



SUI NORTHERN GAS PIPELINES LIMITED

TENDER DOCUMENTS
FOR

MAINTENANCE AND INSPECTION OF FIREFIGHTING EQUIPMENT
AT HEAD OFFICE, ALLIED COMPANY OFFICES HIRED FOR HEAD
OFFICE DEPARTMENTS i.e. SHAHEEN COMPLEX, LDA PLAZA,
PASCCO PLAZA ETC. IN LAHORE AND EXECUTIVE
TRANSIT MESS CAVALRY GROUND LAHORE

INCHARGE (CIVIL)
CIVIL CONSTRUCTION DEPARTMENT
2ND FLOOR, SNGPL HEAD OFFICE,
21-KASHMIR ROAD, LAHORE

Phone No. 042-99201241
Fax. No. 042-99201332

APPENDIX-A

Contract Period	03 Years
Earnest Money	220,000/- Rupees (Must be submitted at the Office of Incharge (Civil), Civil Construction Department, 2 nd Floor, Gas House 21 Kashmir Road Lahore in hard form along with Hard Copy of Tender Documents Signed & Stamped by Contractor before Tender Submission Time otherwise the bid would be declared non-responsive). Earnest Money must be submitted with Technical Bid.
Amount of Performance Bond or Guarantee (as per sample attached)	Equal to ten percent of the amount of contract, to be issued by any of SNGPL's approved Insurance Company (list of SNGPL's approved Insurance Companies attached as Appendix-B). This should be submitted within 15 days of issuance of work order and will be returned after successful completion of maintenance period. In case of contractor's failure to submit performance bond in-time, equal amount will be deducted from his PPC-1 and the same will be returned after submission of performance bond by the contractor.
Validity Period of Performance Bond	Till satisfactory completion of Maintenance Period
Period for commencement, from Company's order to commence	From actual date of site handover
Mode of Payment	The contract payment shall be made on Monthly Basis
Time within which payment to be made	(60) Sixty working days of SNGPL after site verification by SNGPL's Site Incharge.
Tender Documents Fee	Rs. 2500/- against Pay Order in the Favor of M/s. Sui Northern Gas Pipelines Limited (non-refundable) Must be submitted at the Office of Incharge (Civil), Civil Construction Department, 2nd Floor, Gas House 21 Kashmir Road Lahore before tender submission date and time, Without Submission of Tender Fee, Bid would be declared non-responsive.

INCHARGE (CIVIL)**SIGNATURE & SEAL OF THE TENDERER**

SUI NORTHERN GAS PIPELINES LIMITED

MAINTENANCE AND INSPECTION OF FIREFIGHTING EQUIPMENT AT HEAD OFFICE, ALLIED COMPANY OFFICES HIRED FOR HEAD OFFICE DEPARTMENTS i.e. SHAHEEN COMPLEX, LDA PLAZA, PASCCO PLAZA ETC. IN LAHORE AND EXECUTIVE TRANSIT MESS CAVALRY GROUND LAHORE

SNGPL desires to construct the "**MAINTENANCE AND INSPECTION OF FIREFIGHTING EQUIPMENT AT HEAD OFFICE, ALLIED COMPANY OFFICES HIRED FOR HEAD OFFICE DEPARTMENTS i.e. SHAHEEN COMPLEX, LDA PLAZA, PASCCO PLAZA ETC. IN LAHORE AND EXECUTIVE TRANSIT MESS CAVALRY GROUND LAHORE**" thru competent Civil Contractor to carry out the complete Civil Construction works as per Specification and drawings given in tender documents.

SPECIAL CONDITIONS

The bid is being invited as per 'Single Stage-Two Envelope' procedure, in Compliance of PPRA Rule No. 36(b). If the bidder fails to fulfill any of following mandatory requirements, his bid will be considered as nonresponsive

and will be rejected without opening his 'Financial Proposal'.

1. The bid shall comprise a single package with only the name of work, Containing the following in **two separate** envelopes:
 - a. 'Technical Proposal'
 - b. 'Financial Proposal'

The envelopes shall be marked as '**TECHNICAL PROPOSAL**' and '**FINANCIAL PROPOSAL**' in bold and legible letters to avoid confusion.

2. Initially, only the envelope marked as '**TECHNICAL PROPOSAL**' shall be opened. The envelope marked as '**FINANCIAL PROPOSAL**' shall be retained in the custody of SNGPL without being opened.
3. SNGPL shall evaluate the 'Technical Proposal' in a manner prescribed in clause 4 below, without reference to the price and reject any bid which does not conform to the specified requirements.
4. The 'Technical Proposal' must contain the following:
 - i. Certificate of registration of bidder with Pakistan Engineering Council in the relevant category valid for current year or copy of last previous year along with receipt of amount submitted for renewal of registration.
 - ii. At least one Work Order for Similar nature of work executed by the Bidder.

