

Standard Bidding Document

HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR
CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN
EXECUTIVE CADRE TENDER ENQUIRY NO. HR/3.1(A)/2026/3
(Non-Consultancy Services)

National

Single Stage-Two Envelope



August 05, 2026

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PROCUREMENT NOTICE

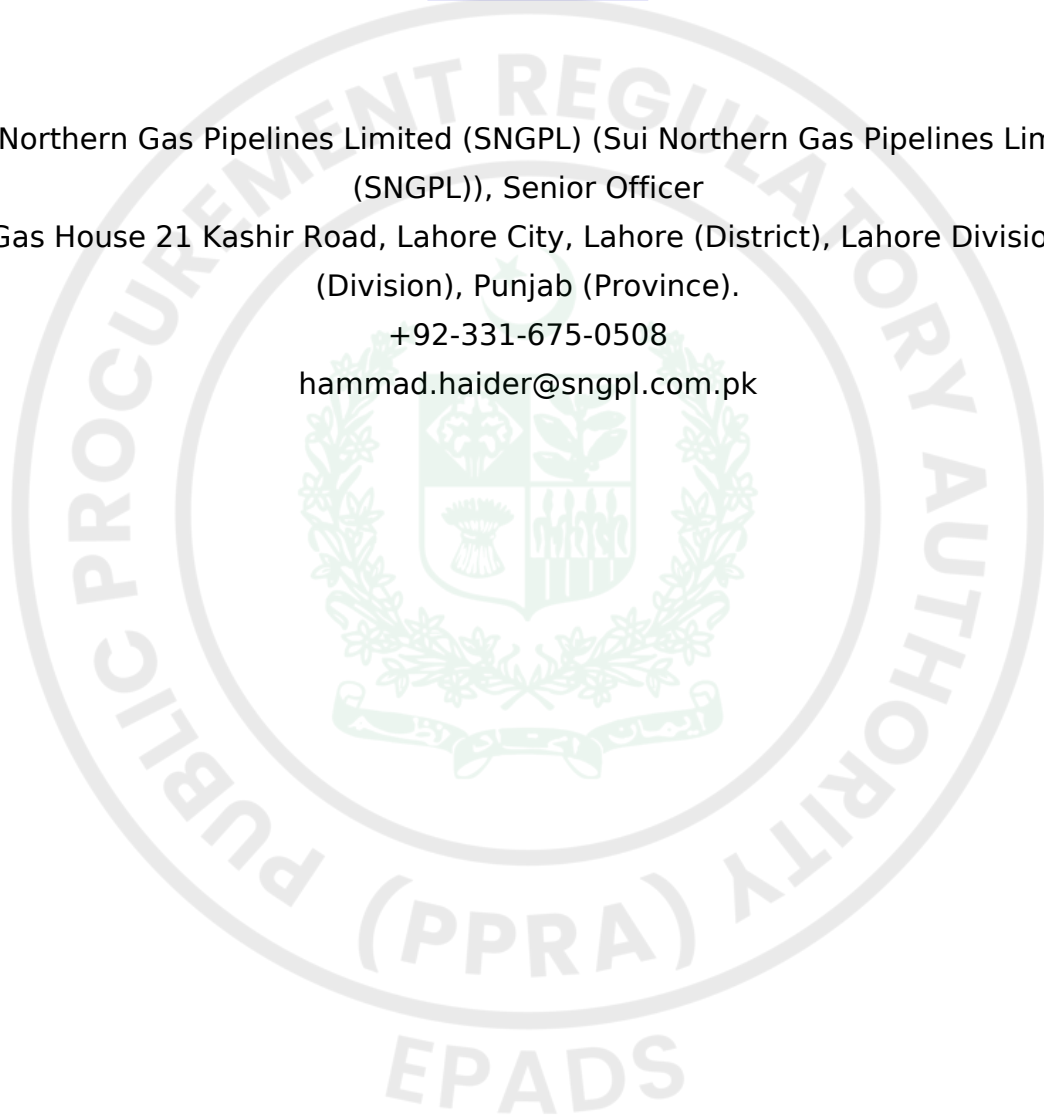
PROCUREMENT OF NON-CONSULTANCY SERVICES

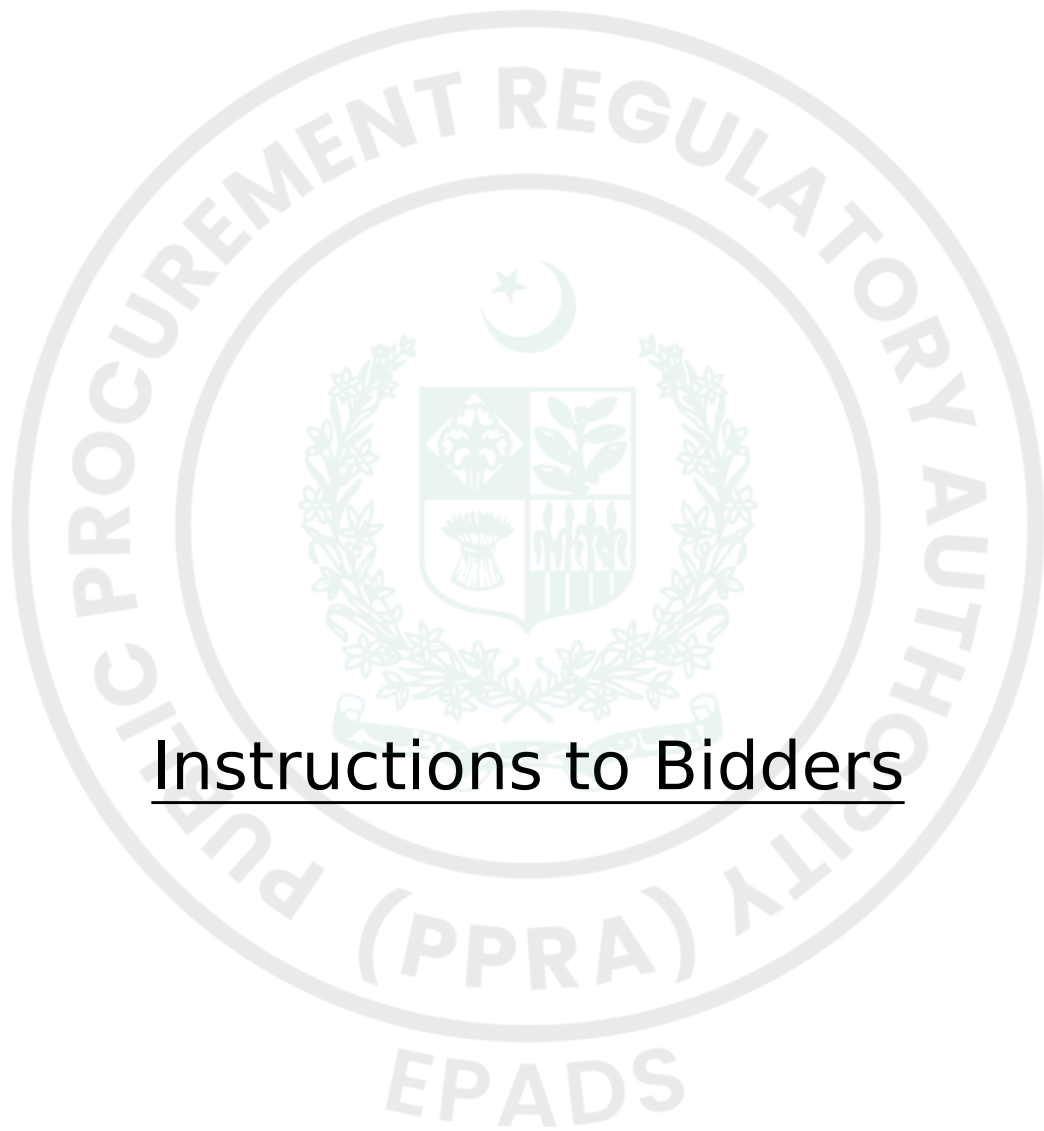
1. The **Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL))** has reserved Funds for the procurement planned for FY **2026-27**. The **Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the “**HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE TENDER ENQUIRY NO. HR/3.1(A)/2026/3**” with the reference of “**P78826**”
2. The **Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/78826>**.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Monday, August 24, 2026 11:00 AM**. E-bids will be opened on the same day at

Monday, August 24, 2026 11:30 AM. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. Fraudulent & Corrupt Practices

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. Qualification of the Bidder

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. Contents of Standard Bidding Document

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Eligible Countries

Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

Section VI Bidding Forms

Section VII Fraudulent & Corrupt Practices

Section VIII - Material & Non-material deviation

Section IX General Conditions of Contract (GCC)

Section X Special Conditions of Contract (SCC)

Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. Clarifications

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 7.6.1. evaluation & qualification criteria;
- 7.6.2. required scope of work or specifications;
- 7.6.3. all securities requirements;
- 7.6.4. tax requirements;
- 7.6.5. terms and conditions of bidding documents; and
- 7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. Amendment of Bidding documents

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. Documents Establishing Eligibility of the Services and Conformity to bidding documents

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. Documents Establishing Eligibility and Qualification of the Bidder

11.1. Pursuant to BDS, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. Form of Bid

12.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.

13. Bids Prices

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. Price Adjustment

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.

15. Bids Currencies

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. Bid Validity Period

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. Bid Security or Bid Securing Declaration

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.

18. Alternative Bids by Bidders

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. Withdrawal, Substitution, and Modification of Bids

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. Format and Signing of Bids

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0 before Dead deadline

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004, The Procuring Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. Opening of Bids

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. Confidentiality

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. Preliminary Examination of Bids

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions, Technical Evaluation

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **BDS**, it shall reject the bids.

27. Correction of Errors

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. Conversion to Single Currency

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. Evaluation of Bids

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6**;

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

30. Determination of Most Advantageous Bids

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. Abnormally Low Financial Bids

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. Rejection of Bids

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. Single Responsive Bid

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. Arbitration

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. Criteria of Award

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. Procuring Agency's Right to reject All Bids

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. Notification of Award

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. Signing of Contract

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. Performance Guarantee

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. Corrupt & Fraudulent Practices

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. Constitution of Grievance Redressal

