) \_\_\_\_\_

Sr. # 14

Annex-6A  
TF-202-B

**SUI NORTHERN GAS PIPELINE LIMITED**  
**TWICE A MONTH OVERHEAD RIVER / CANAL CROSSING**  
**INSPECTION REPORT**

1 Crossing Name \_\_\_\_\_ 2 MP \_\_\_\_\_  
3 Date \_\_\_\_\_  
4 Vehicle \_\_\_\_\_

**Overhead Crossing:**

Sr. #	Description	Remarks	Additional Remarks
1)	Leak: - <i>(If 'YES' report immediately To PLS / Engr (T) / EE (T) / Gas Control FSD.)</i>	YES / NO	
2)	Dents, Cuts Gouging etc	YES / NO	
3)	Monkey Barriers (if applicable)	YES / NO	Last painting date: _____
4)	Condition of painting is O.K.	YES / NO	Last painting date: _____
5)	Condition of Banks is O.K. (If applicable) <i>(If 'NO' describe defects).</i>	YES / NO	

**ACTION TAKEN**

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

Inspector \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_

Executive PLO \_\_\_\_\_ Sectional Head (PLO) \_\_\_\_\_

Sr. # 17

### SUI NORTHERN GAS PIPELINE LIMITED LEAK TESTING REPORT

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

VALVE ASSEMBLIES & OFFTAKES:

Sr. #	Valve Assembly / Offtake	MP	Method of Leak Detection	Valves	Flanges	Blow Down	Pig Launchers / Receivers	Drain Point	Pressure Gauges	Others	Remarks
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

General Housekeeping of V/A: \_\_\_\_\_

Condition of Fencing / Enclosure: \_\_\_\_\_

Painting Condition of V/A: \_\_\_\_\_

PIPELINE STAFF

EXECUTIVE (PIPELINE)

INCHARGE (PIPELINE)





Sr. # 43



**SUI NORTHERN GAS PIPELINES LTD**  
**Manual Attendance Request Form**  
**(For Regional / Transmission / Project setups)**

To,

**AREA ADMIN INCHARGE**

**Thru: Sectional Incharge**

It is inform that, I marked my Biometric Attendance on \_\_\_\_\_ at \_\_\_\_\_ but my attendance has not been registered in the system even after repeated Atampts, please accord approval incorporate in the same biometric system manually.

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

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

Employee No/ SN No, \_\_\_\_\_

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

Department: \_\_\_\_\_

Approved by: GM/ RM/ Incharge

Sv. #42



**SUI NORTHERN GAS PIPELINES LTD.**

To

AREA ADMIN INCHARGE

**REQUEST FOR SHORT LEAVE**

Kindly sanction a short leave from \_\_\_\_\_ Hours to \_\_\_\_\_ Hours on \_\_\_\_\_.

Reasons: \_\_\_\_\_

I understand that I can avail only 03 short leaves in a month. On 4<sup>th</sup> short leave 01 P/L (in case of Executive) or 01 C/L (in case of subordinates) will be deducted from my leave balance after submission of approved leave application in Admin Department.

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

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

Employee # / SN #: \_\_\_\_\_

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

Department: \_\_\_\_\_

Approved By: *Section I/C/RM/Area GM*



Sr.# 40

**SUI NORTHERN GAS PIPELINE LIMITED**  
**REQUEST FOR APPROVAL OF OVERTIME - WAH(T)**

Date: \_\_\_\_\_  
Section: Pipeline Operation / Civil / Security  
Job No: 00/23/000107 / 00/23/001707 / 00/23/000407