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- iii. Copy of five pages of **HSE contractor Statement** given in tender documents are required to be filled, stamped and signed by bidders and submit along with Technical Proposal.
- iv. National Tax Number along with copy of certificate.
- iv. Copy of Valid Professional Tax Clearance Certificate.
- v. Copy of Provincial Sales Tax (PST) Registration.
- vi. Following relevant paper must be provided in respective cases:-
 - Name of the bidder
 - Type of ownership i.e. Proprietor/Partnership/Private Limited Company/Public Limited Company
 - ✓ Copy of NIC in case of single proprietor
 - ✓ Copy of partnership deed in case of partnership
 - ✓ Copy of Article of Association for Private/Public Limited Companies
5. The 'Financial Proposal' should contain the **tender documents** with each page signed along with duly filled in '**Bid Sheet**'.
6. After the submission of bid, no amendments shall be permitted.
7. The 'Technical Proposals' shall be evaluated after opening and the 'Financial Proposal' of bids found technically nonresponsive shall be returned un-opened to the respective bidders. Thereafter the 'Financial Proposals', of the technically accepted bids only, will be opened in the presence of concerned bidders.
8. In case of any conflict between the Design Drawings and the Technical Specifications, the Drawings shall **supersede** the Specifications.
9. If excess in the quantities of any item of work is required either due to requirement of the client departments of SNGPL or due to some other unavoidable site conditions, the same should be informed by the contractor well in time in order to seek **formal written approval from the INCHARGE (CIVIL)**. The contractor should also quantify and inform the increase in cost of work due to any such excess in quantity of any item. Upon receipt of above stated intimation of the contractor, the Company will issue formal written permission to the contractor for proceeding ahead in the matter accordingly.

The contractor has no authorization to exceed the quantities of different items given in the work order without prior written permission of the **INCHARGE (CIVIL)**. If any contractor executes the construction work in such a way that causes excess in quantities of any item of work, over and above the work order quantities without prior written

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permission of the **INCHARGE (CIVIL)**, the Company may refuse for payment against such excess quantities.

10. If the construction site is not cleared and handed over to the Contractor by the Company within 60 days of issuance of work order, the contractor may withdraw his offer and in such case the Earnest Money and/or Performance Bond submitted by the contractor will be returned by the Company.
11. Complete HSE (Health Safety and Environment) contractor Manual is available at SNGPL website www.sngpl.com.pk which must be studied for true implementation during execution of work. Implementation of HSE procedures shall be ensured as per prevailing HSE policy of SNGPL during execution of works.
12. Minimum level of age/experience/skill of Contractor's staff/labor should be checked by First Line Executives and HSE Engineer against the relevant job.
13. Contractor's staff should use only those tools at site which have prior verification from First Line Executive and HSE Engineer.
14. 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 ½ 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 year, whichever is less.
b.	In case of Disability (Permanent)	Rs. 500,000/-
c.	Fatality	Rs. 500,000/-

15. Failure to compliance against HSE initiative at operational sites will lead to blacklisting of a contractor through following disciplinary action.

e.	1 st Violation	Warning
f.	2 nd Violation	Fine of Rs. 100,000/-
g.	3 rd Violation	Fine of Rs. 500,000/-
h.	4 th Violation	Suspension for period of six months
I.	5 th Violation	Blacklisting

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16. To ensure that contractor obtains 3rd party insurance to cover such incident (Harmful Incidents / Any Accident)
17. To ensure the sufficient security is retained by the company from the contractors to cover such case (Harmful Incidents / Any Accident)
18. Protective gear should be provided to workers by the contractors to avoid such accidents (Harmful Incidents / Any Accident)
19. To take care of the above point in future as well as running contracts.

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HSE CONTRACTORS MANUAL



SUI NORTHERN GAS PIPELINES LIMITED

DOC. # SNGPL-GPR013-F001

Contractor / Supplier / Vendor HSE Statement

Issue # 02

Issue Date

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The Contractor/Supplier/Vendor 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/Vendor Information: [Circle / Check all that apply]

Current Supplier/Contractor/Vendor to this Facility

New Supplier/Contractor/Vendor 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/vendors 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	
<u>Other (specify)</u>	
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.



Section V. Contractor / Supplier / Vendor Method Statement:

Supplier / Contractor / Vendor 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.	
15. The Contractor / Vendor / Supplier shall provide information regarding OH&S and environmental conditions pertaining to machinery / equipment / product / material / item being procured or services being hired.	



