

Reference: ADMIN: FST: 4.16 (Janitorial)

Dated: 21.05.2026

M/s. _____

Dear Sir,

**INVITATION TO BID FOR PROVIDING JANITORIAL SERVICES FOR
OFFICE BUILDINGS, EXECUTIVE & SUBORDINATE COLONIES,
STORE OFFICES & COMPRESSION OFFICES
TENDER ENQUIRY NO ADMIN: FST: 4.16 (JANITORIAL) CLOSING DATE: 08.06.2026**

Enclosed please find following documents of invitation to bid for provision of Janitorial Services for a period of one (01) year, extendable with mutual consent, at our SNGPL Transmission Headquarters, Faisalabad on single stag-two envelopes basis.

1. **Technical Bid**
 - a) Evaluation Criteria - Annexure-A-I
 - b) Questionnaire - Annexure-A-II Sheet I & II
 - c) Work Experience - Annexure-A-III
 - d) Undertaking Annexure-A-IV
 - e) HSE Contractor Statement (to be filled by successful bidder) - Annexure-A-V Sheet I to V
2. **Financial Bid**
 - a) Schedule of Requirement - Annexure-B Sheet I & II
 - b) List of Jobs to be carried out - Annexure-B-I
 - c) Terms and Conditions - Annexure-B-II Sheet I to VI
 - d) Undertaking / Indemnity for Financial Losses - Annexure-B-III
 - e) Integrity Pact for Contracts worth Rs. Ten (10) Million or more - Annexure-B-IV

Please submit your firm and irrevocable bid as per our **Schedule of Requirement**. You may like to visit our subject office(s) / locations before submission of bid for any clarification.

Your bid should be valid for at least **90** days from the date of its submission. Bids received with shorter validity may be considered as “**NON-RESPONSIVE**”. SNGPL may; however, request for extension in validity of bids without any change in quoted rates and other terms and conditions. Provision of Janitorial Services must conform to the “**Schedule of Requirement**”.

Terms and Conditions must be taken into consideration before submitting your bid, which will become part for the Contract in case the Contract is awarded to you.

Your quotation should be prepared in duplicate and both copies of the quotation will be addressed and forwarded to

Senior Admin Officer (T)
Sui Northern Gas Pipeline Limited
Transmission Headquarters, Main Sargodha Road, Faisalabad

Both Technical and Financial bids must be enclosed in separate sealed envelopes; must bear the words Technical & Financial Bid; sealed in an outer envelope. Both the inner and outer envelopes

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

www.sngpl.com.pk

Faisalabad Regional Office:
Sargodha Road, Faisalabad,
Pakistan.
+92-41-9210043

must bear the words “**CONFIDENTIAL**” and “**TENDER FOR PROVISION OF JANITORIAL SERVICES TENDER ENQUIRY NO. ADMIN: FST: 4.16** (Janitorial) Offers received by Telex / Tele Fax / E-mail will not be accepted.

Bids / quotations should be received in this office on or **before 08.06.2026 by 1100 hours and will be opened on same date at 1130 hours. In case of holiday(s) falling on the date of tender opening, tender will be opened at the same time on the next working day.** It will be the responsibility of the bidder to deliver the bids before the closing date & time. The Company does not take responsibility whatsoever for the collection of the bids from any Agency. You or your authorized agent with authorization letter may attend the tender opening. Bids / quotations received after opening the Tender will not be entertained.

Quotations submitted should not have any over-writings. Additional signatures must authenticate all deletions / cuttings. Quotations carrying over-writing without authentication may not be accepted.

No bidder will be permitted to alter his bid after the bids have been opened. The Company neither bound itself to accept the lowest or any particular tender, nor will be responsible to pay the expenses or losses, which may be incurred by any bidder in the preparation / deposit of his bids.

We reserve the right to increase/decrease the tender quantities / requirements or cancel this enquiry in whole or in part before tender opening, if our requirement changes in the meantime. After tender opening, the quantities / items / labor etc. as mentioned in the schedule of requirement may be increased / decreased by 15 percent. However, decrease beyond 15 percent shall be subject to concurrence by successful bidder.

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

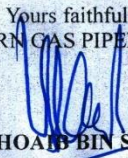
Financial bids of technically responsive bidders will be opened in the presence of their representatives.

In case the contract is awarded to you, you will be required to execute the contract strictly in accordance with its terms and conditions. In case any of the terms and conditions of the contract is violated, SNGPL reserves the right to cancel the contract in whole or part thereof as necessary.

Each bidder along with his bid must supply all the details, clarifications and breakup of clientage. No subsequent clarification would be sought.

The contract awarded as a result of this tender must be duly acknowledged by the Chief Executive of the respective Agency or his authorized representative, whose name must be advised to SNGPL in the bid. Rates on Schedule of Requirement (**Annexure - B**) must be filled in and submitted along with documents duly signed and stamped. Likewise Schedule of Requirement (**Annexure-B Sheet I & II**), List of jobs to be carried out (**Annexure-B-I**), Terms and Conditions (**Annexure-B II, Sheet I to Sheet VI**) should also be submitted with the bid duly signed and stamped.

If you have any query as to the meanings of any portion of these documents or any additional information is required, please contact Ms. Aala Zaidi, Admin Officer at Transmission Headquarters, Faisalabad on phone number 041-9210021 & Cell # 0310-7575577.

Yours faithfully
SUI NORTHERN GAS PIPELINES LIMITED

(M. SHOAB BIN SALAM)
SENIOR ADMIN OFFICER (T)
for MANAGING DIRECTOR

SUI NORTHERN GAS PIPELINES LIMITED
TECHNICAL EVALUATION CRITERIA FOR THE PROVISION OF JANITORIAL
SERVICES

Evaluation criteria to judge technical ability of firms are divided into two sections i.e. Evaluation Criteria and Questionnaire.

Firm securing less than 70% marks in Technical Evaluation will not be considered technically responsive and its Financial Bid will not be opened.