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. GRC Procedure

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

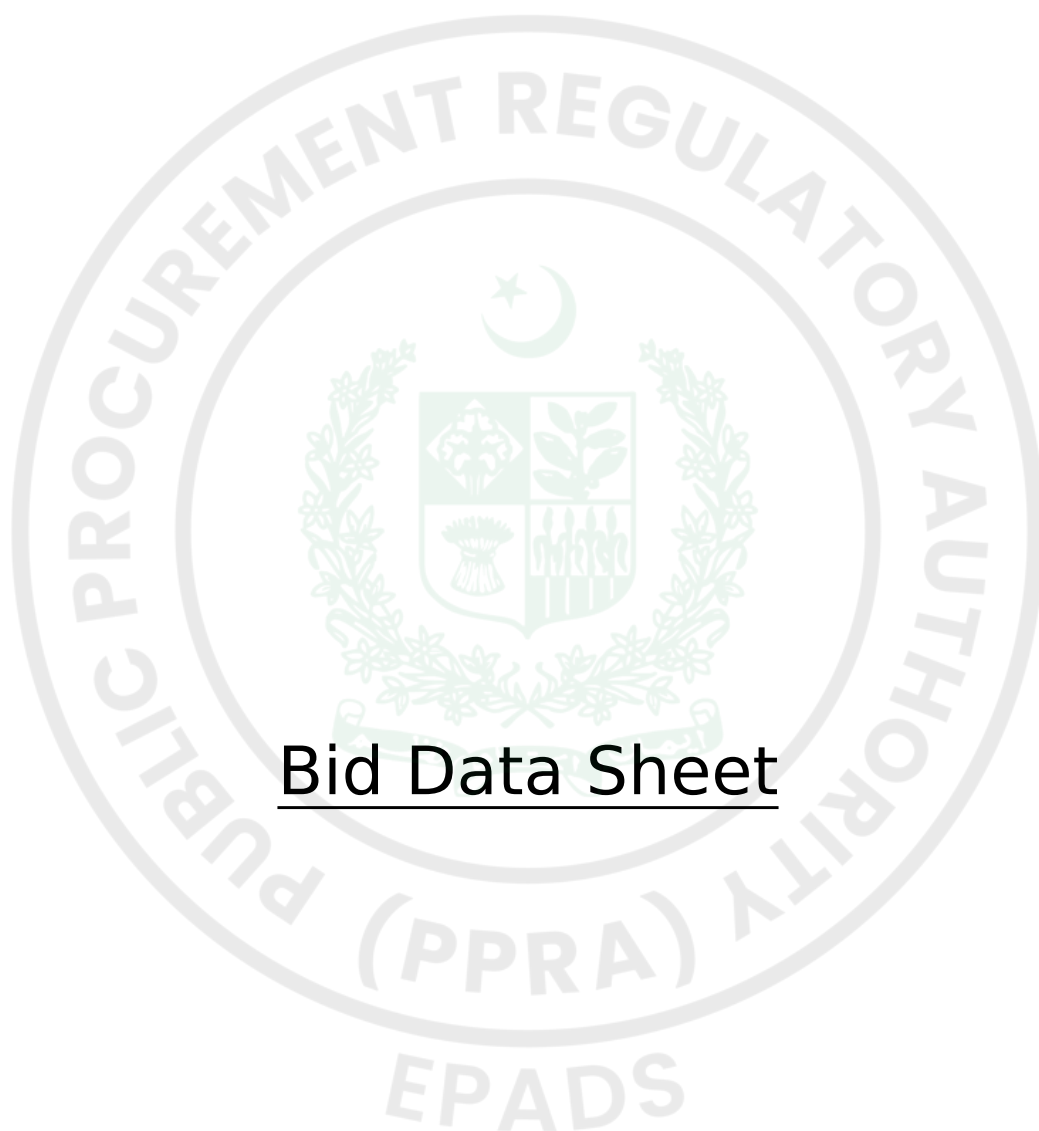
H. Blacklisting/ Debarment

55. Procedure for Blacklisting/Debarment

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **Sui Northern Gas Pipelines Limited (SNGPL)**
(Sui Northern Gas Pipelines Limited (SNGPL))

The subject of procurement is: **HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE TENDER ENQUIRY NO. HR/3.1(A)/2026/3**

Expected commencement date: **Friday, September 4, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P78826**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Thursday, August 20, 2026
Pre-Bid Meeting: Monday, August 17, 2026 11:00 AM
Venue: Chief Officer HR Office, 5th Floor, SNGPL Head Office, 21 Kashmir Road Lahore

BDS Clause Number 5

Any addendum, in case issued, shall be published on **Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL))** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. DOCUMENTS CHECK LIST/ QUESTIONNAIRE AS PER ANNEXURE-10 OF SNGPL BIDDING DOCUMENTS
2. PRICE SHEET (FINANCIAL PROPOSAL) ANNEXURE-V OF BIDDING DOCUMENTS DULY FILLED MUST BE SUBMITTED WITH THE FINANCIAL PROPOSAL

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:

See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for $90+28 = 118$ days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Gas House 21 Kashir Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Monday, August 24, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day : **Monday**

Date: **Monday, August 24, 2026**

Time : **11:30 AM**

BDS Clause Number 19

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievance against this procurement shall be submitted online on EPADS v2.0.



Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	FBR (NTN)
Sole Proprietorship	FBR (GSTN)
Partnership Firm	
Company (Private Limited)	
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
The testing agency shall have valid Professional Tax Certificate for FY 2026-27	Yes
NTN, Sales Tax	Yes
PRA registration (Respective Provincial Authority)	Yes

Net worth of the Testing Agency shall be Rupees 35 million and above and shall be operating for at least last 3 years (Financial Stability Certificate indicating that the testing agency can procure contract of amount Rs 35 million and above and last 3 years audited accounts must be submitted).	Yes
The Testing Agency having black listed by any of its customers or Government/Semi Government Organization due to their default or wrong practices or inability to perform any contractual job as per agreed terms/conditions will not be considered for qualification/ award of contract.	Yes
The Testing Agency having entered into litigation cases with Principal due to their default or wrong practices or inability to perform any contractual job as per agreed terms/conditions will not be considered for qualification/ award of contract.	Yes
The testing Agency must not have been declared poor performer in any previous assignments with SNGPL or with other clients.	Yes

Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Technical Marks	200
Passing Marks	140
COMPANY/FIRM PROFILE AND EXPERIENCE	
Offices in all Provincial capitals and Islamabad (Capital Territory) (No marks in case of no representation in all mentioned territories) (Qualitative)(Doc Required)	10
Projects completed of Computer Based Test for Public Listed Companies, Government Departments/ Functionaries/ Universities etc. (Qualitative)(Doc Required)	40
No. of Projects Completed (30 and Above) (40)	
No. of Projects Completed (20-29) (30)	
No. of Projects Completed (10-19) (20)	
No. of Projects Completed (5-9) (10)	

Projects completed of Computer Based Test for Public Listed Companies in Oil & Gas sector/ Engineering Sector other than Point 1.2 (Qualitative)(Doc Required)	30
No. of Projects Completed (10 and above) (30)	
No. of Projects Completed (7-9) (20)	
No. of Projects Completed (4-6) (15)	
No. of Projects Completed (1-3) (10)	
Valid ISO 9001 Certification (No marks in case of no certification) (Qualitative)(Doc Required)	10
Membership/affiliation of any relevant, reputable and renowned International Educational Testing Agency (No marks in case of no membership/affiliation) (Qualitative)(Doc Required)	10
HUMAN RESOURCE CAPACITY	
Full Time Permanent Employees having 16 years and above education (Documentary evidence required) (Qualitative)(Doc Required)	30
75 and above Employees (30)	
50-74 Employees (20)	
Content Development Experts / Subject Specialists/ Test Formulation Experts (Documentary evidence required)	

