



Ref# SSGC/SC/PT/14317/Pre-Bid/2026
Dated: May - 14, 2026

PRE-BID MEETING INVITATION

**Meter Reading Domestic & Commercial Gas Meters
for Karachi, Interior Sindh and Balochistan**


Tender Enquiry No. SSGC/SC/PT/EPADS/14317

Dear Sir,

This is with reference to subject Tender Enquiry, the Pre-Bid Meeting of subject tender has been scheduled on ***"21-05-2026 at 1200 Hrs at 2nd Floor Procurement Department Conference Room SSGC Head Office Karachi"***.

Authorized person attending the subject meeting should bring:

- (a) Original CNIC.
- (b) Authority letter to attend the Pre-Bid meeting on their company's letterhead.



For General Manager (P)





Checklist for Bidders

Enquiry #: 14317

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	Tender Document Availability on SSGC website & EPADS	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	Physical Bid Bond Submission	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	Bid Submission Deadline	Confirm all documents (electronic and bid bond in original) are submitted before the specified bid submission deadline.	
4	Signature and Stamp	Ensure all documents are signed and stamped as required and uploaded on EPADS or else bid will be rejected	
5	Additional Documents (if any)	Verify if any other documents specified in Tender document are included in the bid on EPADS	
6	Tender Fees	Rs. 0 (Free)	
7	Technical literature	Original Technical literature is enclosed, if any duly signed & stamped	
8	Any change in your current address, Phone Fax no & Email etc. intimated	Bidders are required to intimate Procurement dept. for any change in Current address, email, contact information etc. in tender documents	
9	Bid validity	Bid Validity as specified is mentioned	
10	Delivery / Completion period	Delivery / Completion period has been specified as per tender terms	
11	Corrections/Cutting/Overwriting	All corrections/cutting/overwriting are signed & stamped	
12	Sample	Sample (if necessary) is enclosed as per form attached in Tender Document	
13	Form-X	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 _____

***METER READING
in Karachi, Interior Sindh & Baluchistan
Regions***

**Under Single Stage Two Envelope Bidding Procedure
(Under the Clause # 36(b) of PPRA Rules 2004)**

Tender Enquiry No. SSGC/SC/PT/EPADS/14317

INVITATION TO BID
Section I

Sui Southern Gas Company Limited (SSGC) intends to carry out the services related to Meter Reading Domestic & Commercial Gas Meters for Karachi, Interior Sindh and Balochistan (as per Criteria/BOQ/T&C) (Under Single Stage Two Envelope Bidding Procedure) (On Lot Wise 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 bidder will submit separate fixed bid bond for each LOT for an amount equal to Rs. 100,000/- in favor of Sui Southern Gas Company Limited in the shape of Pay order / demand draft or bank guarantee. 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	Instruction to Bidder (A&B)
Section - III	Terms of Reference (TOR) with From I to V Evaluation Criteria
Section - IV	Special Conditions of Tender Document/General Terms & Conditions
Section - V	Important Instruction to the Applicants/ Specimen of Uniform & Monogram & ID Card





SSGC

FINANCIAL PROPOSAL

Section – VI	Bill of Quantities/ Bid Form - Schedule of Requirement
Section – VII	Bid Bond Format/Performance Bond Format/Format of Declaration/Contract Form/Forms X/Annexure I/Form of Bid Securing Declaration
Section – VIII	Blacklisting Mechanism/HSE Manual/SSTW-05

Application for technical and financial proposals will be received at:

Bids will be submitted online on EPADS Portal on or before **01-06-2026 at 1200** hours. The bids will be publicly opened at **1230** hours on same day online on EPADS in the presence of bidders and / or their authorized agents who may wish to attend

Tenders shall be enclosed in plain sealed envelope marked as:

Yours faithfully,

For **General Manager (Procurement)**





SSGC

TECHNICAL

PROPOSAL



SECTION - II

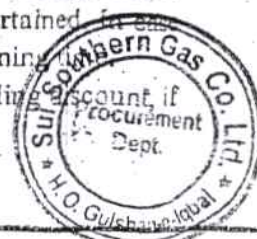
INSTRUCTIONS TO BIDDERS



SECTION - II

Instructions to Bidders (A)

1. All rates quoted in the prescribed SOR / BOQ shall be firm, irrevocable and not subject to change or escalation on any account what so ever. No modification, alteration or deletion in the bid will be accepted after the bid opening time.
2. Sealed Bids shall be received at Company's Head Office, ST-4/B, Block - 14, Sir Shah Suleman Road, Gulshan-e-Iqbal, Karachi, up to specified time & date and will be opened publicly at specified time & date, in the presence of Bidders or their authorized representative who choose to attend. In case the bid opening date falls on a holiday or due to some unavoidable circumstances, it is not possible to open on scheduled date, it will be opened on next working day at the same time.
3. All original bid documents accompanied with the bid bond shall be submitted by the Bidder in the envelope provided with tender documents. The sealed Bids must be submitted at the address stated above in person or by courier or by any other means but it shall be the Bidder's responsibility to ensure that Bids so submitted are delivered to the above address before the specified Bid opening date and time. The Company shall not be held responsible in any way for late receipt of Bids or their confidentiality. Bids received after the Bid closing time shall not be considered, and will be returned to the Bidder unopened.
4. In Case of single stage two envelop bidding system (if mentioned in press advertisement & Tender document), sealed technical offer & sealed bid shall be submitted in separate envelops (bid bond will be enclosed with "Financial" bid unless and until specified separately in tender terms). "Technical" and "Financial" is to be mentioned on the top of the envelop. Technical offers will be opened and evaluated first. Financial offer of only technically 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
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 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.



Firms / Contractors earlier terminated by the company for poor performance are not eligible to apply afresh and are restricted from obtaining tender documents and applying for selection.

SSGC has the right to reject or accept selection of the contractor without assigning any reason thereof.

The company reserves the right to add and to delete from and/ or amend the scope of work defined in Terms of Reference and Schedule of Price as deemed necessary during the submission period and bidder will be informed of the same.

Failure to comply with any instruction in the tender document would render the bid liable to disqualification and rejections.

Deduction of Income Tax and any other Tax under prevailing law will be made through contractor's bill(s).

B. Scope of Work

Details of customer base and monthly volume of work according to franchise area of Karachi, Interior Sindh and Balochistan Region as per BOQ.

C. Selection Questionnaire

The Selection questionnaire contains the following forms

- | | |
|-----------|---|
| Form I | - Letter of Application |
| Form II | - General Information |
| Form II-A | - Statutory Data |
| Form II-B | - Financial Data |
| Form III | - Details of Permanent Staff. |
| Form IV | - Details of Relevant Experience |
| Form V | - Details of Offices in Karachi and Balochistan |

All the information shall be submitted strictly in accordance with the above formats / forms.

D. Evaluation of Applications for Selection.

1. The firm should submit a valid certificate / registration to confirm the status as Pakistan / Multinational company.
2. SSGC may request additional information or documents in support of information submitted by the firm.



SECTION – III

TERMS OF REFERENCE

1. Objective

Accurate Meter reading of domestic and commercial meters through Hand Held Computers, taking snap shots of meter reads, survey of customers, identification of theft/ abnormality found during meter reads or any other work related to customers' data, Sui Southern Gas Company Limited may deem appropriate from time to time.