**TECHNICAL EVALUATION CRITERIA
FOR PROVISION OF JANITORIAL SERVICES**

Technical Evaluation Criteria is divided into two sections i.e. Part ‘A’ (Screening Scheme) and Part ‘B’ (Evaluation Marking Scheme). Answers to all questions are compulsory.

Part ‘A’ Screening Scheme:-

Question from serial # 1 to 13 in the attached Questionnaire (Annex - A-II, Sheet-I) are Critical and positive affirmation to each of the same is mandatory. A reply, which does not satisfy the requirement of questions, may disqualify the Firm for further consideration. A Firm passing through Part-A (**Screening Scheme – Critical Factors Annexure-A-II-Sheet-I**) shall further be evaluated in detail as per criteria specified in part ‘B’ (**Evaluation marking scheme, Annexure-A-II, Sheet-II**). All such firms who do not qualify Part ‘A’ shall not enter in the next phase of evaluation.

Each Company must have an experience of atleast 3 years of providing efficient Janitorial Services to Government Departments / Semi Govt. / Multi-National Organizations / Large Scale Companies of national repute preferably at their Headquarters. Application(s) received from any Parties / Firms having less than three (3) years of experience will not be considered for qualification.

Part ‘B’ Evaluation Marking Scheme

Firms securing at least 70% marks out of total marks (i.e. 60) will stand qualified and all those firms securing less than 70% will not be eligible for opening financial bid.

NOTE:

1. The bidders securing below 70 percent will not be considered technically responsive.
2. In pursuance of clause 18 of PPRA rules, if any applicant provides false information he will be subject to disqualification. Hence, all documentary evidence submitted by applicants must be correct & genuine.
3. All the information provided shall be supported with documentary evidence duly signed & stamped, otherwise no credit/points will be given.
4. Successful applicants (meeting passing criteria) will be eligible for opening Financial Bids.

**FINANCIAL
SCHEDULE OF REQUIREMENT**

ITEM NO	DESCRIPTION OF WORK	UNIT	QUANTITY (NOS.)	RATE PER UNIT	TOTAL AMOUNT Rs.
1	<p>Provision of Janitors Duty hours from Monday-Saturday 7am – 4pm. (01 hours is included for lunch) for 06 days a week on monthly basis. 02(two) sets of uniform for each Janitor including cap and shoes will be provided at commencement of Contract. <u>Deployment location of Janitors</u> 1. For Office & Store Yards 13 Nos. } 2. For Residential Colonies 23 Nos. } *</p> <p><u>Out of 13 Nos. 01 Muslim janitor must be provided for cleaning of Masjid in office premises.</u> Age of Janitors 18- 57 years. *Deployment location may be changed by Admin department, from time to time as per requirement.</p>	Per Month	36 No's.	Without PST 40,000/-	Without PST 1,440,000/-
2	Provision of Supervisors of Janitorial staff, for 9 hours Duty hours from Monday-Saturday 7am – 4pm (including 01 hour lunch break) on 06 days a week on monthly basis, having suitable educational background experience and mobile phone, uniform including shoes etc. Age of Supervisors 25 to 57 years.	Per Month	02 No's.	Without PST	Without PST
3	Cost of Material List Attached as Annexure–B-Sheet-II	Per Month	-	-	
4	Service charges including all types of operating cost, Statutory payments such as EOBI, Social security, & Income Tax etc.	Per Month	-	Without PST	Without PST
5	Total Cost Per Month without PST	Per Month	-	-	

IMPORTANT NOTES / CONDITIONS:

- 1) Evaluation of Financial Bids will be carried out on the basis of “**Total Cost per Month Excluding PST**” (i.e Item No 5 filled in Grey above)
- 2) Bidder must quote the salary of janitorial staff as per labour laws and instructions / notifications of Federal & Provincial Government regarding minimum wages. Quotation will be rejected if salary quoted is less than the notified minimum wages at the closing date of tender enquiry. If minimum wages rate is revised by the Government, during currency of the contract, the increase in wages shall be implemented through an amendment to the contract. No additional profit margin etc shall be given to the contractor for passing on the increase in minimum wage rate to janitorial staff.
- 3) Above required strength of janitorial staff i.e (02 supervisors+36 sweepers) is a tentative / current requirement. However, the Company reserves the right to decrease the total number of individuals including (janitors/sweepers) during currency of the contract, by 15% of the advertised tender quantities. However, decrease beyond 15% may be subject to concurrence by the contractor.
- 4) The required Janitorial Material for each commencing month should be provided by the Contractor till 25th of proceeding month to the Janitorial Supervisor, which would be checked by our Admin Officer and supply sheet will be counter signed accordingly.
- 5) The Contractor will provide an undertaking on stamp paper worth Rs. 100/- with his bid documents that he will abide by all prevailing Government / Labor Law's rules and regulations including payment of EOBI, Social Security & all other relevant payments at prevailing rates and payment of minimum wages to janitorial staff along with evidence.



**Annexure-B
Sheet-I (Continued)**

- 6) Payment of minimum wages to Janitorial staff as per labour laws and instruction / notifications of Federal and Provincial Government will be implemented / ensured by Contractor with provision of evidence.
- 7) The Contractor will be required to make all out efforts to process / pay salaries to Janitorial Staff (both supervisors+janitors) through documented channels. i.e bank accounts / electronic means, by 5th of the succeeding month. SNGPL shall reserve its right to ask for provision of evidence of payment of salaries to Janitorial Staff to its satisfaction, if so required during the currency of Contract.
- 8) Any Additional Services of Janitorial Workers / Supervisors required after office hours and on Sunday / Holydays will be paid extra on account of Overtime daily on prorated basis as per actual overtime sheet. Similarly in case of absence of the said Janitorial Staff, deduction will be made on prorated basis from the Contractors bill.
- 9) The Contractor must maintain sufficient stock of all items required for Janitorial Services. Substandard material and services would be liable to deduction of bill on prorated basis/ market rates.
- 10) The Contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site. The Contractor shall preserve peace and protect persons and property on site. SNGPL reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to SNGPL.
- 11) At the time of monthly invoice / bill processing, PST will be added as per applicable rates and Contractor will submit PST invoice alongwith monthly bill, accordingly.
- 12) Income Tax will be deducted at source from monthly bills as per Government's applicable rates.
- 13) The Commercial / Sales Tax invoice of the respective month will be generated based on total working days at the respective month i.e excluding Sundays and will be processed for payment, accordingly. Deductions on account of absenteesim will also be calculated on the basis of total working days of the respective month.