Engineering (PhD) (Qualitative)(Doc Required) Engineering (PhD) 3 and above Experts (6) Engineering (PhD) 2 Experts (4)	6
Engineering (M.Phil) (Qualitative)(Doc Required) Engineering (M.Phil) 5 and above experts (4) Engineering (M.Phil) 4 experts (2)	4
Engineering (Masters) (Qualitative)(Doc Required) Engineering (Masters) 10 and above experts (4) Engineering (Masters) 9 experts (2)	4
Management Science (PhD) (Qualitative)(Doc Required) Management Science (PhD) 3 and above experts (6) Management Science (PhD) 2 experts (4)	6
Management Science (M.Phil) (Qualitative)(Doc Required) Management Science (M.Phil) 5 and above experts (4) Management Science (M.Phil) 4 experts (2)	4

Management Science (Masters) (Qualitative)(Doc Required) Management Science (Masters) 10 and above experts (4) Management Science (Masters) 9 experts (2)	4
Information Technology (PhD) (Qualitative)(Doc Required) Information Technology (PhD) 3 and above experts (6) Information Technology (PhD) 2 experts (4)	6
Information Technology (M.Phil) (Qualitative)(Doc Required) Information Technology (M.Phil) 5 and above experts (4) Information Technology (M.Phil) 4 experts (2)	4
Information Technology (Masters) (Qualitative)(Doc Required) Information Technology (Masters) 10 and above experts (4) Information Technology (Masters) 9 experts (2)	4
Law (PhD) (Qualitative)(Doc Required) Law (PhD) 3 and above experts (6) Law (PhD) 2 experts (4)	6

Law (M.Phil) (Qualitative)(Doc Required) Law (M.Phil) 5 and above experts (4) Law (M.Phil) 4 experts (2)	4
Law (Masters) (Qualitative)(Doc Required) Law (Masters) 10 and above experts (4) Law (Masters) 9 experts (2)	4
Accounts/Finance/Audit (PhDs/ Fellow Chartered Accountants) (Qualitative)(Doc Required) Accounts/Finance/Audit (PhDs/ Fellow Chartered Accountants) 7 and above experts (8) Accounts/Finance/Audit (PhDs/ Fellow Chartered Accountants) 6 experts (4)	8
Accounts/Finance/Audit (M. Phil/Associate Chartered Accountants/Masters in Accounting/Finance) (Qualitative)(Doc Required) Accounts/Finance/Audit (M. Phil/Associate Chartered Accountants/Masters in Accounting/Finance) 7 and above experts (6) Accounts/Finance/Audit (M. Phil/Associate Chartered Accountants/Masters in Accounting/Finance) 6 experts (4)	6

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE	Address: Gas House 21 Kashir Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province). Schedule: 1095 Days Quantity: 1/job	1/job	175000 PKR

Related Services :

Yes

Position	Related Services
HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE	Computer Based Testing

Services Specifications

Positions Without Lots :

Position: HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE

Specifications / Requirements:

__EMPTY	TECHNICAL PROPOSAL EVALUATION CRITERIA	__EMPTY_3
	HIRING OF TESTING AGENCY FOR UP TO THREE YEARS	
	FOR CONDUCTING COMPUTER BASED RECRUITMENT TEST(S)	
MANDATORY REQUIREMENTS:		
	· Net worth of the Testing Agency shall be Rupees 35 million and above and shall be operating for at least last 3 years (Financial Stability Certificate indicating that the testing agency can procure contract of amount Rs 35 million and above and last 3 years audited accounts must be submitted).	
	· The testing agency must have its own website.	

__EMPTY	TECHNICAL PROPOSAL EVALUATION CRITERIA			__EMPTY_3
	· The testing agency shall have valid Professional Tax Certificate, NTN, Sales Tax, PRA registration.			
EVALUATION CRITERIA:				
	Criteria for engagement of testing agency for conduct of recruitment test are as follows:			
Reference	Particulars	Marks		
1				
2	Human Resource Capacity	100		
1	COMPANY/FIRM PROFILE AND EXPERIENCE			
	Criteria for the evaluation of Profile and Experience are:			
1	Company/Firm Profile and Experience	Marks		
1.1	Offices in all Provincial capitals and Islamabad (Capital Territory)	10		
	(No marks in case of no representation in all mentioned territories)			
1.2	Projects completed of Computer Based Test for Public Listed Companies, Government Departments/ Functionaries/ Universities etc.	40		

__EMPTY	TECHNICAL PROPOSAL EVALUATION CRITERIA			__EMPTY_3
1.3	Projects completed of Computer Based Test for Public Listed Companies in Oil & Gas sector/ Engineering Sector other than Point 1.2	30		
1.4	Quality Management System			
	Total	100		
	1.2. Projects Completed of Computer Based Test for Public Listed Companies, Government Departments/ Functionaries/ Universities etc.; Total Marks: 40 (Documentary evidence required)			
	No. of Projects Completed*	Marks		
	5-9	10		
	10-19	20		
	20-29	30		
	30 and above	40		
	Projects completed during last ten years will be considered for evaluation.			
	At least two references of completed projects will be cross verified.			