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Contractor / Supplier / Vendor HSE Statement

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Section VI. Supplier/Contractor/Vendor 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/Vendors 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	

GENERAL TERMS AND CONDITIONS

SUI NORTHERN GAS PIPELINES LIMITED
GENERAL TERMS AND CONDITIONS

1. SITE CONDITIONS, CLEARING AND GRUBBINIG

The tenderers shall fully acquaint themselves with the site, site conditions, affecting in any way the cost of tender etc., before tendering. The work is to be completed in all respects, fully functional. The work also includes all necessary arrangements required to be made at site according to site requirements.

2. TENDER PREPARATION AND SUBMISSION

The tenders shall be prepared at tenderer's own cost and shall be submitted on prescribed form of tender in sealed envelopes on which only the name of work should be clearly written in capital letters while name of tenderer should not be written. All entries should be made in ink in both words and figures. All pages of the tender documents must be signed and stamped by the tenderer. The preparation of tender documents and any correspondence in connection with the tender documents should be in the English language. The tender should be delivered in person or by mail to the following address:

INCHARGE (CIVIL)
 2ND FLOOR, S.N.G.P.L. HEAD OFFICE,
 21-KASHMIR ROAD,
 LAHORE

so as to reach on or before the time and date given in Tender Invitation Notice/Letter, at which time and place, they will be opened. Tenderers are invited to be present at the opening of the tenders. Only the tenderer's name and total tendered prices will be announced. The tender documents thus once submitted shall become property of the Company and shall not be returned whatsoever.

3. CLARIFICATIONS, INTERPRETATIONS

The tenderer shall study the drawings and specifications carefully. Any information, clarifications, interpretations sought by the intending tenderers must be referred in as per EPADS days prior to the date of submission of tenders, who will issue necessary instructions in writing to all tenderers simultaneously, which will become part of the contract. The tenderers shall sign copies of all such addenda and submit them together with the tender documents and drawings. Verbal discussions shall not to be considered binding. No extension in the closing date shall be demanded on account of any such clarification and/or interpretation having received late. If no clarification is obtained within the prescribed time and later on any discrepancy (e.g. mismatch between any tender documents etc.,) is noticed, then the decision of the Company shall be final and binding.

4. MODIFICATIONS

Modifications in the tender documents, if required by the Company, will be made by issuing addenda to the Tender Documents. Intimation of such modifications will be sent to each tenderer, minimum four days prior to the date of submission of tenders. No amendment or modification of the contract shall be made except in writing and signed by the Company.

5. CONDITIONAL TENDER

Conditional tender will not be accepted.

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6. RATES

The Contractors shall quote the rate on lump sum cost basis (if not given otherwise) in the bid sheet attached to construct, complete and maintain the works included in the bid sheet, to the fully functional/operational conditions covering and including all the civil works, public health and sanitation work, electrical works, laying conduit pipe for telephone lines, external works and all other services whether or not shown in the drawings or given in the specific specifications. For this purpose, Contractors shall calculate and evaluate the quantities and quantum of works themselves and no claim of Contractors whatsoever shall be entertained by the Company for any mis-calculation of tender by the Contractors. The rates quoted by the Contractors shall be for complete finished work and shall be comprehensive and complete in all respects including cost of all materials, labour, tools and plants, carriage, taxes, profits, incidental charges etc.

7. RATE ANALYSIS

The Contractors should provide rate analysis of each item (if required).

8. RIGHT OF REJECTING TENDER

The Company shall have the right of rejecting any or all of the tenders. The Company is not bound to award the contract to the lowest tenderer.

9. EARNEST MONEY

A Demand Draft, Pay Order, Deposit-at-Call or Deposit Receipt issued from any scheduled bank of Pakistan (preferably at Lahore), equal to 220,000/- tendered amount of work in favour of Sui Northern Gas Pipelines Limited, Lahore shall be submitted with tender as earnest money. Tenders without Earnest Money will not be entertained. Cheques and cash will not be accepted. The earnest money of unsuccessful tenderers shall be returned

- a. After execution of contract agreement with the successful tenderer or
- b. If all the tenderers are rejected, after such rejection or
- c. Within sixty days of opening of tender

The earnest money of the successful tenderer shall be returned after submission of Performance Bond. If the tenderer to whom the contract is awarded refuses or neglects to execute the agreement than the earnest money will be forfeited and contract may be rescinded. If the construction site is not cleared and handed over to the Contractors by the company within 60 days of issuance of work order, the earnest money will be returned to the Contractors by the company.