Seal & Stamp of Bidder



LIST OF GENERAL MATERIAL FOR TRANSMISSION, OFFICE (PER MONTH)

Sr #	Name of Material	Quantity	Rate per Unit	Total Amount Rs.
1	Toilet Tissue Roles	200		
2	Hygiene /N Fold Tissue (Good Quality)	70 Packets		
3	Soap (Hand Wash) (Large Size) (Good Quality)	40 Nos.		
4	Liquid Soap (Good Quality)	15 Ltr.		
5	Dettol Surface Cleaner (500ml)	20 Nos.		
6	Disinfectants / Detergents Naphthalene Balls	10 Packets.		
7	All other items required for Janitorial Services (Phool Jharoo, Narial Jharoo, Mops, Wipers etc.)	As per requirement		
8	Liquid Naphthalene (2.75 Litter)	15 Nos.		
9	Roomi Freshener	40 Nos.		
10	Air Freshener (300 ml) CFC Free good quality	20 Nos.		
11	Good quality Insecticide Spray (300 ml) Mortin, Finis or equivalent	20 Nos.		
12	Surf 1 KG each packet (Vim, Surf Excel or equivalent)	15 Nos.		

LIST OF ITEM TO BE PROVIDED ONE TIME

13	Dustbin/garbage bins large size with lid at the time of commencement of contract	04 Nos.		
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OTHER SERVICES REQUIRED

14	Dusting / Cleaning of false selling	As per requirement		
15	Wax Polish of marble floors with machine			
16	Toilet cleaner and cleaning Acid fine quality			

LIST OF GENERAL MATERIAL TO BE ARRANGED BY CONTRACTOR FOR HOUSE KEEPING WORK

17	Hand Trolley for Mud	04		
18	<u>Sewerage cleaning material:</u> Plastic Pipe	200 Feet		
	Iron Rod			
	Shawal & Kassi	04 each		

LIST OF GENERAL MATERIAL FOR EXECUTIVE TRANSIT MESS (PER MONTH)

Sr #	Name of Material	Quantity		
19	Toilet Tissue Roles (Fine Quality)	30 Nos.		
20	Tissue paper box (300 pieces) / Colored Fragrance	30 Nos.		
21	Soap (Medium Size) good quality Lux, Palmolive, Safeguard or equivalent	30 Nos.		
22	Disinfectants / Detergents Naphthalene Balls	10 Packets.		
23	Liquid Naphthalene (2.75 Litter)	10 Nos.		
24	Air Freshener (300 ml) CFC Free good quality	06 Nos.		
25	Insecticide Spry (300 ml) Mortin Finis or equivalent	06 Nos.		
26	Surf 1 Kg each packet (Vim, Surf Excel or equivalent)	06 Nos.		

OTHER SERVICES REQUIRED

27	Dusting / Cleaning of false selling	As per requirement		
28	Wax Polish of marble floors with machine			
29	Toilet cleaner and cleaning Acid fine quality (Dettol / Harpic or			

IMPORTANT NOTES:

The cost of material / items required once during the contract such as at serial 13, 17 & 18 etc. may be splited to span over twelve months for example cost of 04 industrial buckets per year is Rs. 120/-, the price quoted here should be Rs. 10/- (i.e Rs. 10/- per month *12 months = Rs. 120).

Seal & Stamp of Bidder

UNDERTAKING

We M/s. _____, hereby undertake and declare that we have never been ***Blacklisted*** by any Government/ Semi Government / Multi-National Organizations or Companies / Firms.

In case of wrong information submitted by us, Sui Northern Gas Pipelines Limited has right to disqualify us and terminate the Contract, even if it has been awarded.

Signature: _____

Name: _____

Designation: _____

Stamp: _____



SUI NORTHERN GAS PIPELINES LIMITED

QUESTIONNAIRE

TECHNICAL EVALUATION OF JANITORIAL FIRMS

Part–A—(Screening Scheme) Critical Factors

Sr. #	CONTENTS	REMARKS	
		Documents Attached	
		Yes	No
	CRITICAL FACTOR		
1	Name & Address of your firm (Please enclose a valid copy of Registration Certificate).		
2	The Firm has an experience of at least 03 years of providing quality Janitorial Services to Government Department / Semi Govt. Organizations / Multi National Organizations / Large Scale Companies of national repute preferably at their Multistoried offices. The bidder must have successfully executed similar type of Janitorial Contract for At Least One Year during the last Three Years for Multistoried Office buildings measuring not less than 50,000 Sq. Ft. covered area. The detail of experience is required as per format attached as Annex-A-III alongwith certificates.		
3	Name(s) and address of bankers along with bank statement of your firm's account for last One (01) year w.e.f 01-04-2025 to 31-03-2026 . Please also attach certificate from your Bankers stating Financial position of your firm.		
4	The firm should provide undertaking in writing about detail of any Legal Dispute including arbitration / litigation etc. involving your firm, if yes please provide name & address of the firm with name of focal person on firm letter pad.		
5	Undertaking on non-judicial stamp paper of Rs. 100/- that the firm was never black listed by any of the Government or Semi Government / Multinational Organization (As per format attached as Annex-A-IV)		
6	The firm should provide Undertaking in writing that in case of award of any Contract for Janitorial Services, they will provide Experienced, Trained, Medically Fit janitors, who are between 18 to 57 years of age & supervisor between 25 to 57 years of age .		
7	The firm should provide Undertaking in writing that they will abide by all prevailing Government / Labour Law's, Rules & Regulations.		
8	The firm will also provide Monthly Salary Disbursement Certificate , Confirming that they had paid monthly salary to his all staff members deployed at all locations before submitting his monthly services bill on 5 th of each month.		
9	Please confirm that in case of an award of a contract you will arrange to provide a Performance Bond not less than 10% of the total annual contract value Excluding PST . (Undertaking required on firm's letter head).		
10	In case of award of Contract, please confirm the responsibilities to ensure HSE measures as per SNGPL HSE procedures, in view of the environmental health safety laws and regulations which are available at www.sngpl.com.pk . (Undertaking required on firm's letter head).		
11	In case of award of Contract, the Contractor shall be solely responsible for payment of Social Security & EOBI and all other relevant payments to Government agency for his workers deployed at SNGPL premises. The Company may at any time of the contract period ask the Contractor to provide copies of duly paid Challans of Social Security & EOBI and all other relevant payments to Government agencies for Workers / Janitors deployed at Company premises. (Undertaking required on firm's letter head). SNGPL has been right to cross check / verify the authenticity of the documents.		
12	The firm should provide undertaking in writing that Payment of minimum wages to Janitorial staff as per labour laws and instructions / notifications of Federal and Provincial Government will be implemented / ensured by Contractor for which evidence may have to be provided by the contractor.		
13	The firm must provide an undertaking to the effect that none of his Contract with SNGPL during last 3 years has been terminated prematurely or under termination by SNGPL on the basis of non compliances.		