__EMPTY	TECHNICAL PROPOSAL EVALUATION CRITERIA			__EMPTY_3
1.3.	Projects completed of Computer Based Test for Public Listed companies in Oil & Gas sector / Engineering Sector other than Point 1.2; Total Marks: 30 (Documentary evidence required)			
	No. of Projects Completed*	Marks		
	1-2	10		
	4-6	15		
	7-9	20		
	10 and above			
	Projects completed during last ten years will be considered for evaluation.			
	At least one references of completed projects will be cross verified.			
* Note:				
	Marks against Sr. No. 1.2 & 1.3 will be given on the basis of Computer Based Test (Documentary evidence required).			
	1.4. Quality Management System; Total Marks: 20 (Documentary evidence required)			
	Parameter	Marks		

__EMPTY	TECHNICAL PROPOSAL EVALUATION CRITERIA			__EMPTY_3
	Valid ISO 9001 Certification (No marks in case of no certification)	10		
	Membership/affiliation of any relevant, reputable and renowned International Educational Testing Agency (No marks in case of no certification)			
2	HUMAN RESOURCE CAPACITY			
2	Human Resource Capacity	Marks		
2.1	Full Time Permanent Employees having 16 years and above education (Documentary evidence required)			
2.2	Content Development Experts / Subject Specialists/ Test Formulation Experts (Documentary evidence required)	70		
	Total			
	2.1 Full Time Permanent Employees having 16 years and above education; Full Marks: 30 (Documentary evidence required)			
	Parameter	Marks		
	50-74 Employees	20		
	75 and above Employees	30		

__EMPTY	TECHNICAL PROPOSAL EVALUATION CRITERIA			__EMPTY_3
	2.2 Content Development Experts / Subject Specialists / Test Formulation Experts (List/ Summary containing their qualification & discipline is required); Full Marks: 70			
	Content Development Experts / Subject Specialists / Test Formulation Experts attached with the Testing Agency in following disciplines having relevant educational background:			
	Discipline	Qualification	Parameters	Marks
	Engineering	PhDs	2	4
			3 and above	6
		M. Phil	4	2
			5 and above	4
		Masters	9	2
				4
	Management Science	PhDs	2	4
			3 and above	6

__EMPTY	TECHNICAL PROPOSAL EVALUATION CRITERIA			__EMPTY_3
		M. Phil	4	2
			5 and above	4
		Masters	9	2
				4
	Information Technology	PhDs	2	4
				6
		M. Phil	4	2
			5 and above	4
		Masters	9	2
			10 and above	4
		PhDs	2	4
			3 and above	6
		M. Phil	4	2
			5 and above	4
		Masters	9	2

__EMPTY		TECHNICAL PROPOSAL EVALUATION CRITERIA		__EMPTY_3	
	10 and above	4			
	PhDs/ Fellow Chartered Accountants	6	4		
		7 and above	8		
	M. Phil/Associate Chartered Accountants/Masters in Accounting/Finance	6	4		
		7 and above	6		
Notes:	The Testing Agency having black listed by any of its customers or Government/Semi Government Organization due to their default or wrong practices or inability to perform any contractual job as per agreed terms/conditions will not be considered for qualification/ award of contract.				
i					
ii					
iii					
iv					
v					
vi					
vii					
viii					

Scope of Work

TERMS OF REFERENCE / DELIVERABLES FOR

ENGAGEMENT OF TESTING AGENCY FOR UP TO THREE YEARS

FOR CONDUCTING COMPUTER BASED RECRUITMENT TEST(S)

1. SCOPE OF WORK & DELIVERABLES

1. As and when required during the period of contract, SNGPL (Company) shall advertise the vacancies in National Newspapers for each recruitment exercise.
2. Publication of advertisement, instructions, job details, eligibility criteria and online application form shall be made available at Testing Agency website, after clearance from the Company.
3. Computer Based Test for recruitment as per schedule shall be arranged in the Federal Capital, All Provincial Capitals including AJK, Gilgit Baltistan, and any other city deemed necessary by SNGPL.
4. Testing Agency shall receive applications for each recruitment exercise online. The printout of application form along with Educational & Experience certificates (if any) will be received through post directly from the candidates along with the paid deposit slip (of 50% test fee) in favor of testing agency.
5. Every applicant shall be given an application ID and applications will be maintained in accessible order.

6. Testing Agency shall provide detailed summary to SNGPL in excel format of all the applicants containing their Names, present employment details, past experience details, present salary, education (with division and institute), vocational training (discipline and period), domicile city, city of residence, date of birth, age on closing date and total post qualification / membership experience counted in number of years.
7. Testing Agency shall Shortlist the applicants as per prescribed criteria provided by the Company in form of Job description & Job specifications.
8. Testing Agency shall provide the data of applicants shortlisted & not shortlisted for test to SNGPL in Excel sheet before finalizing the applicants for test.
9. After clearance from SNGPL the applicants will be invited for test.
10. Testing Agency will make arrangements for conduct of Computer Based Test of shortlisted candidates as per instructions of SNGPL.
11. Testing Agency shall arrange the Test Centers and administrative staff to conduct the test.
12. Testing Agency shall dispatch the roll Number slips to the candidates on their postal addresses and via SMS / e-mail mentioning their Names, Father's Name, CNIC, Test Center, Test Time, Test Date and post applied for.
13. 50% payment of test will be borne by the applicant at the time of submission of application and 50% will be paid by SNGPL for applicants shortlisted for test after providing the test result.
14. The online form to be filled in by the applicants will be developed in a manner that it does not accept the applications of individuals who do not meet the minimum requirements of age, education & experience etc.
15. Passing Marks in Test will be 60% or as conveyed by SNGPL.

16. Testing agency shall design the test as per the weight-age of contents agreed by SNGPL for each recruitment exercise (major weightage to be allocated to qualification/ job related questions). The questions shall be based on the updated and latest curriculum and information. Distribution of contents & weightage shall be uploaded on the website of Testing Agency for guidance of the applicants.
17. Testing agency shall provide category wise, as desired by SNGPL, list of candidates appeared in test along with their marks.
18. Testing agency will display the results to the candidates instantly on completing their test session.
19. Raw results of CBT will be shared with SNGPL simultaneously on completing each test session.
20. Testing agency shall upload the result on its website within five (05) working days after the test.
21. Testing agency must have the capacity to receive and manage over fifty thousand online applications and through courier from across the country.
22. Testing agency shall provide the Test Results to **SNGPL** within **8** working days after conduct of each test.
23. Data of all the applicants appeared will be provided to SNGPL in both soft & hard formats i.e. hard copies of application forms along with attested copies of CNICs, Domicile, Educational credentials and experience certificates sorted in order of merit i.e. top to bottom.
24. All data of the applicants will be the property of SNGPL and will be provided to the Company in soft & hard form.
25. Testing agency shall make all possible efforts to have the test conducted in **30** working days after the last date of receipt of application.