2. Duration of the Contract

The contract will be executed for an initial period of One Year including three months' trial period and will be extendable for a further period of two years (on annual basis), subject to satisfactory performance of the firm / contractor and mutual consent of the Company and the firm / contractor, on the same terms & conditions.

3. Information/ record to be provided by SSGC

- (a) Sui Southern Gas Company Ltd. will provide Region-wise/ Zone-wise/ Area-wise data of customers in route order (as far as possible) giving complete particulars of customer's name, address, meter number, premise ID to obtain meter reading every month.
- (b) SSGC will also provide each month schedule of monthly meter reading, providing starting and completion date of meter reading of designated area/ group and date by which the meter reading Hand Held Computers (HHCs) are required to be handed over to Company at the place designated for the purpose.
- (c) SSGC will provide authority letter to contractor, where necessary for performance of work assigned, authorizing his worker to carry out the job.
- (d) SSGC may in its discretion and without any obligation hold session(s) with the contractor for knowledge of job and progress from time to time.
- (e) SSGC reserves the right to switch over from existing method of obtaining meter reading on Hand Held Computer (HHC) to any other method or device, which would be supplied by the SSGC at its own cost. In such event SSGC will also provide training to contractors' meter readers at its own cost.
- (f) The Company may change the schedule if required for smooth function of business.

4. Responsibilities of the Contractor

- a) The contractor will maintain fully furnished office, equipped with telephone, fax and computers to facilitate its work and enable the Company to liaise with the contractor as and when required.
- b) The contractor will engage requisite trained staff fully conversant with scheduling/ meter reading and have adequate knowledge of gas meters.
- c) The contractor will provide list of trained meter reading staff/ supervisor with photograph & CNIC (photo copies). In case contractor hires or fires any member of its staff it will inform billing office within one week. The preferable educational level of Meter Readers and Inspectors / Supervisors is Intermediate but not less than Matric. The Company may also require to provide a photo copy of academic certificates and training certificates to SSGC along with other details at any time.

- d) The Contractor should ensure that Meter reader terminated by another contractor shall not be hired by him.
- e) The Vendor shall not deploy or rehire any Meter Reader classified as a non-performer or failing to meet baseline KPIs, in any past or present service period.
- f) Contractor to make sure to return back the Hand Held Computer (after meter reading) to the respective zone or any other location within the time limit specified by official(s) issuing HHC'S. Penalty @ 25% of meter reading charges per consumer may be levied in case of default.
- g) Contractor will provide proper uniform as per design recommended by company to his meter readers staff and also issue identity card to his / her staff for display during the execution of work. Any violation of this clause will be subject to a fine of Rs. 1000/= maximum per day/ per person violation observed.
- h) Contractor will execute its assigned work strictly as per meter reading schedule and its meter readers will conduct meter reading during normal daylight working hours i.e. 8:30 a.m. to 5 p.m.
- i) The contractor should have sufficient trained staff to carryout meter readings assigned during the month. Apart from meter readers the contractor will also engage at its own cost at least one meter reading supervisor per zone, and one inspector on eight meter readers or at least one inspector in case of less than eight meter readers in each Zone / Region to resolve left out cases by the meter readers or queries raised by the billing office.
- j) The contractor will provide requisite number of meter readers as required by SSGC for training to obtain meter reading on Hand Held Computer (HHC) or any other device arranged by the Company to improve meter reading.
- k) In case contractor already engaged in bill Delivery of SSGC, he/ she should ensure to hire separate staff for meter reading project.
- l) For rendering the aforesaid services, the contractor shall engage on his own such staff as he may consider necessary to perform his obligations under this Agreement. However the Contractor shall ensure that the personnel deputed by him at the Company's premise are of sound health, bear good moral character who have never been involved in any criminal activities or such other offence. In case of any default the contractor, will investigate the matter and take disciplinary action against the defaulter meter reader / inspector / staff and intimate the Company accordingly in writing but not later than 48 hours.
- m) The Contractor shall supervise and deal with his staff directly and also ensure that all requirements of various Labor laws as may be applicable to him/ her or his/ her establishment are complied with. All remunerations, legal benefits and allowances including but not limited to cost of living allowances, leave, overtime, bonus, etc., payment to the Contractor's staff and contributions on their behalf to the Employees Old Age Benefits Institution and Social Security if applicable, shall be entirely the Contractor's own responsibility and the Company shall have no obligation on any such account. If at any time the Company is required to pay any amount(s) to any person or authority in this regard the Company shall be entitled to recover the said amount(s) from the Contractor through deduction from pending bills or amount of performance bond.
- n) As stated above the staff engaged by the Contractor shall for all purposes be his own employees and (under no circumstances would there be any employer/ employee relationship between contractor staff and the company) and the Company except to the extent that they may be issued ID cards for the purposes of security etc. In this respect the Contractor hereby undertakes to indemnify and hold the Company harmless against any claim, demand or legal proceedings initiated by any authority or any person employed / engaged by the Contractor in respect of unpaid wages, Workman's Compensation claims or any other legal benefits arising out of their employment with the Contractor. If at any time the Company is called upon to pay any compensation, damages or other charges on account of any death or injury

to the Contractor's employees, the amount so paid or payable by the Company shall be deducted from the monthly bills or other dues of the Contractor.

- o) In case of change-over of manpower employed by the Contractor or fresh recruitment, the Contractor shall inform the Company in writing at least six working days in advance for conducting Pre-Employment Medical Tests and Safety Inductions. No manpower shall be employed and allowed to resume work, until and unless the said tests are conducted and ID Cards issued. Complete record of man-hours worked by each contractor employees shall be maintained and provided by the contractor to the Company at the end of each month. In case of non-compliance Rs. 10,000/- as an penalty will be charged on monthly basis.
- p) The contractor and their meter readers will take proper care of Hand Held Computers. In case of loss / damage or snatching of HHC, the company will recover the cost of HHC from the contractor as per book value or 40 percent of the purchase price whichever is higher.
- q) The contractor will bear all expenses incurred during uploading/ downloading of meter reading/ survey data.
- r) The contractor shall ensure payment of minimum wages for unskilled workers as per the applicable Provincial Government notification. Any deviation from mandated wages may lead to disqualification.
- s) The contractor will maintain fully computerized payroll system of the employees.
- t) The contractor shall submit the monthly billing invoice along with documentary proof that the salary/wages of the previous month have been paid to the employees on time, i.e. Bank acknowledged statement for disbursement of salary to the employee which contained name, account number and salary amount.
- u) The contractor shall be responsible for ensuring that all its employees engaged in meter reading activities under this contract are covered by a comprehensive accident insurance policy. The Accident Insurance Policy shall provide coverage for bodily injury, disability, and accidental death that may occur as a result of events occurring in the performance of our duties under this contract. The Contractor shall provide the SSGC with valid proof of insurance coverage for each of its employees engaged in meter reading activities prior to commencing work under this contract. This proof of insurance will be in the form of insurance certificate and policy details. The contractor shall ensure that the accident insurance policies for its employees remain valid and in force throughout the term of this contract. The Contractor shall provide up-to-date proof of insurance upon renewal as required. Failure by the Contractor to obtain or maintain the required accident insurance coverage for its employees may result in termination of the contract at the discretion of the SSGC.
- v) The Contractor shall ensure that no meter reader's monthly earnings fall below the minimum wage threshold, as established by the Provincial Government, for the entire duration of this contract the Contractor must hire at least one meter reader for 11,500 customer meter read per month.