Signature: _____

Firm's Stamp: _____



SUI NORTHERN GAS PIPELINES LIMITED
TECHNICAL EVALUATION CRITERIA
OF JANITORIAL FIRMS

Part–B—(Evaluation Marking Scheme) Less Critical Factors

S. No.	CONTENTS	Marking Scheme	Remarks
14	Please tick (as applicable to your firm and attach a copy of relevant documents as mentioned against each. i) Sole Proprietorship Registration Certificate & Copy of NIC ii) Partnership _____ attach copy of partnership deed. iii) Limited Company _____ (copy of Memorandum & Articles of Public or Private Association).	02 06 10	
15	Name(s) of your Operational Branches / Offices in Pakistan if any, giving their complete address and telephone numbers with focal person name and date of establishment. _____.	2 marks for each branch subject to maximum of 10 marks	
16	Detail of Professional Equipments / Machinery related to Janitorial Works (List to be provided with Machine Title & Capacity). The equipment so declared may be examined by SNGPL at any time during business hours.	10	
17	List of Existing Clients for the last 3 calendar years i.e. 2022, 2023 & 2024 mentioning their Name, Address, Telephone No, and Focal Person. Marking based on covered area will be awarded as per details in Annex–A-III copy attached.	30	
<p>1 . The bidders securing below 70% marks will not be considered technically responsive. 2 . In pursuance of clause 18 of PPRA rules, the bidders providing false information will be liable for their disqualification. Hence, all documentary evidence submitted by applicants must be correct & genuine. 3 . All the information provided shall be supported along with documentary evidence duly signed & stamped, failing which no points will be awarded.</p>			

Signature: _____

Firm's Stamp: _____



SUI NORTHERN GAS PIPELINES LIMITED
LIST OF JOBS TO BE CARRIED OUT

1. **Jobs to be done on daily basis (Offices, Executive Mess, Residential Colonies, Bungalows/ Bachelor Hostels, Stores and Compression Offices) :-**
 - a. Cleaning, swabbing and mopping of the entire office premises including corridors, stair cases, offices, ablution area and using phenyl where necessary.
 - b. Timely cleaning of all open areas / roads / grounds of both residential colonies.
 - c. Cleaning / housekeeping of all executive residential units as and when required.
 - d. Vacuum cleaning of carpet in mosque and overall housekeeping of Mosque shall be done by Muslim worker to be provided by Contractor.
 - e. Cleaning and washing thoroughly all toilet commodes, urinals, wash basins, kitchens using a good quality material, such as Vim etc.
 - f. Moping / Cleaning of car parking and motorcycles stand at main building and Regional Stores parking.
 - g. Collection and storage of **hazardous and non-hazardous** garbage at proper place and disposal of the same out of office premises on regular / frequent basis as per EPA rules and regulations.
 - h. Cleaning of all side passages inside and outside the Office building.
 - i. Sprays of good quality air freshener will be made in office rooms, corridors where required.
 - g. Spray of disinfectants such as use of phenyl will be made in the toilets / urinal in order to kill insects and germs.
 - k. Placing of naphthalene balls and air-freshener (Tikki type such as Roomi etc) in each wash room to avoid smell.
 - l. Spot cleaning whenever required in the office premises.
 - m. Any other work relating to Janitorial Services on time to time basis.
 - n. Placing of En-fold Tissues and Liquid Soap in Washrooms.
 - o. Removal of drain blockage inside building / residential colonies / hostels / Executive Mess etc.
 - p. Washing/cleaning of Trash cans/bins on daily basis.
 - q. Cleaning the inside of walls including stairs, lobby etc.
 - r. Cleaning of mirrors / metal fitting.
 - s. Cleaning of walking tracks in executive and staff colonies.
2. **Jobs to be done on fortnightly basis:-**
 - a. Cleaning of all glass windows, ventilators, partitions and blinds in all buildings with proper cleaning material in offices and colony areas.
 - b. Cleaning of all fire extinguishers.
 - c. Cleaning of blinds / window's glass / panels.
3. **Jobs to be done as per requirement:-**
 - a. Wax polishing of marble floors/stairs with machines at office places where required or as identified by Admin department from time to time.
 - b. Cleaning & polishing of all metal fittings in the premises.
 - c. Mosquito spray of good quality and fragrance.