1. TIMELINES

The successful bidder is required to work in close coordination with the HR Department and ensure delivery of services for each recruitment exercise as per timeline given below, not exceeding 100 working days of signing of agreement.

Phase	Activity	Timelines
1	Publication of Advertisement on Website of the Testing Agency & availability of customized online application form receipt of applications from candidates.	As per Agreement (As of date of advertisement in national press by SNGPL)
2	Closing date for receipt of applications.	15 days after publication of advertisement.
3	Summary with list of all applicants to be provided.	Within 05 working days after closing date for receipt of applications.
4	Provision of Category wise list of shortlisted & not shortlisted (along with reason of not short listing) applicants to SNGPL.	20 working days after closing date for receipt of applications.

5	Conduct of recruitment test	30 working days after closing date for receipt of applications
6	Uploading the result of test on the website of Testing Agency.	5 working days after test
7	Communication of Test Result to SNGPL	8 working days after test
8	Provision of data of applicants appeared in test in both soft & hard formats i.e. hard copies of application forms along with attested copies of CNICs, Domicile, Educational credentials and experience certificates sorted in order of merit i.e. top to bottom	15 working days after test

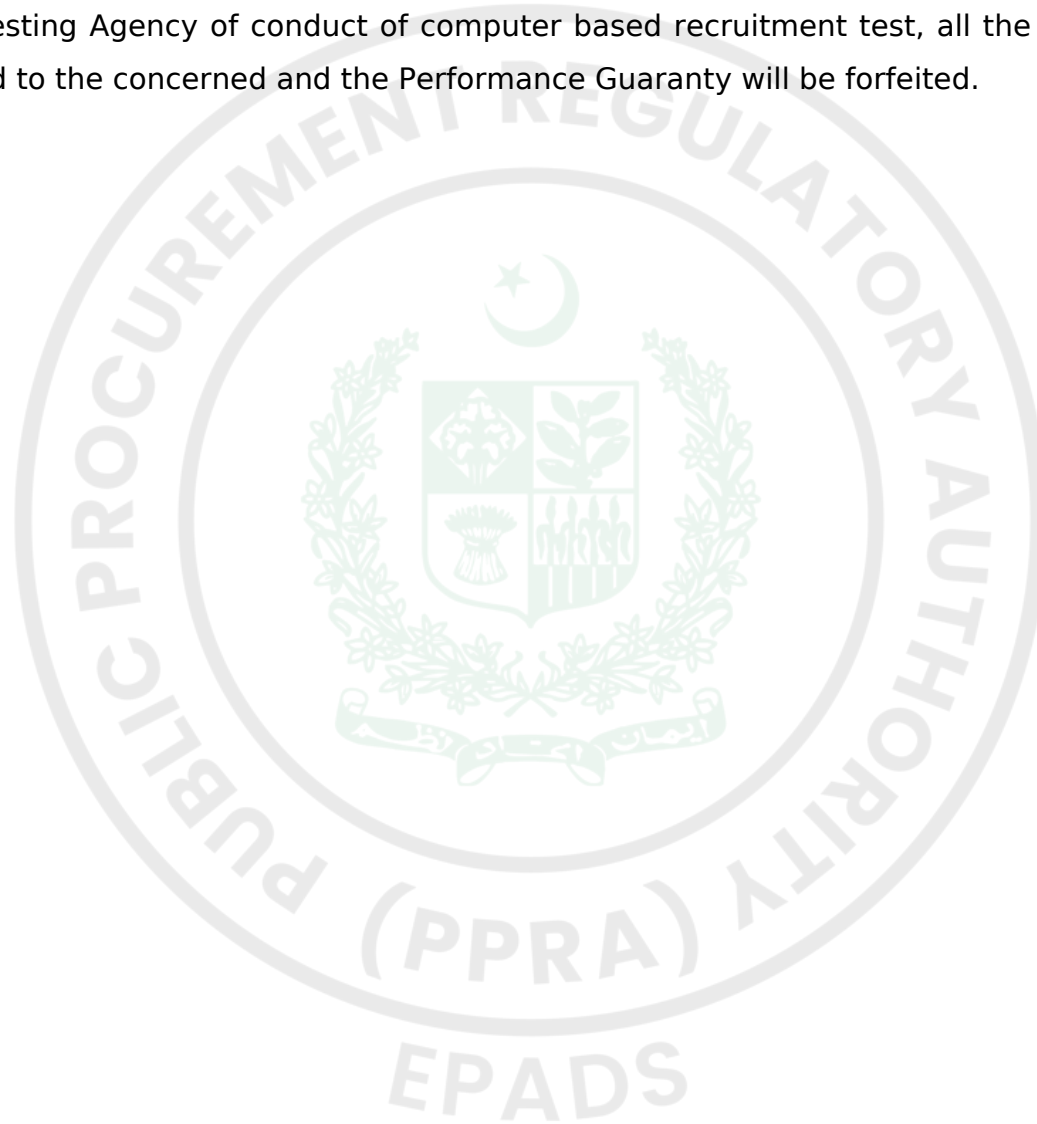
1. **MODE OF PAYMENT**

Testing agency will receive “Test Fee” as per following method for each recruitment exercise:-

1. 50% of the “Test Fee” agreed with the Company from applicants at the time of submission of online application form. In order to avoid unnecessary financial burden on irrelevant applicants, Testing Agency shall design online application form with proper checks as explained at Sr. No. 14 of Part (A) i.e. Scope of Work.
2. Remaining 50% of the “Test Fee” in respect of applicants found eligible by the Company will be paid by the Company after provision of test result along with provision of data of applicants both in hard & soft format as mentioned in “Timeline”. 50% “Test

Fee” of the applicants not eligible for test will neither be paid by Applicant nor by the Company since arrangement for the conduct of test for such applicants will not be required.

3. In case of failure of the Testing Agency of conduct of computer based recruitment test, all the fees received by it, even from applicants, will be reimbursed to the concerned and the Performance Guaranty will be forfeited.



Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. “Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

2. Applicable Law

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. Language

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. Notices

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

5. Location

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

6. Authorized Representatives / Authority of Member in charge

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

7. Effectiveness of Contract

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. Force Majeure

13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. Termination

14.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. By the Contractor

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. General

15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. Conflict of Interests

16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- 16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- 16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- 16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC**.

17. Insurance to be Taken Out by the Contractor

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. Contractor's Actions Requiring Procuring Agency's Prior Approval

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- 18.1.1. appointing such members of the Personnel not provided by the Contractor;
- 18.1.2. changing the Program of activities; and
- 18.1.3. any other action that may be specified in the **SCC**.

19. Reporting Obligations

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. Liquidated Damages

20.1. Payments of Liquidated Damages

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC**.

20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

D. Contractor's Personnel

23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

30. Correction of Defects, and Lack of Performance Penalty

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. Settlement of Disputes Amicable Settlement

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. Dispute Settlement

32.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer Gas House 21 Kashir Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).

The Supplier is:

The title of the subject procurement is:HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE TENDER ENQUIRY NO. HR/3.1(A)/2026/3

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer
Gas House 21 Kashir Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).
+92-331-675-0508
hammad.haider@sngpl.com.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer

Gas House 21 Kashir Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).

+92-331-675-0508

hammad.haider@sngpl.com.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.50%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

The Testing Agency's services are liable to be technically/ Physically inspected by SNGPL and if it fails to provide the services according to tender document/ agreement, SNGPL reserve the right to cancel the contract.

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P78826**

To: **Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer Gas House 21 Kashir Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

We, the undersigned, declare that:

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

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

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer Gas House 21 Kashir Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE TENDER ENQUIRY NO. HR/3.1(A)/2026/3 (P78826)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and

8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

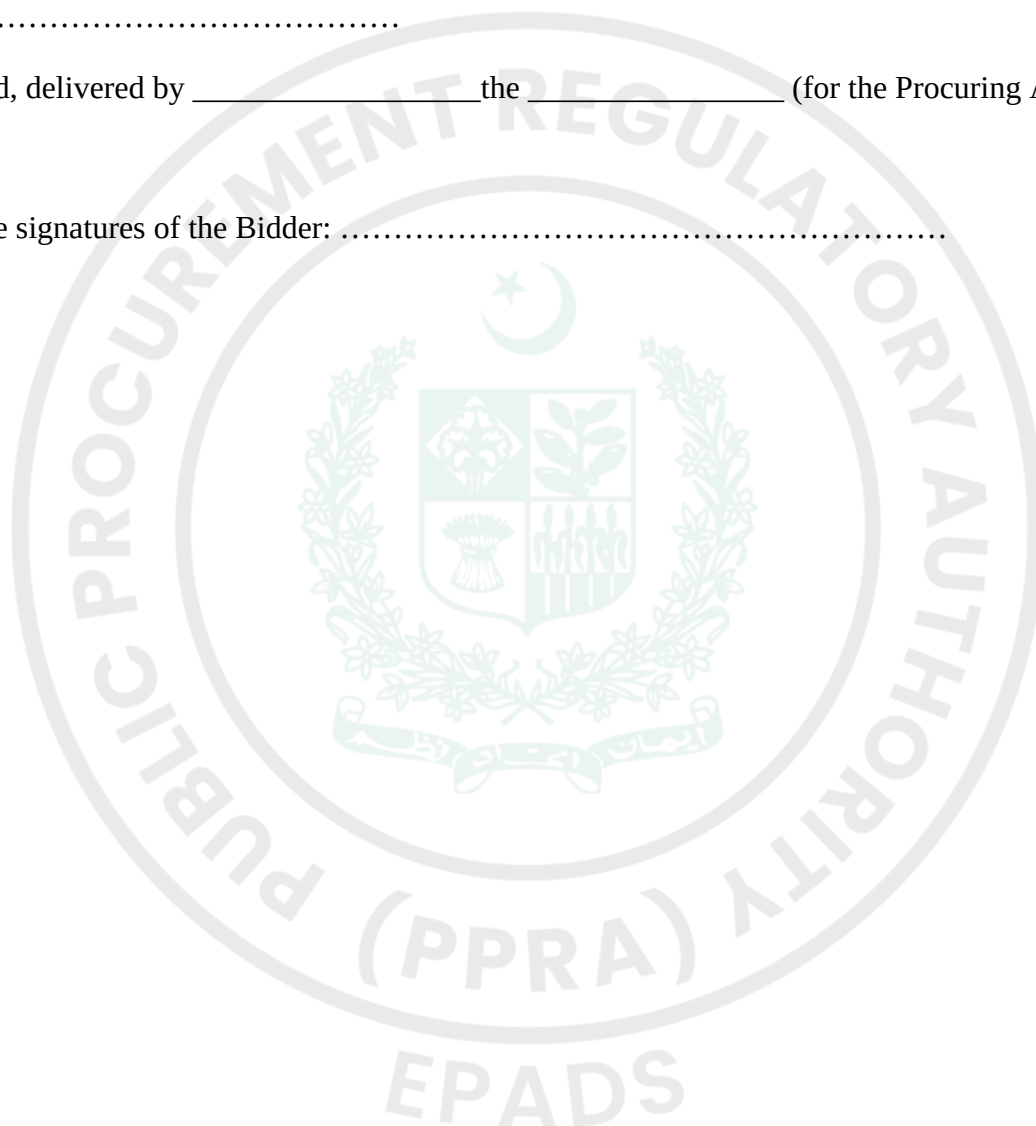
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

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

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] 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 Supplier] represents and warrants that it has fully declared the brokerage, commission, fee 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 consultations 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 Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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 Supplier] agrees to indemnify GoP for any loss or 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 Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **Sui Northern Gas Pipelines Limited (SNGPL) (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer Gas House 21 Kashir Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Bidding Documents

Information (Read-Only)

See Form Under Additional Forms and Documents: **Bidding Documents** (page number: 86)