The Contractor shall disburse the monthly salaries of meter readers through a bank. The monthly bill for services provided, the Contractor shall furnish a detailed report to the Company, no later than the [specific day of the month], outlining the following information for each meter reader:

- (i) Name and employee CNIC and Bank Account.
- (ii) Total number of meters read during the month.
- (iii) Monthly earnings, inclusive of all allowances.
- (iv) Proof of bank salary disbursement for each meter reader.

The Contractor shall maintain accurate records of all salary disbursements to meter readers, including proof of disbursement, and shall make these records available for inspection by the SSGC.

In the event that the Contractor fails to comply with the minimum wage requirement or the mandatory meter reading requirement, or fails to adequately disburse salaries through the designated bank and provide monthly reporting as stipulated herein,

SSGC reserves the right to take appropriate actions, including but not limited to contract termination or financial penalties, as deemed necessary to address the non-compliance.

- w) The contractor shall ensure payment of minimum wages as per applicable Provincial Government notification to the workers per meter reader per month in addition to other expenses, i.e. Conveyance Allowance, Lunch Allowance, or any other benefit/expenditure for the purpose of required quality of meter reading from meter reader which will be later verified by SSGC through system reports available at the time of payment of contractor's bill.

5. Scope of work by the Contractor

- a) The contractor will obtain and furnish the HHCs of meter reading in accordance with the schedule of meter reading/ handing over dates as notified by the Company every month
- b) The Contractor will responsible to furnish the meter readings, snapshot of meter reads bearing meter no., GPS coordinates, identification of customers on nil consumption highlighted during meter reading on monthly basis and nil consumption/ Minimum customers surveys as and when required of all categories of customers of area designated to them.
- c) The contractor will obtain and furnish the HHCs of meter reading in accordance with the schedule of meter reading/ handing over dates as notified by the Company every month.
- d) The contractor shall assist in setting route orders and will provide such details to SSGC for updating the route order on the computer without any obligation on the part of the Company.
- e) The contractor will maintain the standard of accuracy of meter reading and will abide with such instructions as are issued by the Company from time to time. The contractor will carry out second call through meter reading inspectors for all the query cases as advised by SSGC Zone / Region or its designated Staff.
- f) Provide details of meter number and meter reading of meters found en-route, not appearing on the HHC, as D cases along with the nearest meter number.
- g) Provide details of meter number and meter reading of meters where meter number does not tally, as D-Case found en-route, not appearing on the HHC, as D cases along with the nearest meter number.
- h) In case where the meter reading is not obtained, the meter reader must provide appropriate code in HHC. Codes details are as under:

Code 1 > House Locked No Response

Where meter is installed inside the house and house was found locked.

Code 2 > Not Read

Where meter reader omitted or could not obtain meter reading for any reason other than described under other codes. The reason for not reading the meter including code 2 will be reported separately to billing office along with the HHC / meter reading lists within 7 days of such instance.

Code 3 > Meter Missing

Where meter at the premise was not found installed.

Code 4 > Not Allowed

Where customer did not allow meter reader to obtain meter reading.

Code 5 > Page/ Customer Not En-Route

Where meter/ customer number is appearing on meter reading sheet/ HHC, but not traceable in current route/ book or the address of premise pertain to some other locality/ area.

Code 6 > Meter at Height

Where meter installed is at such a height that it was not possible to obtain meter reading.

Code 7 > Unauthorized Use Of Gas

Where customer is stealing gas or using for commercial/ industrial purposes from a domestic meter or un-authorized extension.

Code 8 > No Access

Where due to any reason, it is not possible to have access to the meter (contractor should provide reason for non-access to meter).

Code 9 > PUG/ IGB/ FNC/ Damage

Where the meter needs to be replaced because it is PUG (passing un-registered gas) or damaged or index glass is illegible or index figures are not clear.

Code A > Page Missing:

Cases where no input of meter reading or code has been incorporated by Meter Reader in HHC.

Code N > Line Leakage

Cases where line leakages due to sewerage line is traced.

Code Q > Over flow of water

Cases where meter is inaccessible due to overhead water flow.

Code P > Corroded Line

Cases where corroded gas line is found.

- i) The contractor is required to obtain meter readings of non-customer/check meters on route and also provide detailed list of all observations/ queries noticed during meter reading i.e. *Rehabilitation cases, theft of gas, unauthorized use of gas, unauthorized extensions, commercial/ industrial use of gas from a domestic meter, leakage of gas.*
- j) Payment against identification of *theft of gas, unauthorized extensions, commercial use of gas from a domestic meter* will be given @ Rs. 50/- per case after verification and confirmation by the company (once per case) till its resolution.

6. Quantum of work

Lots:

- There are 15 lots in this tender which includes domestic & commercial meters.
- The bidder(s) can quote minimum one lot.
- Evaluation for each lot will be carried out separately. Evaluation will be made on total price at designated location (Domestic + Commercial) of each lot. SSGC reserve the right to cancel/ amend the quantities of any lot / complete total number of lot without assigning any reason.
- Maximum 2 lots can be awarded to the contractor.

1. SSGC is desirous to award contract of meter reading per year as given in Section-V. The Section-V indicates total volume of work in each lot and

maximum quantum of work offered in each lot for domestic & commercial meter reading. The rates to be quoted by the contractors should be on a complete package basis i.e. for domestic and commercial customers of respective zones and regions of lot otherwise the bid(s) will not be entertained. The maximum quantum of work offered to contractors is subject to a change of +/- 15% at the sole discretion of the Company during the period of the contract.

2. Evaluation / Selection Criteria - Award of Work to the Most Advantageous Bidder.

Award of work in respect to selection of lot will be considered on the basis of lowest evaluated financial bid.

If the same lot value are quoted by two or more bidders then highest marks obtained by bidder in technical evaluation will be considered.

If two or more bidders quoted same rates in the financial and also scored same marks in the technical evaluation, then the experience will be considered for final selection.

The bidder shall bid separate rate for each category of consumers i.e. Domestic & Commercial for the quoted lot. The determination of the lowest bidder on the basis of total value for the lot (Package wise).

All contractors will submit the cost analysis separately for Domestic / Commercial meter reading for each Zone.

In the event of termination of the contract due to non-performance of the successful bidder, the Company reserves the right to award the remaining work / lot, in whole or in part, to the next lowest evaluated bidders as an additional lot at the same rates, terms and condition.

7. Performance of work

- a) The contractor will execute the whole and every part of the work in the most substantial and professional manner, strictly in accordance with the terms and conditions of the contract and the terms of reference.
- b) The contractor will not sublet or assign the contract or any part thereof.
- c) SSGC reserves the right to check each and every meter reading submitted by the Contractor and deduct cost as per the unit price per incorrect meter reading / code brought by the contractor. Furthermore, the Company at its discretion may also impose fine up to 20 times of the amount of incorrect meter reading charges by the contractor and also recover Late Payment Surcharge or any other cost, incurred to the customer as a result of incorrect meter reading.
- d) The Company may from time to time advise contractor to collect data regarding meter and/ or consumption of the customer along with the normal meter reading exercise at rates agreed upon by and / or with the company.
- e) The Company may at its discretion to ensure quality of meter reading and instruct to contractor to produce its meter readers for test of their meter reading skills or for any other training to advance their meter reading skills.