Schedule of Penalties: Penalties would be imposed on account of non-performance of different jobs as elaborated here under:

<u>Violation</u>	<u>Penalty</u>
1. Non wearing of uniform by any Janitor as observed during duty	Rs. 100/- per Janitor per day
2. Non wearing of shoes by any Janitor	Rs. 100/- per Janitor per day
3. Non compliance of job to be done on daily basis.	Rs. 100/- per Janitor per day
4. Non compliance of jobs to be done on fortnightly / as per requirement basis.	Rs. 1000/- per Janitor per month
5. Material & necessary equipments not provided or not found present	Rs. 300/- per complaint (if complaint is not resolved within 01 hour)

Note:

- Deduction mentioned at Sr # 3, 4 & 5 will be calculated @ No. of janitors deployed at relevant area (s) where required Job(s) is/are not done.
- The work to be carried out as per instructions mention in Annexure-B-I within stipulated period and as per Company Admin Officer's instructions.

Seal & Stamp of Bidder



TERMS AND CONDITIONS

1. Bidders are required to submit their firm and irrevocable offer in Pak Rupees against this tender which must be based on provision of Janitorial Services conforming to the terms & conditions and Schedule of Requirement.
2. Sui Northern Gas Pipelines Limited reserves the right to reject any or all bids which do not meet the intent of our requirement or where there is evidence of lack of competition or where the lowest bid exceeds the cost estimated by an amount which in the opinion of Sui Northern Gas Pipelines Limited is sufficient to justify such a cause.
3. Your offer must remain valid **for a period of 90 days** from the date of opening of bids. Bids received with shorter validity may be considered as non-responsive and may not be considered for evaluation and comparison.
4. SNGPL may, however, request for extension of validity of bids without any change in quoted price and other terms and conditions. The bidder(s) may refuse to extend validity of their bid beyond their quoted validity.
5. While tendering your quotation, the present trend in the rate of material/necessary equipments in the market should be kept in mind. No request for increase in price due to market fluctuations in the cost of material/ necessary equipments and services will be entertained.
6. Copies of valid registration certificates of **Social Security & EOBI and all other relevant payments to Government agencies** are essentially required to be attached with **Technical Bid**.
7. **BID BOND:**
 - a) Every bidder shall furnish Bid Bond of **Rs. 550,000/-** in the form of Bank Draft/ Pay Order/ CDR issued in favour of SNGPL. Any bid, which is not accompanied by the requisite bid security will not be read out at the time of tender opening and will be considered as NON RESPONSIVE.
 - b) This Bid Bond will serve as a guarantee in case the bidders subsequently either withdraw, or unilaterally modify, or alter their bid after opening of the bids and / or fail to accept the Contract awarded to them. Bid Bond will be retained until the Firm furnish the required Performance Bond equivalent to 10% of total annual value of contract **excluding PST** on award of the Contract. SNGPL reserves the right to retain the Bid Bond of the next lowest bidder, until it enters into Contract or until **120 days after bid opening**, whichever is earlier. **The cost of the above bond shall be borne by the bidder.**
 - c) The bid bond may be forfeited if the bidder either withdraws its bid during the period of bid validity specified by the bidder or fails to sign the Contract or refuse to furnish Performance Bond.
8. **PERFORMANCE BOND / GUARANTEE:**
 - a) Within 15 days of award of Contract, the Service Provider firm shall furnish "**Performance Bond Guarantee**" in the form of Bank Draft / Pay Order for an amount of **10%(percent) of total annual value of contract**. Amount of performance bond will be calculated **excluding PST (Sales Tax)**. The proceeds of the Security performance shall be payable to SNGPL as compensation for any loss resulting from the Firm's / Agency's failure to complete its obligations under the Contract.
 - b) The Firm / Agency will **undertake to indemnify SNGPL** of all actual losses that it will suffer in respect of loss occasioned or resulting directly from the negligence of its janitorial staff, and work related accidents resulting in injuries / fatalities to / of the workers of the Contractor. The entire loss will be recovered through performance bond / monthly bills.

Seal & Stamp of Bidder



Ref: ADMIN: FST: 4.16 (JANITORIAL)

Annexure-B-II
Sheet-II

- c) The Performance Bond Guarantee will be discharged after the expiry of services has been delivered indicated in the Contract. SNGPL shall promptly notify the Contractor in writing of any claim arising out of performance of the Contract. Upon receipt of such notice, the Contractor shall, with all reasonable speed, settle the claims. If the Contractor having been notified, fails to fully settle the claim within 15 days time, SNGPL may proceed to take such remedial action as may be necessary at the Contractor's risk and expense and without prejudice to any other rights which SNGPL may have against the Contractor under the Contract, including partial or complete forfeiture of the Performance Bond Guarantee.
- d) In the event, if services are found not in conformity with criteria provided in this tender enquiry, the Contractor will provide replacement and shall also pay all costs / expenses and damages incurred by SNGPL.
- e) Nothing contained herein shall be construed to limit the Contractor's obligations and liabilities with regard to the performance of the Contract.
- f) The successful Bidder shall indemnify SNGPL against any loss or damage in respect of any tax or levy in case of any false information rendered by the Bidder, or inactive status with the relevant authority [an undertaking] to this effect on **Non-Judicial Stamp Paper amounting to Rs. 100/- as per specimen** attached as **Annex-B-IV**, must be provided.

09. FORCE MAJEURE:

- a) "Notwithstanding any provision to the contrary contained for damages or be deemed in default of the provision of the agreement for failure to perform or delay in the performance of obligations assumed by such party pursuant hereto in-so-far as the said affected party can clearly establish that its performance has been prevented or delayed by Force Majeure. A "Force Majeure" event shall mean any event or circumstance or combination of events or circumstances that is beyond the reasonable control of a party which or effect of which materially and adversely affects the performance of that party or its obligations under or pursuant to this Agreement; provided, however, that such material and adverse effect could not have been prevented or overcome in whole or in part by the affected party through the exercise of diligence and reasonable care. "Force majeure Event" hereunder shall comprise each of the following event or circumstances but only to the extent that each satisfies the above requirements. Force Majeure Event shall include but not limited to:-
 - i. Natural disaster includes but not limited to cyclones, earthquakes, floods etc.
 - ii. Strikes (other than among the "Contractor's" or civil employees) or other industrial disturbances which prevent either of the parties from performance of their obligations under this Agreement.
 - iii. Act of state i.e. Governmental Law and/or regulation; decree, or judgment of court of competent jurisdiction; failure of any governmental entity to act.
 - iv. Act of enemy i.e. act of war, blockade, riots, fire, terrorist activity etc.