10. VALIDITY OF BID

The bid shall remain valid and may remain open and binding for a period of 120 days from the date of opening of tender or until the work order issued to the successful tender.

11. PERFORMANCE BOND OR GUARANTEE

The Contractors will have to submit, at his own expense, Performance Bond as per detail given in Appendix-A. Terms of the bond shall be as per sample provided by the Company.

12. STANDARD OF WORK

The work shall be done to the entire satisfaction of the Company. The Company is the sole judge to approve the standard of work and if any defects are observed upto completion of maintenance period, the Contractors shall make good all such defects at his own risk and cost

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including materials. If the Contractors fails to do any such work, as aforesaid required by the Company, the Company can get the same work done through any other means and all expenses consequent thereon or incidental thereto shall be recoverable from the Contractors by the Company or may be deducted by the Company from any money due or which may become due to the Contractors.

13. HSE POLICY

SNGPL is committed to the health and safety of its employees, preservation of environment and continual improvement of HSE performance by reducing potential hazards, preventing pollution and adhering to applicable laws and regulations in all its activities related to its Contractors. Following should be ensured by the Contractors.

- 1. **Usage of Personal Protective Equipment.**
The use of personal Protective equipment is to reduce employee's exposure to hazard when engineering and administrative controls are not feasible or effective to reduce the risks to acceptable levels. Personal Protective Equipment is last line of defense.
- 2. **Wearing of closed shoes.**
- 3. **Not wearing loose clothes.**
- 4. **Not to use defective machinery and plant.**
- 5. **Not to work in unsafe condition.**
- 6. **Not to perform unsafe acts.**

14. REMOVAL OF ANY CONTRACTORS'S EMPLOYEE FROM SITE

The Company shall be at liberty to object to and require the Contractors to remove forthwith from the works any person employed by the Contractors in or about the execution or maintenance of the works, who, in the opinion of the Company, misconducts, or is incompetent or negligent in the proper performance of his duties, or whose employment is otherwise considered by the Company to be undesirable and such person shall not be again employed upon the works without the written permission of the Company. Any person so removed from the works shall be replaced as soon as possible by a competent substitute approved by the Company.

15. CONTRACTORS LIABLE FOR DAMAGE TO PLANT AND PEOPLE ETC.

The Contractors shall be at any time be liable for the loss of or damage to any of the said constructional plant, temporary works, materials and people including labour etc.

16. SERVICE OF NOTICES ON CONTRACTORS

All certificates, notices or written orders to be given by the Company to the Contractors under the terms of the contract shall be served by sending by post to or delivering the same to the Contractors principal place of business, or such other address as the Contractors shall nominate for this purpose.

17. SUBLETTING

No major work shall be Sublette without prior written permission of the Company.

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18. REMOVAL OF IMPROPER WORK AND MATERIAL

- a. The Company shall during the progress of the works have power to order in writing from time to time:
 - i. The removal from the site, within such time or times as may be specified in the order, of any materials which, in the opinion of the Company, are not in accordance with the contract.
 - ii. The substitution of improper and unsuitable materials and
 - iii. The removal and proper re-execution, notwithstanding any previous test thereof or interim payment therefore, of any work which in respect of materials or workmanship is not in the opinion of the Company, in accordance with the contract.

b. DEFAULT OF CONTRACTORSS' COMPLIANCE

In case of default on the part of the Contractors in carrying out such order, the Company shall be entitled to employ and pay other persons to carry out the same and all expenses consequent thereon or incidental thereto shall be recoverable from the Contractors by the Company, or may be deducted by the Company from any money due or to which may become due to the Contractors.

19. RATE OF PROGRESS

If for any reason, which does not entitle the Contractors to an extension of time, the rate of progress of the works or any section is at any time, in the opinion of the Company, too slow to ensure completion by the prescribed time, the Company shall so notify the Contractors in writing and Contractors shall thereupon take such steps as are necessary and the Company may approve to expedite progress so as to complete the works or such section by the prescribed time. The Contractors shall not be entitled to any additional payment for taking such steps. If as a result of any notice given by the Company under this clause, the Contractors shall seek the Company's permission to do any work at night or on Sunday, if locally recognized as days of rest, or their locally recognized equivalent, such permission shall not be unreasonably refused. If it is still felt that the progress of the Contractors is not satisfactory and in the opinion of the Company, the project is likely to be delayed due to poor progress, the remaining work can be taken over from the Contractors after giving 14 days notice and the work can be got completed at the risk and cost of the Contractors.

20. ADVANCE PAYMENT

No advance payment shall be made except described in Appendix-A.