- f) The contractor agrees to ensure that instances of gas theft or irregularity will be reported with each group along with HHC regularly. Such reports will also become part of contractor performance and quality of service.
- g) The contractor agrees that, if the Company directs, the meter readers of the contractor will collect HHCs from respective billing offices individually in person and return the same in person after meter reading in the supervision of billing office in charge or its assigned official.
- h) The contractor agrees to depute at least one full time meter reading supervisor at billing office of current assignment to supervise issuance of HHCs to its meter readers on his behalf and to address any query raised by the company official in respect of meter reading.
- i) The contractor will also depute necessary supervisory staff to supervise the work of its meter readers in the field as mentioned in 4 (i) above. The supervisory staff will regularly visit billing office for current assignment to collect complaints and to submit report for resolution after checking/ verification on the following day.
- j) In case of any dispute between the Company's representative and the contractor, decision of General Manager (Billing) of SSGC will be binding and final.
- k) To ensure transparency, reduce operational familiarity risks, and mitigate collusion, Meter Reader books, shall be mandatorily rotated at least once every two (02) months.
- l) The billing office can at any time advise the contractor to rotate his meter readers in assigned areas as per program given to the contractor by the billing office and the contractor will abide by such rotation.
- m) Successful bidders who have been awarded the contract shall be required to submit a **Performance Satisfaction Report on quarterly basis** for the respective Zone, issued by the concerned Zonal Authority.
- n) Any Vendor with a documented record of unsatisfactory performance, KPI violations, or contractual non-compliance shall be ineligible for panel inclusion and disqualified from current and future bidding cycles for 03 years.
- o) The Re-Read Ratio (Second Call) shall be maintained at less than 2%. Any exceedance shall be treated as a material breach of performance standards and subject to penalties and corrective action.
- p) Assignment of the "Second Lot" or additional workloads is strictly prohibited for any Vendor or individual Meter Reader currently classified as a non-performer or failing to meet baseline KPIs.
- q) All Meter Reader invoices must be duly verified, endorsed, and signed by the concerned Zonal / Billing Manager prior to submission for payment processing, as confirmation of actual work completion and quality compliance.
- r) The maximum reading cap per Meter Reader is hereby revised and capped at 11,500 units (previously 12,000) to ensure data quality and operational focus.



- s) Penalty rates for compliance failures—specifically regarding missing images, unreadable captures, or "non-image" cases—will be increased under the new fee schedule to enforce strict adherence to documentation protocols.

8. Bid Money/ Bond

- a) The bidder will submit separate bid bond for each lot in an amount equal to Rs. 100,000/- in the shape of pay order, demand draft or bank guarantee along with the tender documents. Non-submission of bid bond/ money will render the bid/ tender disqualified.
- b) The Bid Bond shall be 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 possible, but not later than 150 days after the date of Bid opening. 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 the Contract.
- c) In the event that the successful Bidder refuses or fails to execute a Contract within fifteen (15) days of the issuance of a Letter to Proceed, Company shall be at liberty to forfeit the Bid Bond.

9. Termination of Contract

The company may decide to terminate the contract in one of the following situation:

i) Termination for Default:

The company may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to 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 Contractor fails to report irregularities found with in area of meter reading.
- d) If the Company during the completion period of the Contract has reason to believe that the Contractor / Consultant will not be able to fulfil 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 to the Contractor/Consultant, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall state that the termination is for the Company's convenience.

specify the extent to which performance of the Work under the Contract is terminated, and indicate 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.

10. Performance Bond

- a) Before signing of contract and after issuance of letter of intent, the contractor will furnish performance bond equivalent to ten percent (**10%**) of the total contract value assigned/ awarded from any schedule bank in Pakistan as a guarantee for the due and faithfully performance of the contract. Such guarantee to be binding not withstanding any variations, alterations or extensions of time that may be given if agreed upon. Said performance bond must be submitted on the Performa annexed to the tender inquiry or in the shape of Pay Order/ Demand Draft.
- b) The performance bond will be valid for three (3) billing months beyond the contract expiry date.
- c) In case of non-performance of the contract by the contractor or termination of the contract by the Company due to un-satisfactory performance or substandard work of the contractor, the Company will forfeit the performance bond of the contractor.

11. Unit Price

The unit price quoted by the bidder will include but not be limited to the following:

- (i) All cost and charges involved in maintaining establishment
(ii) All cost & charges involved in obtaining meter reading, reads images & nil/ minimum surveys.
(iii) All labour and transportation costs, hoteling and daily allowance.
(iv) All documentation, coordination and reporting charges.
(v) All incidental expenses.
(vi) All unforeseen expenditures.
(vii) All charges for any extra visit that may be required to complete the work due to non-access to any premise or any other reason.
(viii) All incidental expenses for providing uniform and I.D cards to meter reading/ Inspection staff.
(ix) All Taxes levied by Federal/ Provincial/ Local Government on obtaining/ providing meter readings from time to time. However, General Sales Tax be charged separately on invoice value, at the applicable rate promulgated by the government from time to time.

12. Payment

- (i) Payment shall be made within 30 days of submission of bills by the contractor, subject to verification and approval of bills by all concerned departments without objection.


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- (ii) The payment will be made against accurate actual meter reading, read images provided by contractor & against codes. However, no payment will be made for codes 1, 2,4,5,8 and "A" (details provided as per clause 5(h)).
- (iii) For non-image cases, 75% of the quoted rate shall be deducted. All unreadable, blurred, or non-verifiable images shall be treated as non-image cases under the revised fee schedule to enforce strict adherence to documentation and imaging protocols.
- (iv) The Company reserves the right to deduct amount as penalty from the payment of the contractor's bill for providing wrong / inaccurate / fictitious / cooked meter readings, or delay in meter reading or non-compliance with any term of the contract as follow:

For non-wearing proper uniform/ ID Card	Rs. 1,000/- per day per person		
Supervisor Attendance	Rs. 1,000/- per day		
Delay in Meter reading	Rs. 10,000/- per group		
Area Skipped	10 times of quoted rate per meter read		
Pre-Billing % (without justification)	2% to 4%	4% to 5%	Greater than 5%
	Rs. 10,000/-	Rs. 15,000/-	Rs. 20,000/-
Meter Read Image(s) not-taken / unreadable captures	75% of quoted rate per meter read		
Meter Read Survey(s) un-attended	50% of quoted rate per meter read		
Irregularity / Theft not reported	10 times of quoted rate per case		

13. 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 of 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, commotions, 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.

14. Important Terms and Conditions of the Contract

- a) The contractor shall be paid for the unit rates as quoted and approved by SSGCL for specific Areas/Regions of lot.
- b) The contract may however be terminable by SSGCL, if the performance of the contractor is not satisfactory. SSGCL shall serve notice to the contractor and if the contractor fails to improve, SSGCL in its sole discretion will terminate the contract without further recourse or reference.
- c) The contractor will submit certified monthly bills for work executed. The bills will be paid within 30-days of submission.
- d) SSGCL during pendency of contract may increase or decrease the quantity of work up to plus minus fifteen percent (15%) and the contractor would carry out work at the quoted/approved rates.