If a party wishes to claim relief by reason of force Majeure, it shall within 7 days of its occurrence serve written notice of occurrence of such a Force Majeure on the party through registered post or any other courier service. The two parties shall consult each other and agree upon the measures to be taken. As soon as the Force Majeure ends, the affected party shall promptly resume performance of its obligation under the agreement and intimate the other party about this. If the force Majeure event persists for the period of 3 months, the Company shall be entitled to termination of this agreement.

- b. SNGPL is not liable to the "Contractor" for any damage or loss caused by Force Majeure directly or indirectly.
- c. In case of Force Majeure, SNGPL for any reason whatsoever will pay no idle time claim.

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10. CONFLICT OF INTEREST:

- a) Service Provider Agency/Firm warrants that it is not aware of any conflict of interest with respect to the Tender/Contract.
- b) Service Provider Agency/Firm warrants that it does not know or have reasons to believe that any employee of SNGPL or such employee's dependents have legal or beneficial interest in the business of Service Provider Agency/Firm.
- c) SNGPL agrees that Service Provider Agency/Firm shall be informed of the evidence relied upon by SNGPL in support of the breach of any warranty and shall afford the Service Provider Agency/Firm a reasonable opportunity to explain or to present evidence pertinent to the issue before SNGPL disqualify the Agency/Firm or reject its bid.

11. ARBITRATION:

“The Parties shall use their best efforts to amicably settle all the disputes arising out of or in connection with the Agreement or its interpretation. Any difference or dispute arising out of or in connection with the Agreement between the “Company” and the “Contractor” which cannot be amicably resolved shall be referred to Arbitration in Lahore, Pakistan to two Arbitrators, one to be appointed by each party of such dispute. Fee of the Arbitrator appointed by the Company shall be paid by the “Company” and fee of the Arbitrator appointed by the Contractor shall be paid by the “Contractor”. In case of the judgment of the said Arbitrators being at variance, the matter shall be referred to an Umpire who shall be appointed by both said Arbitrators. The Umpire shall be a retired Judge of a High Court or the Supreme Court of Pakistan. Fee of the Umpire shall be paid half by the Company and half by the Contractor. The Arbitration shall be conducted under the provisions of the Arbitration Act, 1940. The Agreement shall be governed under the laws of Pakistan and the arbitration language shall be English. During the course of arbitration, “Contractor” shall not suspend the performance of its responsibilities and obligations under the Agreement unless authorized by the “Company” to do so”.

12. TERMINATION OF CONTRACT:

The Company shall be entitled to terminate this Agreement: (1) if the Contractor violates any provision of this Agreement or any provision of law, rules, and regulations applicable to it; or (2) if the Company determines that it is in the Company's interest or the public interest to terminate the Agreement.

- a) In any case, the Company may terminate without assigning any reasons, and shall give one-month notice in writing to the Contractor.
- b) In case of termination by the Company due to a breach of Contract or violation of Law by the Contractor, the Company shall give the Contractor a “warning” and an opportunity to remedy the breach of Contract or violation of Law within 15 days of notice. If the Contractor fails to take remedial action within 15 days of the notice to the satisfaction of the Company, the Company shall provide a second “warning” and further 15 days to remedy the breach. Upon expiry of the second warning period, the Agreement shall stand terminated.
- c) In case the Contractor wishes to terminate this Agreement, the Contractor shall give 90 days advance notice in writing for termination of this Agreement and provide reasons for doing so.
- d) If the Contractor fails to serve 90 days' notice period, SNGPL shall be entitled to confiscate / en-cash the security deposit / performance bond of the janitorial services company.

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Ref: ADMIN: FST: 4.16 (JANITORIAL)

Annexure-B-II
Sheet-IV

The Contractor's services are liable to be technically / physically inspected by us and if the Contractor fails to provide the services according to our criteria, we reserve the right to terminate the Contract.

In case of award of Contract, the Contractor will be required to execute the services strictly in accordance with the terms and conditions of the Contract. In case any of the terms and conditions of the Contract is violated, we will have the right to cancel the Contract or part thereof as necessary.

13. BLACKLISTING:

In case of any consistent breaches of Contract, violation of law, or fraudulent or corrupt practices by the Contractor, the Company shall be entitled to blacklist the Contractor, temporarily or permanently in accordance with law / PPRA and the Company procedure and mechanism.

14. PAYMENT:

- a) The Company will make payment of bills within 30 days upon receipts from Contractor firm through Crossed Cheque / or through online modes directly to their banking account.
- b) Bills in duplicate duly verified by the Contractor or his / her authorized representative should be submitted latest by **7th of the subsequent month**. Any delay in submitting the bill will result in corresponding delay in payment for which Contractor will be responsible.
- c) Except as otherwise expressly provided in the Contract all "Taxes" including but not limited to , income tax, stamp duty, toll taxes etc. imposed upon the Contractor, its assignee or any of their employees in connection with the Contract by Federal or Provincial Government shall be on account of the Service Provider Agency. Firm / Agency shall indemnify Company against any liability in respect of such taxes.
- d) All direct taxes, levies, charges, dues or contributions payable to Government, local Authority or any Corporation etc. shall be paid by the "Contractor", being his sole liability.
- e) General Sales Tax will be applicable as per law.
- f) Janitorial Firm will be obligated to pay the salaries to his employees i.e Janitorial staff deputed at SNGPL premises under the Contract **by 5th of the subsequent month** without depending on the clearance of monthly bills from SNGPL.
- g) The Contractor will also provide monthly Staff Salary Disbursement Certificate, Confirming that he had paid salary to his all staff deployed at all locations on or before 5th of each succeeding month.