21. CORRECTION AND WITHHOLDING OF PAYMENT CERTIFICATES

If the works or part of the works contained in the PPCs/FPC of the Contractors are found incomplete, defective, rejected and/or with calculation error(s) etc., the Company shall and/or can:

- a. Correct and deduct from the bill such amount or amounts as the Company may consider proper and reasonable or
- b. Withhold payment certificate till the proper completion and rectification of the works or part(s) thereof or
- c. Send back the said bill to the Contractors for resubmission of proper bill in proper form and details as required by the Company.

The Contractors shall have no claim whatsoever for any delay thus occurring in issuing the payment certificates and releasing the payment thereof.

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23. INCOME TAX DEDUCTION

As required under the law, Income Tax will be deducted as per prevailing Government instructions and deposited with the Income Tax Department. However, a certificate for such deduction will be issued to the Contractors.

24. VARIATIONS

The Company shall make any variations of the form, quality or quantity of the works or any part thereof that may, in its opinion, be necessary and for that purpose, or if for any other reason it shall, in its opinion be desirable, the Company shall have power to order the Contractors to do and the Contractors shall do any of the following:

- a. Increase or decrease the quantity of any work included in the contract.
- b. Omit any such work
- c. Change the character or quality or kind of any such work
- d. Change the levels, lines, position and dimensions of any part of the works, and
- e. Execute additional work (s) of any kind necessary for the completion of the works

And no such variation shall in any way vitiate or invalidate the contract. Additional proportionate time may be allowed by the Company on the basis of any addition in work (s) as per following:

1. If excess in the quantities of any item of work is required either due to requirement of the client departments of SNGPL or due to some other unavoidable site conditions, the same should be informed by the Contractors well in time in order to seek **formal written approval from the Incharge (Civil)**. The Contractors should also quantify and inform the increase in cost of work (s) due to any such excess in quantity of any item.
2. Upon receipt of above stated intimation of the Contractors, undersigned will issue **formal written permission** to the Contractors for proceeding ahead in the matter accordingly.
3. The Contractors have no authorization to exceed the quantities of different items given in the work order without prior written permission of the **Incharge (Civil)**.
4. If any Contractors execute the construction work (s) in such a way that causes excess in quantities of any item of work, over and above the work order quantities without prior written permission of the **Incharge (Civil)**, the Company may refuse for payment against such excess quantities.

25. VALUATION OF VARIATION

All extra or additional work (s) done or work (s) omitted by the order of the Company shall be valued at the rates and prices set out in the contract if, in opinion of the Company, the same are reasonable, otherwise the same will be rationalized as per following formula given for non-BOQ items.

The rates for additional works (non-BOQ), if any, will be calculated on the basis of following guidelines:

- i. Average market price of material specified quality.
- ii. Cost of labour worked out rationally.
- iii. 10% of cost of material and labour as overhead expenses and taxes of Contractors.
- iv. 15% of cost of material and labour as profit of the Contractors.

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26. ESCALATION

No escalation in respect of any kind of material and labour shall be paid in any case due to increase of prices in the market.

27. NATIONAL TAX NUMBER AND VALID PROFESSIONAL TAX CLEARANCE CERTIFICATE

The Contractors will have to produce National Tax Number and Valid Professional Tax Clearance Certificate.

28. COMPLETION TIME

The Contractors shall complete all contract works within stipulated 'Time of Completion' as given in Appendix-A.

29. TIME EXTENSION

Delay in work due to special circumstances of any kind which may occur other than through default of the Contractors shall entitle the Contractors to an extension in time for completion of work. These special circumstances may include war, riots, epidemics, adverse climatic conditions, law and order situation or other circumstances of such kind which are beyond the reasonable control of the Contractors. The Company shall determine the amount of such time extension and shall notify to the Contractors accordingly.

30. LIQUIDATED DAMAGES (PENALTY)

In case of delay in completion of work from stipulated completion date on the part of the Contractors, Liquidated Damages (Penalty) for such default of the Contractors will be imposed as per the percentage amount given in the Appendix-A for each day of delay. This clause, however, shall not be applicable if in the opinion of the Company, the delay is due to war, riots, epidemics and/or any other reason out of reasonable control of the Contractors. The Company, may without prejudice to any other method of recovery, deduct the amount of such damages from any money in its hands, due or which may become due to the Contractors. The payment or deduction of such damages shall not relieve the Contractors from his obligation to complete the works, or from any other of his obligations and liabilities under the contract.