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- e) SSGC may award work within its franchise area to one or more than one contractor, based on lots as per BOQ.
- f) As per Clause 12, the Company reserves the right to deduct amount as penalty from the payment of the contractor's bill for providing wrong / inaccurate / fictitious / cooked meter readings, or delay in meter reading or non-compliance with any term of the contract as follow:

For non-wearing proper uniform/ ID Card	Rs. 1,000/- per day per person		
Supervisor Attendance	Rs. 1,000/- per day		
Delay in Meter reading	Rs. 10,000/- per group		
Area Skipped	10 times of quoted rate per meter read		
Pre-Billing % (without justification)	2% to 4%	4% to 5%	Greater than 5%
	Rs. 10,000/-	Rs. 15,000/-	Rs. 20,000/-
Meter Read Image(s) not-taken / unreadable captures	75% of quoted rate per meter read		
Meter Read Survey(s) un-attended	50% of quoted rate per meter read		
Irregularity / Theft not reported	10 times of quoted rate per case		

- g) As per clause 4 (e), contractor to make sure to return back the Hand Held Computer (after meter reading) to the respective zone or any other location within the time limit specified by official(s) issuing HHC'S. Penalty @ 25% of meter reading charges per consumer may be levied in case of default.
- h) In case of dispute or difference of opinion under these terms & conditions, the decision of SSGCL shall be binding on the contractor.
- i) Any claims on the contractor, in the performance of work shall first be recovered from the progressive bills of the contractor. If unable to do so, the balance claim shall be recovered by encashment of the performance bond.
- j) The contractor will enter into an agreement with SSGCL within 15-days of receipt of letter of intent/award. The failure of the contractor to do so shall result in revocation of the award and forfeiture of the bid security.
- k) The Company would at its own cost carry out checks on the contractor's performance and shall convey its findings to the contractor. Any claims, as a result of the findings in the form of delivery performance shall be conveyed to the contractor and deducted from the progressive monthly bills.
- l) The contractor shall fully indemnify SSGCL against any claims or losses to third party and work compensation arising against SSGCL, as a result of and during performance of work by the contractor under labor laws or otherwise.
- m) The contractor shall be responsible for the behavior, conduct and performance of its employees and shall save SSGCL harmless from any claims arising thereto. The contractor shall not keep in his employment any person who is medically unfit and/or suffering from any contagious disease.
- n) For rendering the aforesaid services, the contractor shall engage such staff as he may consider necessary to perform his obligations under this Agreement. However, the Contractor shall ensure that the personnel deputed by him to work at Company's /customer's premises are of sound health, bear good moral



character and have never been involved in any offences comprising moral turpitude.

- o) In case of change-over of manpower employed by the Contractor or fresh recruitment, the Contractor shall inform the Contract Manager in writing at least three working days in advance. No manpower shall be employed and allowed to resume work, until and unless ID Cards are issued. Complete record of man-hours worked by each contractor employees shall be maintained and provided by the contractor to the Contract Manager as per the Company Format at the end of each month.
- p) That upon termination of this contract, it will be the responsibility of the contractor to immediately withdraw his employees / workmen from SSGC's premises and return all Hand held devices to the concern.

SCHEDULE OF PRICES

The bidder shall bid separate rate for each category of consumers i.e. Domestic, Commercial & Industrial for the zone/region of lot in which he is interested. The determination of the lowest bidder on the basis of total value for the lot (Package wise). Rates for domestic / commercial consumers shall be quoted in consideration with clause 6 (f) performance of work.

BILL OF QUANTITY

The quantities given in schedule annexed are approximate and would continue to change as a result of new connections/ disconnections.

SIGNING OF AGREEMENT

Formal signing of agreement shall be completed as soon as possible. However, the Contractor shall commence work after issuance of Letter to Proceed. Formal agreement would be made on stamp paper and duty may be applicable as per the prevailing value. The stamp duty would be borne by the Contractor.

BID VALIDITY

Bids shall remain valid for acceptance for a period of (120) days from the date of bid opening

.....



SECTION - IV

FORM-I LETTER OF APPLICATION

Registered Business Name:

Registered Business Address :

Telephone : _____

Fax : _____

General Manager (Procurement)
Sui Southern Gas Company Limited
SSGC House Sir Shah Suleman Road
Gulshan-e-Iqbal Karachi.

Meter Reading of Domestic & Commercial Gas Meters for Karachi, Interior Sindh and Balochistan Regions.

Sir,

1. We hereby apply for Meter Reading Contractors for Karachi Region, with Sui Southern Gas Company Limited.
2. We authorized SSGC or its authorized representative to conduct any investigation to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, bank, department, agency or firm.
3. The names and positions of contact persons for any further information, if required, are as follows:
 - a) _____
 - b) _____
 - c) _____
4. **UNDERTAKING** (Any change in following text may disqualify the bidder technically)
 - i) The statements made and the information provided in the application is complete, true and correct in every detail.
 - ii) This firm will employ only those workers who have never worked in SSGC before, either in capacity of third-party workers or daily wages employees, except experienced meter readers who are already working with any meter reading contractors.
 - iii) This firm has never been terminated by SSGC and or black listed by any Government Department, Semi Government Authority or Private Company or Corporation and is not involved in litigation/ arbitration with any client for last 5 years.

(Undertaking to this effect on Rs. 100/- Official stamp paper to be provided).

Respectfully,
(Authorized representative of applicant)

Dated : _____


MUHAMMAD KAMRAN
GM (Billing & UFG)



FORM-II GENERAL INFORMATION

Business Name		
Type of Registration*	<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> SECP <input type="checkbox"/> PEC <input type="checkbox"/> Chamber of Commerce	
Year of Registration		
Business Address – I		
Contact	Telephone No.	
	Fax No.	
	Email Address:	
Business Address – II		
Contact	Telephone No.	
	Fax No.	
	Email Address:	

* Attach copy of certificate of registration and ownership, Registrar deed (in case of partnership)





FORM II-A Statutory Requirement

Attach Registration Certificate of EOBI / SESSI (if any)

FORM II-B - FINANCIAL DATA

A. Bank Statement

A confidential current Bank Statement in respect of bidder's financial soundness (to be submitted in a sealed envelope).

Bank Name:

Statement Date

Bank A/C No.:

From:

To:

#	24 Months	Total Debit Transactions	Total Credit Transactions	Month end Closing Balance
1				
.				
.				
.				
.				
.				
.				
.				
.				
.				
.				
.				
.				
.				
24				

Separate table for each bank account along with cumulative Total, Summary

B. Income Tax

Income tax assessment for the last 6 years assessment year
Income Tax Clearance Certificate (2024-2025) or latest.

C. Wealth Statement

Submit latest Wealth Statement.

D. SBR/ BST Registration Certificate

Valid SST/ BST Registration Certificate.



[Signature]
AMMAD KAMRAN
 GM (Billing & UFG)
 Sui Southern Gas Co. Ltd.



FORM- IV RELEVANT EXPERIENCE

Name of Organization					
Address				Contact Person	
				Contact No. / E-mail	
Name of Assignment				Scope	
Details of Assignment					
Date				Status (On going/ Completed)	Value of Assignment (In Rs.)
Starting	Completion	Duration			
Result					

All the information provided shall be supported with documentary evidence, otherwise no marks will be awarded.

N.B: Please fill one form for each work.





FORM-V DETAILS OF OFFICES

S. No.	Region	Mailing Address	Contact Person	Telephone / Fax No./ Email
1				
2				
3				



Muhammad Kamran
FORM 2026
MUHAMMAD KAMRAN
GM (Billing & UFG)

SECTION - IV

Allocation of Points for the Selection of Meter Reading Contractors.