15. The successful Contractor, on whom contract will be placed, shall be bound to provide the services strictly in accordance with the terms and conditions of the contract. The contractor who, in the sole opinion of the Company (SNGPL) is not performing part of his obligations under the contract awarded to him by the Company, penalties may be imposed against him in terms thereof, as per schedule of penalties described at **Sr # 1 to 5 Annex-B-1**.

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Ref: ADMIN: FST: 4.16 (JANITORIAL)

**Annexure-B-II
Sheet-V**

16. Period of the Contract shall be initially for **One Year**, which may be extended further for period of one year or part thereof on existing terms and conditions/rates as per mutual agreement of both parties.
17. In case of Contract, the Contractor shall be solely responsible for payment of Social Security & EOBI etc for the workers engaged against the Contract being statutory obligation of the Contractor for his/her employees and provide copies of duly paid Challans of Social Security & EOBI for workers / janitors engaged against the Contract on monthly basis, latest **by 20th of following month**.
18. The Contractor shall depute/provide trained, medically fit workers/janitors. The workers including supervisors so provided should have valid Computerized National Identity Card (CNIC).
19. The workers including supervisors must wear proper & clean uniform with shoes during the duty hours/time.
20. The Contractor shall arrange job related training of the workers periodically and submit report.
21. The Contractor shall provide High Quality Janitorial Services as per requirement of the Company.
22. It is Contractor's responsibility to take measures as per general procedure of **HSE** in view of the Environmental Health safety laws and regulations, which is available at www.sngpl.com.pk
23. The Contractor will obtain third party insurance cover for its manpower against work related accidents involving injuries / fatalities and provide copy of Insurance Policy document to SNGPL within 45 days of award of Contract.
24. The Contractor will provide protective gear to its workers to avoid accident resulting in injuries / fatalities.
25. The Contractor will not with hold any part of salary, benefits property or documents of his personnel in order to force such personnel to continue and he will not be engaged in or support human trafficking.

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Ref: ADMIN: FST: 4.16 (JANITORIAL)

Annexure-B-II
Sheet-VI

26. The Contractor shall be liable to pay compensation to his staff / labour in case of any major injury disability and fatality category wise as under:

- | | |
|--|---|
| a. In case of major injury (Injury leading to Temporary Disablement) | Payment of 1/2 of the monthly wages till the recovery of temporary disablement or for a maximum period of one year, whichever is less. |
| | Payment of 1/3 of the monthly wages till the recovery of chronic ill health / disease or for a maximum period of 5 years, whichever is less |
| b. In case of Disability (Permanent) | Rs.500,000/- |
| c. Fatality | Rs.500,000/- |

Failure to comply against HSE initiative at operational sites will lead to blacklisting of a Contractor through following disciplinary actions.

- | | |
|------------------------------|--|
| d. 1 st Violation | Warning Letter |
| e. 2 nd Violation | Deduction of Rs.5000/- |
| f. 3 rd Violation | Deduction of Rs.20,000/- |
| g. 4 th Violation | Blacklisting as per procedure mentioned in clause No.13. |

GENERAL:

Any other duty assigned on daily / monthly / quarterly basis to carry out your contractual obligations.

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WORK EXPERIENCE

S. No.	Client Name	Address of Building where Janitorial Services Provided	Covered Area of Premises (Sqft.)	Focal Person Name & Phone No.	No. of Floors	Period of Contract			Work Order / Contract No. (Please also attach copy of the same)	Remarks
						From	To	Period (Month)		
Year-2023										
Year-2024										
Year-2025										

Marking Scheme

Building Having Covered Area (Sqft)	Marks (for one year) Max Marks for one year experience is
10001 to 20000	1
20001 to 30000	2
30001 to 40000	3
40001 to 50000	4
50001 to 60000	5
60001 to 75000	6
75001 to 100000	8
100001 or above	10

Name: _____

Signature & Stamp: _____



(TO BE TYPED ON RS. 100/- NON JUDICIAL STAMP PAPER)

Dated: _____

M/s Sui Northern Gas Pipelines Limited
Transmission Headquarters,
Sargodha Road, Faisalabad

**UNDERTAKING / INDEMNITY FOR FINANCIAL LOSS IN RESPECT OF SALES TAX /
PROVINCIAL SALES TAX, IN THE MATTER OF CONTRACT NO. ADMIN:FST:4.16 (JANITORIAL)**

That we, M/s. _____, bearing National Tax Registration No. _____,
having its office at _____, do hereby acknowledge, affirm, and undertake:

- a) That we shall indemnify SNGPL from, and against, all losses, liabilities, claims, demands, damages, costs, fines, and penalties that may arise, or incurred by SNGPL in case of rejection / exclusion of their input PST / GST due to our inactive status in FBR / relevant Provincial Revenue Authority's web portal at the time of uploading of relevant Annexure and / or monthly GST return of SNGPL.
- b) That we shall be fully responsible for immediate payment of any amounts due to you as a result of any claim which may arise or have arisen against Sales Tax / Provincial Sales Tax invoiced by us and / or any associated cost, and we acknowledge that you are entitled to exercise your right to set-off in the event of our non-payment or short payment of any claim against our unpaid invoices, security deposited, retention money, and any other due amount, and in case of non availability of any such cushion we remain obligated to pay your claim in cash.

We further confirm that in the event of any objection raised by the relevant Tax Authority due to wrong / non-submission of Sales Tax / Provincial Sales Tax in respect of this payment, we shall be responsible for any damages suffered by SNGPL.

Name with Stamp

Witness:

1. Name: _____

2. Name: _____

CNIC No. _____

CNIC No. _____

Integrity Pact

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

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

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

Without limiting the generality of the foregoing, **Contractor** 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 including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.