Sr.#	Name	Designation	SN/NO.	Overtime Duration			Justification	Initials of Executives
				Form	To	Hrs		
<b>Wah Terminal</b>								
1	Gharib Nawaz	Sr. Supervisor Pipe Fitter	5027-1					
2	Sparas Khan	Sr. Supervisor Driver	5455-7					
3	Aamir Abbas Zaidi	Dy. Pipeline Inspector	5809-3					
4	Muhammad Ejaz	Sr. Supervisor Driver	5917-6					
5	Jamal Hussain	Dy. Pipeline Inspector	6221-5					
6	Shaukat Ali	Dy. Pipeline Inspector	6597-4					
7	Shakeel Ahmad	Dy. Pipeline Inspector	6715-2					
8	Nizar Ali	Dy. Pipeline Inspector	6934-1					
9	Hayat Khan	Sr. Supervisor Operator Water Pump	7039-3					
10	Nasir Shah	Superintendent Record Tools	7946-9					
11	Bahadur Sher	Supervisor Crane Operator	8200-8					
12	Muhammad Asghar	Dy. Foreman Welder	9883-9					
13	Irfan Fazal Bhatti	Associate Engineer Pipeline	11972-2					
14	Jehanzaib Khan	Supervisor Pipeline	12574-6					
15	Shakeel Khalid	Supervisor Pipeline	12575-7					
16	Mumtaz Ahmed	Sub Engineer (Plant)	12583-7					
17	Fawad Shafiqat	Pipeline Attendant	13363-1					
18	Junaid Sheraz	Sub. Engineer Pipeline	13366-4					
19	Junaid Akhtar	Sub. Engineer Pipeline	13422-5					
20	M Asif Yousaf	Sub. Engineer Pipeline	9324-3					
21	Niaz Ahmad	Chowkidar	5828-6					
<b>C6 Station</b>								
22	Mr. Zameer Ahmad	Dy. Pipeline Inspector	5668-8					
23	Mr. Arif Mehmood	Dy. Pipeline Inspector	9273-9					
24	Mr. Rizwan Ahmed	Fitter Pipe	11309-7					
25	Mr. Sheroz Raza	Helper Pipe Fitter	12790-2					
26	Mr. Yasir Mehmood	Driver	12793-5					
27	Mr. Muhammad Israr	Assistant Record	13413-4					

\_\_\_\_\_  
GENERAL MANAGER (T)

\_\_\_\_\_  
DY. CHIEF ENGINEER (T)

Sr.#	Name	Designation	SN/NO.	Overtime Duration			Justification	Initials of Executives
				Form	To	Hrs		
<b>C3/C4/C5 Station</b>								
28	Sajjad Hussain	Supervisor Record Keeper	6725-4					
29	Asif Faheem	Dy. Foreman Fitting	7398-3					
30	Rizwan Afsar	Dy. Pipeline Inspector	7504-7					
31	Tariq Ullah	Sr. Associate Engineer	8183-4					
32	Shahid Mehmood	Sr. Supervisor Fitter Compression	9264-8					
33	Muhammad Akbar	Fitter Pipe	9567-0					
34	Raja Ahsan Waqas	Fitter Pipe	12676-1					
35	Shahzad Raza	Pipeline Attendant	13390-4					
36	Tahir Mehmood	Chowkidar	9426-8					
37	Muhammad Nadir	Chowkidar	6771-0					
<b>FCI Station</b>								
38	Liaqat Ali	Dy. Pipeline Inspector	6581-6					
39	Sikandar Ali Khan	Sr. Supervisor Dopeman	7889-7					
40	Khuda Bakhsh	Pipe Fitter	9568-1					
41	Azhar Javaid	Helper Pipe Fitter	13326-6					
42	Ikhtlaq Ahmed	Supervisor Pipeline	13365-3					
43	Mr. Tariq Mehmood	Sr. Supervisor Pipeline	11227-6					
<b>F3 Station</b>								
44	Asmatullah	Dy. Pipeline Inspector	9788-1					
45	Muhammad Jaffar	Supervisor Painter	9887-3					
46	Muhammad Adil	Sub Engineer	13410-1					
47	Muhammad Haroon	Associate Incharge Operator	8187-8					
<b>Abbotabad</b>								
48	Muhammad Riaz	Dy. Pipeline Inspector	5834-4					
49	Zia Ullah Khan	Sr. Supervisor Driver	9151-0					
50	Danish Zahid	Sr. Supervisor Pipeline	11050-9					
51	Gulzar Ahmed	Dy. Pipeline Inspector	9003-9					
<b>Civil</b>								
52	Muhammad Asif (Civil)	Sr. Sup. Pipe Fitter	9840-8					

\_\_\_\_\_  
DY. CHIEF ENGINEER (T)

\_\_\_\_\_  
GENERAL MANAGER (T)



سوئی ناردرن گیس  
Sui Northern Gas

5-1 # 39

نوٹس

تاریخ

حوالہ نمبر

سوئی ناردرن گیس پائپ لائنز لمیٹڈ کی زمین پر غیر قانونی تجاوزات کا خاتمہ

جناب

باوثوق ذرائع سے معلوم ہوا ہے کہ آپ نے سوئی ناردرن گیس پائپ لائنز لمیٹڈ کی زمین بمقام