Mandatory Requirements

Non-compliance of any of the following requirement will disqualify the firm

1. Firm/ Company should be registered with competent authority i.e. NTN/ SST/ BST (Where required)/ Registrar office (in case of partnership firm) and Professional Tax evidence.
2. Bank statement for last 2 year (along with its summary on prescribed format mentioned in Form II-B.)
3. Cost Breakup (Please fill the Cost Breakup separately for each lot as per attached format on Page # 29)

#	Description		Points Allocated	Points Obtained
Section-I				
1	Liquid Assets	Debit Transaction reflecting in Title Bank Account for last one year Monthly Total above Rs. 1.00 Million (~ 1.00 mark each month) Monthly Total above Rs. 0.50 Million (~ 0.50 mark each month) Monthly Total above Rs. 0.25 Million (~ 0.25 mark each month)	12	30
		Closing Balance reflecting in Title Bank Account for last one year Balance above Rs. 100,000 (~ 1.00 mark each month) Balance above Rs. 50,000 (~ 0.50 mark each month) Balance above Rs. 25,000 (~ 0.25 mark each month)	12	
	Income Tax Return	Income Tax Returns for latest six years (1 Mark for each year)	6	
2	Annual Turnover	Annual Turnover declared in Tax Return in last 3 years (any one) Above Rs. 20 Million	Either 20	20
		Above Rs. 15 Million to Rs. 20 Million	15	
		Above Rs. 10 Million to Rs. 15 Million	10	
		Above Rs. 5 Million to Rs. 10 Million	5	
Section-II				
3	Permanent Staff	Manager having experience (1 Mark/ year); up to 5 points	5	10
		Supervisor having relevant experience (1 Mark/ year); up to 3 points	3	
		Office Staff (1 Mark/ staff); up to 2 points	2	
4	Office Facility	Proper Sign Board 2 Commercial Premise 2 Main Business 2	10	10
		Ownership/ Rent on Title 2 Computer with Internet 1 Furniture/ Fixture > 10 persons 1		
5	Relevant Experience	Meter Reading	Either	
			Non-Active	Active
		Relevant experience > 10 years	20	30
		Relevant experience > 5 years and <10 years	15	20
		Relevant experience > 3 years and < 5 years	10	15
	Relevant experience at least 3 years	5	10	
Grand Total			100	

1. Minimum qualifying marks are seventy (70) and at least 30 marks each should be obtained in Section I & II respectively.
2. Documentary evidence against each field is mandatory requirement as per given format failing which no mark will be given.
3. Satisfactory work Relevant Experience letter is required on client's letter head (Meter Reading from any Utility Company).
4. Non-active contractors aren't currently engaged in meter reading within any utility companies. Active contractors, however, are currently employed in these firms. Attached documentary evidence is provided for both situations.



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

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



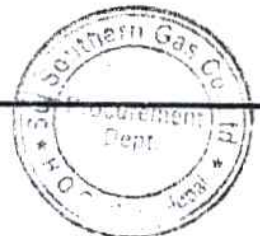
35. In Open Competitive Bidding Procedure where the quoted price is less than Rs. 500,000/- the Bid Bond will be retained in lieu of PBG.
36. In case the Bid Bond is not required, the bidder must submit the Form of Bid-Securing Declaration attached with the Tender Document else the Bid will be liable 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 - 11

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 purchase 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 10 (10) 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,
2ND 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.

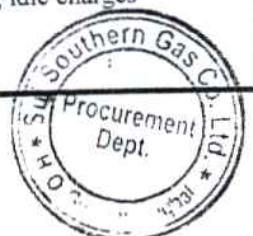
The rates and prices in such on-account bills and statement of Work shall be in accordance with those in the SOR/BOQ so far as such rates and prices are applicable and on the approved rates and prices for other items of Work. All payments against on-account bills shall be treated as provisional payments 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 "I" (whichever applicable) in which Sales Tax (of relevant Sales Tax invoice) is paid.

26. Blacklisting of Suppliers and Contractor / Consultants:

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



SECTION - VII**IMPORTANT INSTRUCTIONS TO THE BIDDERS**

- The contractor shall be paid for the unit rates as quoted and approved by SSGC for specific Areas/ Regions of lot.
- The contract shall exclusively be for accurate Meter reading of domestic and commercial meters through Hand held Computers, taking snap shots of meters, special meter reading or to collect data regarding meter and/ or consumption of the customer as Sui Southern Gas Company Limited may deem appropriate from time to time
- Unrealistic/ Unpractical location wise rates offered by applicants shall be considered "Non-Compliance" technically.
- The terms and conditions of tender documents shall carefully be studied by the bidders.
- The application documents will be submitted in English language and delivered in person or sent by registered post/ courier at the notified address.
- The offer shall be worded clearly and rates quoted shall be in complete understanding of the terms of reference defined in the tender document.
- Each and every page of the tender documents shall be signed by the bidder and stamped with company seal.
- Documents received after the due date will not be considered.
- Rates shall be clearly offered on the prescribed page of the schedule of rates provided in the tender documents. Over writing and erasing should be initialed and stamped.
- The decision of Sui Southern Gas Company Limited to accept or reject any bid will be final.
- The company reserves the right to add and to delete from and/ or amend the scope of work defined in Terms of Reference and Schedule of Price as deemed necessary during the submission period and bidder will be informed of the same.
- The bidder will give office telephone and fax number including complete postal address below for the purpose of sending correspondences and all notices may be legally served in connection with this bid and/ or ensuring contact with the successful bidder:

Telephone Nos. _____
Fax Nos. _____
Address _____

- Failure to comply with any instruction in the tender document would render the bid liable to disqualification and rejections.
- Deduction of Income Tax and any other Tax under prevailing law will be made through contractor's bill(s).
- The contract(s) will be awarded on the basis of lot as per BOQ attached.





SECTION - VIII

SPECIMEN OF UNIFORM & MONOGRAM

Following is the sample pocket of Meter Reader's uniform. It will be embroidered on left side of the pocket.

Uniform Color: In summer Uniform color will be **Blue** and in winter color will be **Khaki**.

<p>Name of the Meter Reader Authorized Meter Reader</p>
<p>Contractor Logo</p>
<p>Name of the Contractor</p>

Uniform Dress Code: Safari Suit or Kameez Shalwar with waist coat





SECTION - IX

SPECIMEN OF IDENTITY CARD

Front Side



SUI SOUTHERN GAS COMPANY LIMITED
AUTHORIZED CONTRACTOR'S METER READER

CONTRACTOR
MONOGRAM

Name of Contractor Firm

Name: [Employee Name]
CNIC #: [Employee CNIC #]
Designation: [Employee Designation]

Employee Photo

Back Side



Stamp & Signature of
Contractor Authorized
Personnel

Stamp & Signature of SSGC
Authorized Personnel

Telephone of Contractor

Address of Contractor

Tel: _____

Dir: _____

Fax: _____



Muhammad Kamran
TOP MR 2026 V01.10 GM 01.docx
MUHAMMAD KAMRAN
GM (Billing & MRCs)



SSGC

FINANCIAL **PROPOSAL**



SECTION - VI
**Schedule of Price of the Bidders (Meter Reading)
Bill of Quantities**