31. REMEDY ON CONTRACTORSS' FAILURE TO CARRY OUT WORK REQUIRED

If the Contractors shall fail to do any such work(s) as aforesaid required by the Company, the Company shall be entitled to employ and pay other persons to carry out the same and if such work is the work, which in the opinion of the Company, the Contractors were liable to do at his own expense under the contract, then all expenses consequent thereon or incidental thereto shall be recoverable from the Contractors by the Company, or may be deducted by the Company from any money due or which may become due to the Contractors.

32. BLACKLISTING

If the Contractors fail to execute the work as per contract, the Company may delist his name from SNGPL and the same will be forwarded to PPRA and Pakistan Engineering Council and may blacklist his name for future participation in tender.

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33. PROCESS OF PAYMENT/CORRESPONDANCE

1. Work will be completed by the contractor to whom job assigned.
2. PPCs/FPC will be processed on the name of firm's proprietor including name duly signed and stamped by the proprietor.
3. Cheques payment will be processed on the name of proprietor including firm's name.
4. No representative of the firm will sign the official documents on behalf of proprietor.
5. None of proprietor/ representative of firm allowed to do business with the company the of any other firm.

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1. SPECIAL CLAUSES

SC1. UTILITIES:-

The Contractors shall be provided, where possible at site, Contractors staff accommodation, water supply and electric power free of cost.

SC2. QUANTITIES IN BID SHEET:-

The quantities given in bid sheet are only for reference and the payment shall be made as per actual measurement at site

SC3. IMPLEMENTATION OF HSE PROCEDURES:-

The successful bidder shall follow all the applicable HSE procedures and policies at construction site in accordance with Contractors HSE statement.

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APPENDIX-B**SUI NORTHERN GAS PIPELINES LIMITED****CIVIL CONSTRUCTION DEPARTMENT****LIST OF APPROVED INSURANCE COMPANIES
FOR PERFORMANCE BOND ONLY**

1. National Insurance Corporation.
2. Habib Insurance Company Limited.
3. Eastern Federal Insurance Co., Ltd.
4. Muslim Insurance Co., Ltd.
5. Premier Insurance Co., Ltd.
6. New Jubilee Insurance Co., Ltd.
7. Universal Insurance Co., Ltd.
8. Adamjee Insurance Co., Ltd.
9. National Security Insurance Co., Ltd.
10. The Pakistan General Insurance Co., Ltd.

Note: - Earnest Money and Mobilization Advance Guarantees will, however, be acceptable from Scheduled Banks of Pakistan.

Performance or other guarantees of any insurance company will be accepted as long as the insurance company is of long term "category A+" or above as per ratings issued by Pakistan Credit Rating Agency Limited (PACRA).

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APPROVED SAMPLE OF PERFORMANCE BOND/ GUARANTEE

No. : _____
Dated : _____
Amount : _____
Expiry date : _____

To
The Managing Director
Sui Northern Gas Pipelines Limited
Sui Gas House
21- Kashmir Road
Lahore

Dear Sir,

BY THIS BOND/ GUARANTEE _____

_____ Lahore whose registered office is at _____ hereinafter called the "SURETY" do hereby bind ourselves and our successors and assigns jointly and severally by these presents, to pay the Sui Northern Gas Pipelines Ltd., Lahore (hereinafter called the "COMPANY") unconditionally on demand and without further questions, the sum of Rs. _____ (Rupees _____) sealed with our seal and dated Lahore this _____ day of _____.

WHEREAS

M/s _____ (hereinafter called the "CONTRACTORSS") for submitting tender for _____

_____ a Work Order No. _____ dated _____ made between the "COMPANY" of the one part and the "CONTRACTORS" of the other part has entered in to a contract (hereinafter called "THE SAID CONTRACT") for the construction of aforesaid works as herein mentioned in conformity with the provisions of the said contract and the sum mentioned in the above written Bond/ Guarantee represents the retention money to be furnished by the Contractors for fulfillment of the said contract.

NOW THE CONDITION of the above written Bond/ Guarantee is such that if the Contractors shall duly perform and observe all the terms, provisions, conditions and stipulations of the said contract on the Contractors part to be performed and observed according to the true purport, intent and meaning thereof as determined by the company who shall be the sole judge in the matter or if on default by the Contractors for which the company shall be the sole judge, the surety shall satisfy and discharge the damages sustained by the company thereby and determined by the company of the above written bond/ Guarantee, then this obligation shall be null and void but no alteration in terms of the said contract made by agreement between the company and the Contractors or in the extent or the nature of the works to be constructed, completed and maintained there under and no allowance of the time by the company under the said contract nor any forbearance or forgiveness in or in respect of any matter or

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thing concerning the said contract on the part of the company shall in any way release the surety from any liability under the above written Bond/ Guarantee.