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

Contractor 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 any warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

M/s SNGPL

Contractor

	SUI NORTHERN GAS PIPELINES LIMITED	DOC. # SNGPL-GPR013-F001	
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The Contractor shall prepare and maintain information including a clear method statement, regarding Contractor/sub-contractor activities, which outline the work to be undertaken and the method(s) for minimizing and maintaining environmental impacts, OH&S Hazards and maintaining compliance with HSE regulations.

To assist in organizing and maintaining information, background information sections have been included (section I, II, III). Sections can be modified or deleted as required when requesting a method statement from Contractors / subcontractors.

SNGPL’s Personnel to Complete Sections I, II, and III
Suppliers to Complete Sections IV, V, and VI

Section I Your Information: [type or print]

Name:	
Phone Number:	
Fax Number:	
Dept Name:	

Section II. Requisition Information: [type or print]

Requisition Number:	
Project Number: (if applicable)	

Section III. Service or Activity to be Performed: [Check all that apply]

<u>Material/Chemical:</u> (Production/Non-production)	Paint Solvent Sealer	Treatment Chemicals Lubricants, Oils, Greases Gasoline	Janitorial Material Other (specify) _____ Other (specify) _____
<u>Facilities/Construction:</u>	Ditching Electrical Paint Structural	Roofing Mechanical HVAC	General Contractor Arch/Engin/Consulting Other (specify) _____
<u>Services:</u> (Includes Environmental Services)	Janitorial Security Maintenance	Emergency Response Env. Consulting Paint Booth Cleaning	Waste Management Other (specify) _____
<u>Containerization:</u>	5 gal. Or less Drums Bulk Tanks	<u>Type of Contract:</u>	Commodity Management On-site Manager Provided Total Cost Contract



Section IV. Supplier/Contractor Information: [Circle / Check all that apply]

Current Supplier/Contractor to this Facility

New Supplier/Contractor to this Facility

Currently involved in other Facility project(s)

List Project(s): _____

(Complete Information in table below) [Type or print]


Name:	
Address:	
City & Province:	
Phone Number:	
Fax Number:	
President/General Manager/ CEO etc:	
Facility Site Coordinator:	
Email Address:	
Phone Number:	
Mobile Number:	
Fax Number:	
Pager:	
24 Hour Emergency Number:	



Subcontractor Information: (List suppliers/contractors not identified) [type or print]

Type	Firm Name
Architectural	
Mechanical	
Electrical	
Heavy Vehicles	
Industrial Services	
Painting	
Roofing	
Architectural/Engineering / Consulting Firm	
Sampling/Testing	
Chemical Supplier	
Other (specify)	
Scrap/Salvage Dealer	
Waste Disposal	
Demolition Disposal	


Note: It is strongly recommended that you have your subcontractors and suppliers involved at this facility should complete a separate HSE briefing package for the facility's review.

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Section V. Contractor Method Statement:

Supplier / Contractor is financially responsible for on-site HSE remediation actions resulting from incidents involving their employees and subcontractors. To minimize the risk of environmental accidents, please review and initial the items contained in the HSE Management Basics Table below:

Health, Safety and Environment Management Basics	Tick (√)
1. Contractor will ensure that the <ul style="list-style-type: none"> • Health of its employees is protected. • All activities carried out for the execution of the job are safe. • Compliance is met with all relevant laws and regulations. • All HSE (Health, Safety and Environment) procedures of the Company are implemented. • Safe working environment is provided to its employees. 	
2. Contractor will take all necessary steps to minimize the hazards associated with the job. Appropriate personal protective equipment should be provided to the employees where hazards exist.	
3. All incidents resulting in Dangerous Occurrence, minor or major injury, fire, vehicle accident and environmental incident are to be reported to Company within 24 hours.	
4. The contractor is to make his own arrangements for treating injuries to his employees. In the event a contractor employee is injured while working for the Company, it is the contractor's responsibility to notify the Company representative immediately and to report the circumstances of injury.	
5. Contractor's mobile equipment such as trucks, crane, welding machines etc must be maintained in good working condition. Contractor's trucks and other mobile equipment should be operated in such a way that material they are carrying does not fall off the equipment on to the roads. If repairs are required or vehicles become immobilized, arrangements must be made to correct the situation with additional outside help.	
6. Prior to the start of work a certificates from a competent authority is to be given to the site in charge by the contractor stating that all mobile heavy equipment are in good working condition. Only licensed and designated qualified people shall operate contractor's equipment.	
7. Company equipment must not be handled or tampered with by contractor. The Company representative may grant permission to the contractor on specific conditions to operate Company equipment if emergency conditions so require.	
8. When doing work involving excavation, contractors must not damage or break into or otherwise open any underground piping. Extreme care must be exercised in this respect while excavating with power driven equipment. If lines are accidentally damaged, notify the Company representative immediately.	
9. All excavation made by contractors must be fenced, barricaded or otherwise protected so as to prevent personnel from slipping or falling into them.	
10. Drawing / Excavation Include safety talk notified for facilitating contract employees ever during transportation by Cos TPT.	
11. The authorized Company executive will issue a permit appropriate for any work to be done by the contractor at Company's designated sites where work permit procedure is applicable. After receiving permit for work the contractor shall be guided by Company rules and applicable laws in performing his work.	
12. Contractors shall provide to all their staff the relevant PPE's as specified by the Company against each job. Contractors staff will do compliance.	
13. Contractor's job sites must be kept reasonably clean and free of rubbish and debris which may create tripping or fire hazard. Upon completion, the contractor shall leave the area in a clean and orderly manner, removing all contractor's debris, equipment, and excess material.	
14. Contractor shall dispose off all the waste generated from its activity in environment friendly manner as described in Pakistan Environmental Protection Act, 1997.	

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Section VI. Supplier/Contractor Certification: [review and sign]

I have reviewed and understand the information contained in this document. I also understand that SNGPL's HSE Personnel have the right to inspect our activities and those of our Suppliers/Contractors with regards to our on-site activities. I further understand that activities pertaining to service and/or maintenance contracts may only require submission of this form on an annual basis.

Name	
Title	
Signature	
Date	