Lot #	Zones / Regions	Region /Circle	Domestic					Commercial					Total	
			Est. Meters (1 Month)	Est. Meters (1 Month)	Est. Meters (12 Months)	Rate / Read	Amount (12 Months)	Est. Meters (1 Month)	Est. Meters (1 Month)	Est. Meters (12 Months)	Rate / Read	Amount (12 Months)	Meters (12 Months)	Amount (12 Months)
					A	B	C = (A x B)			D	E	F = (D x E)	G = A + D	H = C + F
			No.		No.	Rs.	Rs.	No.		No.	Rs.	Rs.	No.	Rs.
1	City	C1	69,000	183,000	2,196,000			500	1,400	16,800			2,212,800	
	Defence	C1	114,000					900						
2	Lyan	C1	69,000	163,000	1,956,000			300	800	9,600			1,965,600	
	Garden	C1	94,000					500						
3	Saddar	C1	80,000	191,000	2,292,000			1,100	1,500	18,000			2,310,000	
	Maymar / Hijri	C2	111,000					400						
4	Gulshan	C2	87,000	187,000	2,244,000			600	900	10,800			2,254,800	
	Gulistan-e-Jauhar	C2	100,000					300						
5	Society	C2	109,000	264,000	3,168,000			900	1,500	18,000			3,186,000	
	Malir	C2	155,000					600						
6	F.B Area	W	144,000	239,000	2,868,000			1,200	1,500	18,000			2,886,000	
	Orangi Extension	W	95,000					300						
7	Nazimabad	W	118,000	171,000	2,052,000			900	1,600	19,200			2,071,200	
	Hawksbay/SITE	W	53,000					700						
8	North Karachi	W	143,000	198,000	2,376,000			1,100	1,300	15,600			2,391,600	
	Surjani-Town	W	55,000					200						
9	Hub/ Baldia/ ACPL/ Gawadar	W	101,000	174,000	2,088,000			300	600	7,200			2,095,200	
	Orangi	W	73,000					300						
10	Korangi - 1	E	87,000	155,000	1,860,000			500	900	10,800			1,870,800	
	Korangi - 2	E	68,000					400						
11	Landhi	E	101,000	141,000	1,692,000			300	400	4,800			1,696,800	
	Bin Qasim	E	40,000					100						
12	Hyderabad	N	155,000	155,000	1,860,000			1,000	1,000	12,000			1,872,000	
13 A	Mirpurkhas	N	138,000	230,000	2,760,000			300	500	6,000			2,766,000	
13 B	Nawabshah	N	92,000					200						
14 A	Sukkur	N	111,000	225,000	2,700,000			300	600	7,200			2,707,200	
14 B	Larkana	N	114,000					300						
15	Balochistan	N	197,000	197,000	2,364,000			2,600	2,600	31,200			2,395,200	

TOTAL 2,873,000 34,476,000 17,100 205,200

* Lot 13-A & 13-B to be read as lot 13, bifurcated only for accounting purpose.

* Lot 14-A & 14-B to be read as lot 14, bifurcated only for accounting purpose.



FOR MR. 2023
Free
AMMAD KAMRAN
 GM (Billing & UFG)
 Sui Southern Gas Co. Ltd.



COST BREAKUP OF METER READING
(Lot wise basis)

Mandatory Requirement

Name of Contractor _____

Lot #	1 *
Regions	Central *
Zones	City – Defence *
Domestic Customers / Meter per Month	183,000 *

* Sample Data must be filled as per Section VI Bill of Quantities

#	Cost Heads	Manpower Required	Per head (not less than minimum wages)	Monthly Expenses
1	Meter Reader Salary (for Max 11,500 Read per month)			
2	FOBI, SESSI & Others			
3	Transportation / Logistics			
4	Miscellaneous			

Total Expenses	_____
Number of Gas Meters	_____
Rate per Meter Domestic Read	_____
Rate per Meter Commercial Read	_____

Please refer clause 4(r), 4(s), 4(t) and 4(u) on page # 7.

Please fill the Cost Breakup separately for each lot.

The contractor must accurately quote unit costs / breakup in line with the scope of work, ensuring quality and meeting SSGC requirements. Failure to meet performance standards will result in actions as per TOR and rules.



Muhammad Kamran
MUHAMMAD KAMRAN
 GM (Billing & UFG)

SSGC

TENDER ENQUIRY NO. SSGC/SC/14317

SECTION-3

SCHEDULE OF REQUIREMENT

AND

BID FORM

Sr. NO.	DESCRIPTION OF ITEMS / PART NOS. (1)	QUNATITY (3)	UOM (4)	UNIT PRICE (5)	TOTAL AMOUNT 6=3X5
1	<u>METER READING</u> [1] SC022268 SELECTION OF DOMESTIC METER READING CONTRACTOR FOR CITY / DEFENCE ZONE AT KARACHI REGION AT LOT#1 (AS PER BOQ) Delivery Schedule:	2,196,000.00	Each		
2	<u>METER READING</u> [2] SC022271 SELECTION OF DOMESTIC METER READING CONTRACTOR FOR LYARI / GARDEN ZONE AT KARACHI REGION AT LOT#2 (AS PER BOQ) Delivery Schedule:	1,956,000.00	Each		
3	<u>METER READING</u> [3] SC022272 SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR LYARI / GARDEN ZONE AT KARACHI REGION AT LOT#2 (AS PER BOQ) Delivery Schedule:	9,600.00	Each		
4	<u>METER READING</u> [4] SC022273 SELECTION OF DOMESTIC METER READING CONTRACTOR FOR SADDAR / MAYMARY / HIJRI ZONE AT KARACHI REGION AT LOT#3 (AS PER BOQ) Delivery Schedule:	2,292,000.00	Each		
5	<u>METER READING</u> [5] SC022274 SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR SADDAR / MAYMARY / HIJRI ZONE AT KARACHI REGION AT LOT#3 (AS PER BOQ) Delivery Schedule:	18,000.00	Each		
6	<u>METER READING</u> [6] SC022275 SELECTION OF DOMESTIC METER READING CONTRACTOR FOR SOCIETY / MALIR ZONE AT KARACHI REGION AT LOT#5 (AS PER BOQ) Delivery Schedule:	3,168,000.00	Each		
	<u>METER READING</u>				



SSGC

METER READING

7	[7] SC022276	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR SOCIETY / MALIR ZONE AT KARACHI REGION AT LOT#5 (AS PER BOQ)	18,000.00	Each
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Delivery Schedule:METER READING

8	[8] SC022277	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR F.B AREA / ORANGI EXTENSION ZONE AT KARACHI REGION AT LOT#6 (AS PER BOQ)	2,868,000.00	Each
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Delivery Schedule:METER READING

9	[9] SC022278	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR F.B AREA / ORANGI EXTENSION ZONE AT KARACHI REGION AT LOT#6 (AS PER BOQ)	18,000.00	Each
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Delivery Schedule:METER READING

10	[10] SC022286	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR KORANGI-1 / KORANGI-2 REGION AT LOT#10 (AS PER BOQ)	1,860,000.00	Each
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Delivery Schedule:METER READING

11	[11] SC022287	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR KORANGI-1 / KORANGI-2 REGION AT LOT#10 (AS PER BOQ)	10,800.00	Each
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Delivery Schedule:METER READING

12	[12] SC022288	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR LANDHI /BIN QASIM REGION AT LOT#11 (AS PER BOQ)	1,692,000.00	Each
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Delivery Schedule:METER READING

13	[13] SC022289	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR LANDHI /BIN QASIM REGION AT LOT#11 (AS PER BOQ)	4,800.00	Each
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Delivery Schedule:METER READING

SSGC

METER READING

14	[14 SC033406]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR HYDERABAD REGION AT LOT#12 (AS PER BOQ)	1,860,000.00	Each
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Delivery Schedule:METER READING