This Performance Bond/ Guarantee is valid up to _____ (including time of completion of work and completion of maintenance period).

Yours faithfully,

For and on behalf of "Surety"

SURETY NAME _____

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

The Common seal of the ("Surety") -----
----- is hereunto affixed in the presence of:

WITNESSES:

- 1. Name _____
C.N.I.C NO. _____

Signature _____
- 2. Name _____
C.N.I.C NO. _____

Signature _____

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INTEGRITY PACTDECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY THE CONSULTANT/CONTRACTOR FOR SERVICES & WORKS
IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: _____ dated: _____
 Contract Value: _____
 Contract Title: _____

[name of Consultant/Contractor] hereby declares that it has not obtained or induced 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 [name of Consultant/ 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 inducing 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.

[name of Consultant/ 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 action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Consultant/ 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 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 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, [name of Consultant/ Contractor] agrees to indemnify GoP for any loss of damage incurred by it on account of its corrupt business practices and 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 [name of Consultant] 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 from GoP.

[Client]

[Consultant/ Contractor]

INCHARGE (CIVIL)SIGNATURE & SEAL OF THE TENDERER

BID SHEET

**MAINTENANCE AND INSPECTION OF FIREFIGHTING EQUIPMENT
AT HEAD OFFICE, ALLIED COMPANY OFFICES HIRED FOR HEAD OFFICE
DEPARTMENTS i.e. SHAHEEN COMPLEX, LDA PLAZA, PASCCO PLAZA ETC.
IN LAHORE AND EXECUTIVE TRANSIT MESS CAVALRY GROUND LAHORE**

BID SHEET

Item No.	Description of Work	Unit	QTY	Rate (Rs.)	Amount (Rs.)
1	<p>The contract covers monthly inspection, testing & maintenance of all the components/parts of firefighting equipment to ensure their smooth working. The contractor would be solely responsible that all firefighting equipment i.e. (fire extinguisher, fire hydrant system, smoke detection system etc) are kept in good working conditions at all times through regular inspections/ maintenance.</p> <p><u>FOLLOWING ARE THE TERMS AND CONDITIONS:</u></p> <ol style="list-style-type: none"> 1. All the equipment including fire extinguishers, hose reels, fire alarm system and pumps under contract shall be visually and instrumentally checked that the equipment installed is not broken/damaged/empty or faulty. Performance and working of all the system including smoke/heat detectors, control panel, manual call stations, fire alarms, battery operated smoke detectors, fire extinguishers, fire hydrant pump and jockey pump shall also be confirmed. This shall include the weight balance check of CO2 fire extinguishers and fire hydrant operation testing (pressure checking) on a monthly basis. 2. All inspection record of fire pumps, fire extinguishers, battery operated smoke detectors, smoke detectors, heat detectors and fire alarm control panel etc. will be documented. All the equipment under contract shall be checked on monthly basis. 3. The cost of transportation shall be borne by contactors. Temporary replacement will be given for the equipment under repairing or refilling. 4. Servicing/Cleaning of smoke detectors and heat detectors on monthly basis including testing of smoke detectors with the help of recommended sprays for example EN/UL/FM etc. approved listed aerosol spray and heat detectors with the use of heat gun. 5. Shifting/ addition of smoke/ heat detectors including programming if and when required in case of alteration to office space via addition or change of partitioning wall. 6. The contractor is bound to visit, inspect and resolve firefighting equipment's i.e. (fire extinguisher, fire hydrant system, battery operated smoke detectors and smoke detection system etc) issues on company's compliant/ call during the contract period in addition to routine/monthly visits. All anomalies shall be rectified on immediate basis. 	Job	12 Quarters		