جس میں پائپ لائنز ڈالی گئی ہیں پر غیر قانونی تجاوزات کر رکھی ہے

جس کی تفصیل درج ذیل ہے۔

آپ کو بذریعہ نوٹس ہذا مطلع کیا جاتا ہے کہ اندر 7 یوم زیر دستخطی کے روبرو پیش ہوں اور بتائیں کہ آپ کو کیوں کر مذکورہ زمین سے بے دخل نہ کیا جائے۔ یہاں یہ امر مذکور کر ضروری ہے کہ سرکاری املاک (تجاوزات کا خاتمہ) آرڈیننس 2021 Public Properties (Removal of Enchroachment) Ordinance 2021 کے تحت زیر دستخطی کو یہ اختیار حاصل ہے کہ ادارے کی تجاوز شدہ زمین کو واگزار کروانے کیلئے کارروائی عمل میں لائے۔ مزید براں سوئی گیس ادارہ تجاوزات کے خاتمے کی صورت میں ضبط کی گئی اشیاء سامان آپ کو واپس نہ کیا جائے گا اور قانون کے مطابق تجاوزات کے خاتمہ کے 7 یوم کے اندر تجاوزات کے خاتمہ پر آنے والے تمام اخراجات کی ادائیگی کے بعد آپ اپنا سامان واپس لینے کے حقدار ہونگے بصورت دیگر ضبط کیا گیا سامان نیلام کر دیا جائے گا۔ اور اگر نیلامی کے بعد بھی مطلوبہ اخراجات کی رقم وصول نہ ہو سکی تو بقایا جات کی وصولی بذریعہ محکمہ مال کی جائے گی۔

سوئی ناردرن گیس پائپ لائنز لمیٹڈ

برائے مینجنگ ڈائریکٹر

کاپی: اسٹنٹ کشنر

کاپی: ایس ایچ او پولیس اسٹیشن

Registered Office:  
Sui Northern Gas Pipelines Limited,  
21-Kashmir Road, Lahore, Pakistan  
+92-42-99082000-06

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Transmission Office, Wah  
Sui Northern Gas Pipelines Limited,  
Gadwal Link Road, Lalarukh, Wah Cantt.  
+92-51-4511155-56, Fax: +92-51-4539530

Sr. # 37

**SUI NORTHERN GAS PIPELINES LIMITED**  
**MAINTENANCE OF VALVE ASSEMBLIES REPORT**

VALVE ASSEMBLY / LOCATION: \_\_\_\_\_

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

Vehicle: \_\_\_\_\_

A) Operation & Maintenance of Valves (Other than Actuator valves)							
Sr. #	Description of Valve	Operation Percentage	Observation / Remarks	Sr. #	Description of Valve	Operation Percentage	Observation / Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

B) Operation & Maintenance of Actuator Valves (Manual and Local)			
Sr. #	Description of valve	Operation Percentage	Observation / Remarks
1			
2			
3			
4			
5			

C) OTHER OBSERVATIONS		
Sr. #	Description	Remarks (If any)
i)	Condition of Chain Link Fencing	
ii)	Condition of Cage/ Floor (If no, described defects)	
iii)	Condition of Pipe / Support insulation	
iv)	Condition of Coating of Risers	
v)	Other Observations (If any)	

\_\_\_\_\_  
( PIPELINE STAFF )

\_\_\_\_\_  
( EXECUTIVE PIPELINE )

\_\_\_\_\_  
( INCHARGE PIPELINE )

SUI NORTHERN GAS PIPELINES LIMITED  
INSPECTION OF REPEATER STATION

Location: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Vehicle Utilized: \_\_\_\_\_

Satisfactory      Not Satisfactory

- General Housekeeping
- Security Arrangements
- Condition of Fencing / Enclosure
- Lighting Arrangements
- Condition of Gen-Set Room

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pipeline Staff / Executive (Pipeline)

\_\_\_\_\_  
Incharge (Pipeline)

Sr. # 15

FILE REF: PLW/

VOLUME NO: \_\_\_\_\_

W.E.F. \_\_\_\_\_ TO \_\_\_\_\_



FILE TITLE

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1025,320/-

3141 (654,710)