15	[15 SC033407]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR HYDERABAD REGION AT LOT#12 (AS PER BOQ)	12,000.00	Each
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Delivery Schedule:METER READING

16	[16 SC033408]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR MIRPUR KHAS REGION AT LOT#13A (AS PER BOQ)	1,656,000.00	Each
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Delivery Schedule:METER READING

17	[17 SC033409]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR MIRPURKHAS REGION AT LOT#13A (AS PER BOQ)	36,000.00	Each
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Delivery Schedule:METER READING

18	[18 SC033411]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR SUKKUR REGION AT LOT#14A (AS PER BOQ)	1,332,000.00	Each
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Delivery Schedule:METER READING

19	[19 SC033412]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR SUKKUR REGION AT LOT#14A (AS PER BOQ)	3,600.00	Each
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Delivery Schedule:METER READING

20	[20 SC033413]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR BALOCHISTAN REGION AT LOT#15 (AS PER BOQ)	2,364,000.00	Each
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Delivery Schedule:METER READING

21	[21 SC033414]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR BALOCHISTAN REGION AT LOT#15 (AS PER BOQ)	31,200.00	Each
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Delivery Schedule:

SSGC

METER READING

22	[22 SC022344]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR CITY / DEFENCE ZONE AT KARACHI REGION AT LOT#1 (AS PER BOQ)	16,800.00	Each
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Delivery Schedule:METER READING

23	[23 SC022345]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR GULSHAN / GULISTAN-E-JAUHAR ZONE AT KARACHI REGION AT LOT#4 (AS PER BOQ)	2,244,000.00	Each
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Delivery Schedule:METER READING

24	[24 SC022346]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR GULSHAN / GULISTAN-E-JAUHAR ZONE AT KARACHI REGION AT LOT#4 (AS PER BOQ)	10,800.00	Each
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Delivery Schedule:METER READING

25	[25 SC022348]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR NAZIMABAD / HAWKS BAY / SITE ZONE AT KARACHI REGION AT LOT#7 (AS PER BOQ)	2,052,000.00	Each
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Delivery Schedule:METER READING

26	[26 SC022349]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR NAZIMABAD / HAWKS BAY / SITE ZONE AT KARACHI REGION AT LOT#7 (AS PER BOQ)	19,200.00	Each
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Delivery Schedule:METER READING

27	[27 SC022351]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR NORTH KARACHI / SURJANI TOWN ZONE AT KARACHI REGION AT LOT#8 (AS PER BOQ) (AS PER BOQ)	2,376,000.00	Each
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Delivery Schedule:METER READING

28	[28 SC022352]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR NORTH KARACHI / SURJANI TOWN ZONE AT KARACHI REGION AT LOT#8 (AS PER BOQ)	15,600.00	Each
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Delivery Schedule:METER READING

	SSGC	METER READING			
29	[29 SC022353]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR HUB / BALDIA / ACPL / GAWADAR / ORANGI ZONE AT KARACHI REGION AT LOT#9 (AS PER BOQ) AT LOT#9 (AS PER BOQ) Delivery Schedule:	2,088,000.00	Each	
30	[30 SC022354]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR HUB / BALDIA / ACPL / GAWADAR / ORANGI ZONE AT KARACHI REGION AT LOT#9 (AS PER BOQ) AT LOT#9 (AS PER BOQ) Delivery Schedule:	7,200.00	Each	
31	[31 SC033415]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR NAWABSHAH REGION AT LOT#13B (AS PER BOQ) Delivery Schedule:	1,104,000.00	Each	
32	[32 SC033416]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR NAWABSHAH REGION AT LOT#13B (AS PER BOQ) Delivery Schedule:	2,400.00	Each	
33	[33 SC033417]	SELECTION OF DOMESTIC METER READING CONTRACTOR FOR LARKANA REGION AT LOT#14B (AS PER BOQ) Delivery Schedule:	1,368,000.00	Each	
34	[34 SC033418]	SELECTION OF COMMERCIAL METER READING CONTRACTOR FOR LARKANA REGION AT LOT#14B (AS PER BOQ) Delivery Schedule:	3,600.00	Each	

Fix Bid Bond Amount in PKR:

Rs. 100000/- for each lot

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



SSGC rejection.

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



DECLARATION FORM

(FORMAT OF DECLARATION)

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

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

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

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

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

SIGNATURE & STAMP

NOTE

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



CONTRACT FORM

Contract No. SSGC/SC/

ARTICLES OF AGREEMENT

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

WITNESSETH:

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

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

Article-1 Work and Cost of the Work:

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

Article-2 - Time:

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

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

Article-3 - Contract Documents:

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

- a) The Article of Agreement.



- b) Bid ((submitted vide letter No. _____, dated _____ comprising Letter of Invitation, Instructions to bidders, Scope of Work, Special and General Conditions of Contract, Tender Form, Bill of Quantities, Drawings, etc.).
- c) Company letter No. _____, dated _____.
Contractor letter No. _____, dated _____.
- d) Notice of Award (Letter of Intent (LOI) No.SSGC/MAT/S&C/_____, dated _____.
- e) Acceptance by the Contractor on the copy of LOI.
- f) Letter to Proceed No.SSGC/PROC/S&C/_____, dated _____.
- g) Performance Bank Guarantee No. _____, dated _____, amounting to Rs. _____ issued by M/s. _____.

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

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

Signed for and on behalf of
M/s. Sui Southern Gas Company Limited

Signed for and on behalf of
M/s. _____ Karachi

Signature : _____

Signature : _____

Name : _____

Name : _____

In the presence of :

Signature : _____

Signature : _____

Name : _____

Name : _____

Signature : _____

Name : _____



Supplier code: _____

FORM-X

Bank account details form for all Beneficiaries

(Mandatory requirement for Digital Online Banking)

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

Name of Firm: _____

Address of Firm: _____

CNIC #: _____

NTN #: _____

Bank Name: _____

Bank A/C Title name: _____

Branch code: _____

Bank A/c #: _____

(16 Digits)

Bank IBAN #: _____

(24 Digits)

Information already submitted.

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



Authorized Sign & Stamp

Date: _____

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

ANNEXURE: I

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts.

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

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership /Association of Persons/Single Member Company/Partnership Firm/Trusted/Any other Individual, Body Corporate (to be Specified))	Date of Incorporation / Registration	Name of Registering Authority	Business Address	Country	Email Address	Percentage of shareholding control or interest of BO in the Legal Person or Legal Arrangement	Percentage of shareholding, Control or Interest of Legal Person or Legal Arrangement in the Company	Identity of Natural Person who Ultimately owns or Controls the Legal Person or Arrangement

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



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)]

No.: [number of Bidding process]

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

To: [complete name of Procuring Agency]

We, the undersigned, declare that

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

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

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

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

Name of the Bidder _____

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

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____

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

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

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



SUI SOUTHERN GAS COMPANY LIMITED

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-Mannual-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
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 _____





**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.)





سوی سدرن گیس کمپنی لمیٹڈ
پروکیورمنٹ ٹیپارٹمنٹ

تمام ٹھیکیداروں کے لئے معیاری ایڈوائزی
خدمات کی ادائیگی پر سندھ سیلز ٹیکس
(۱ جولائی ۲۰۲۲ 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 اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ وینڈرز بقیہ 80% خود جمع کراتے 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 اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ بقیہ 20% وینڈرز خود جمع کراتے 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 ودہولڈنگ کا نظرثانی شدہ طریقہ کار

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

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