**MAINTENANCE AND INSPECTION OF FIREFIGHTING EQUIPMENT
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BID SHEET

	<p>7. The contractor will also display an inspection/ maintenance tag on fire fighting equipment depicting current inspection/ maintenance date, next due date etc.</p> <p><u>DETAILS OF THE EQUIPMENT:</u></p> <p>a) Fire Addressable Alarm System (01 No.)</p> <p>b) Portable Fire Extinguishers at Head Office Building and allied Company Offices at Shaheen Complex, LDA Plaza etc. and executive transit mess (Wall mounted & Trolley mounted) (194 No.)</p> <p>c) Fire Hose Reels/Hose Station (22 No.)</p> <p>d) Fire Hydrant Pump (01 No.)</p> <p>e) Jockey Pump (including pressure/temp. gauges) (01 No.)</p> <p>f) Battery operated smoke detectors, Smoke detectors, Heat detectors, Sounders and Manual Call Points (461 No.)</p>				
2	<p>Refilling of Fire Extinguisher:</p> <p>2.1 DCP</p> <p>2.2 Halotron / Clean Agent</p> <p>2.3 NOVAC 123</p> <p>2.4 FM200/HFC227</p> <p>2.5 CO₂</p> <p>2.6 Fire Buster</p> <p>2.7 Water Type</p> <p>2.8 AFFF</p>	<p>Per Kg</p> <p>Per Kg</p> <p>Per Kg</p> <p>Per Kg</p> <p>Per Kg</p> <p>Per Kg</p> <p>Per Liter</p> <p>Per Liter</p>			
3	<p>Replacement of following faulty items:</p> <p>3.1 Smoke Detector</p> <p>3.2 Heat Detector</p> <p>3.3 Manual Call Point</p> <p>3.4 Sounder</p> <p>3.5 Replacement of wire 2 core 1.5 mm² with pipe/ duct</p> <p>3.6 Mother board of addressable fire alarm panel</p> <p>3.7 Loop driver card of addressable fire alarm panel</p> <p>3.8 LCD of addressable fire alarm panel</p> <p>3.9 Solenoid valve for fire extinguisher</p> <p>3.10 Wheel of fire extinguisher trolleys</p> <p>3.11 Discharge hose pipe/Nozzle/Horn of wall mounted fire extinguisher</p> <p>3.12 Discharge hose pipe/Nozzle/Horn of trolley mounted fire extinguisher</p> <p>3.13 Faulty pressure gauge of fire extinguisher</p> <p>3.14 Faulty handle or lever of fire extinguisher</p> <p>3.15 battery operated smoke detectors</p> <p>3.16 battery of battery-operated smoke detectors</p>	<p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per RFT</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p>			
4	<p>Hydrostatic pressure testing of fire extinguishers:</p> <p>4.1 DCP, Halotron, water type, AFFF ETC 1-12 KG</p> <p>4.2 DCP, Halotron, water type, AFFF ETC 25-50 KG</p> <p>4.3 CO₂, 3-6 KG</p> <p>4.4 CO₂, 25-50 KG</p>	<p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p> <p>Per Unit Rate</p>			

**MAINTENANCE AND INSPECTION OF FIREFIGHTING EQUIPMENT
AT HEAD OFFICE, ALLIED COMPANY OFFICES HIRED FOR HEAD OFFICE
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BID SHEET

5	Repair and Maintenance of Fire Hydrant System (Fire Hydrant Pump, Jockey Pump, Hose Reels and all related accessories)				
	5.1 Repair and Maintenance fire hydrant pump (i.e. lubrication, nut bolts, welding, cutting, paint work, jain sheet etc)	Job			
	5.2 Repair and Maintenance of jockey pump (i.e. lubrication, nut bolts, welding, cutting, paint work, jain sheet etc)	Job			
	5.3 Repair and Maintenance of Fire hose reels / hose stations	Job			
	5.4 Repair, Maintenance and calibration of auto switch of jockey pump	Job			
	5.5 Repair and Maintenance of PRV valve	Job			
	5.6 Calibration of pressure gauges of fire hydrant system and their calibration certificate/ report/ tagging	Job			
	5.7 Shaft alignment of pump (s)	Job			
6	Replacement of parts of fire hydrant system				
	6.1 Hose pipe	Per Unit Rate			
	6.2 Hose pipe Nozzle	Per Unit Rate			
	6.3 PRV valve	Per Unit Rate			
	6.4 Gate valve	Per Unit Rate			
	6.5 Motor bearing of fire hydrant pump	Per Unit Rate			
	6.6 Seals of fire hydrant pump	Per Unit Rate			
	6.7 Motor bearing of Jockey pump	Per Unit Rate			
	6.8 Seals of jockey pump	Per Unit Rate			
	6.9 Pressure gauge	Per Unit Rate			
	6.10 NRV	Per Unit Rate			
	6.11 Expansion Joints	Per Unit Rate			
	6.12 Pressure switch	Per Unit Rate			
	6.13 Impeller	Per Unit Rate			
	6.14 Pipe seamless Sch-40	Per RFT			
TOTAL AMOUNT					
ADD PST @16%					
GRAND TOTAL AMOUNT					

Note:

- The quantities at Sr. No. 2,3,4,5 & 6 are estimated only and will be paid as per actual.
- This contract will remain in force for three years from date of commencement of contract. However, the quarterly payments shall be made. The contract will be operative and commence after award of work order.

[Handwritten Signature]

DY. CHIEF ENGINEER (CIVIL)

SEAL & SIGNATURE OF CONTRACTOR

[Handwritten Signature]