Procurement Forms

Financial Capacity and Net Worth Evaluation Form

Net worth of the Testing Agency shall be Rupees 35 million and above and shall be operating for at least last 3 years (Financial Stability Certificate indicating that the testing agency can procure contract of amount Rs 35 million and above and last 3 years audited accounts must be submitted

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 104)







Additional Forms and Documents

Ref: HR/3.1(A)/2026

August 05, 2026

Dear Sir,

**HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCT OF
COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE
TENDER ENQUIRY NO. HR/3.1(A)/2026/3, OPENING DATE: 24/08/2026**

Sui Northern Gas Pipelines Limited (SNGPL) intends to hire Testing Agency for up to three years to conduct computer based recruitment test(s) for executive cadre. The tender documents comprising of the following are attached herewith: -

i)	Bid Form	Annexure 'I'
ii)	General Terms & Conditions	Annexure 'II'
iii)	Terms of Reference (ToRs) / Deliverables	Annexure 'III'
iv)	Technical Proposal Evaluation Criteria	Annexure 'IV'
v)	Price Sheet	Annexure 'V'
vi)	Format of Authority Letter for attending public opening of bids (to be provided by the bidder's representatives to the bid opening Committee at the time of public opening of bids).	Annexure 'VI'
vii)	Format of Bid Bond	Annexure 'VII'
viii)	Format of Performance / Warranty Bond Guarantee	Annexure 'VIII'
ix)	Format of Integrity Pact	Annexure 'IX'
x)	Documents Check List/ Questionnaire	Annexure 'X'

The proposals / bids (Technical and Financial) against this tender enquiry are invited on the basis of **Single Stage Two Envelopes method** that should be initialed/signed and uploaded by the bidders to the:

E-Pak Acquisition & Disposal System (EPADS v2.0);
(<https://epads.gov.pk/>)

The **Technical and Financial Bids** duly completed in all respects in light of laid down instructions should be uploaded separately, **latest by August 24, 2026, till 1100 hours.**

The bids must be uploaded to the EPADS with statement TENDER FOR HIRING OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCT OF COMPUTER BASED TEST(S) FOR RECRUITMENT IN EXECUTIVE CADRE and TENDER ENQUIRY NO. HR/3.1(A)/2026/3. Bids received by Fax/e-mail will not be accepted. Hard copy of Technical and Financial proposals sealed in separate envelopes should also be delivered to the office of GM (HR), 5th Floor, SNGPL Head Office (Gas House), 21-Kashmir Road, Lahore before closing date/time. Provision of Hard Copy is a mandatory requirement.

Proposals duly completed in all respects should be **uploaded on EPADS on or before 24.08.2026 by 1100 hours**, after which no bid will be accepted. The technical proposals will be opened on the same date at **1130 hours**. In case of holiday(s) falling on the date of bid opening, it will be opened at the same time on the next working day. It will be the responsibility of the bidders to upload the bids **on EPADS before the closing day & time**. SNGPL does not take responsibility whatsoever for the receipt of the bids from any bidder. Bids/ Proposals received after the closing day & time will not be entertained. The bidder or its authorized agent with authorization letter may attend the bid opening.

Initially, **"TECHNICAL PROPOSAL"** shall be opened and evaluated in accordance with the terms & conditions (Annexure II & III) of the tender enquiry and evaluation criteria (Annexure-IV) without reference to the price and will reject any proposal, which does not conform to the specified requirements and/ or fail to meet evaluation criteria. During the technical evaluation no amendments in the technical proposal shall be permitted.

After evaluation of the Technical Proposal the company shall, within the validity period, publicly open the **"FINANCIAL PROPOSALS"** of the technically responsive/ accepted bidders only at a time, date and venue announced and communicated in advance to all technically responsive/ acceptable bidders. The **"FINANCIAL PROPOSALS"** of the bids found technically non-responsive shall not be opened.

A pre-bid meeting is being held on 17/08/2026 at 1100 hours at Chief Officer (HR) Office, 5th Floor, SNGPL Head Office (Gas House), 21-Kashmir Road, Lahore to explain the scope of work and to provide guidelines for filling the tender. The Bidders/Testing Agency(s) can attend this meeting to resolve any queries regarding this tender (if any).

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

Each bidder along with its bid must submit all the details and clarifications. The bid evaluation committee may seek clarification(s) from the bidders without changing the substance of the bid. If the Bid Evaluation Committee is not satisfied with the clarification(s), it can reject the bid.

Please note the followings:

1. General Terms and Conditions attached as **Annexure-II**, must be taken into consideration while preparing and submitting your proposal/quotation.
2. The provision of services must conform to the terms given in the tender documents specially Terms of Reference/Deliverables attached as **Annexure-III** and must be strictly adhered to.
3. Attach the documents as required vide **Annexure-IV & X**.
4. Your offer must remain valid / open for a period of 90 days from the closing date of the tender.
5. Proposals submitted should not have any overwriting.
6. If you have any doubts as to the meaning of any portion of the "Tender Documents", the same may be clarified from the undersigned at least three days before closing date of tender enquiry. Queries received beyond prescribed time will not be entertained.
7. Only one authorized representative of bidder will be allowed to attend the public opening of bids, who will be required to submit an authority letter (as per specimen attached as **Annexure-VI**) in his/her favor issued by the respective bidders(s) for attending the public opening of bids, failing which he/she will not be allowed to attend the public opening.
8. **Documents mentioned at Annexure "VIII & IX" will be required to be submitted by successful bidder only.**
9. **Scanned copy of Bid Bond @ Rs.175,000/- must be uploaded at the EPADS along with the bid documents and the original instrument must be submitted to General Manager (HR), 5th Floor, SNGPL Head Office (Gas House), 21-Kashmir Road, Lahore on or before the closing date and time of online submission. The proposals submitted without Bid Bond will not be entertained/not opened.**
10. Any attempt to obstruct competition by any means including formation of cartels will lead to rejection of your bid.
11. If need be, please contact Mr. M. Naveed Akhtar, Dy. Chief Officer (HR) at 042-99201279, 5th Floor, SNGPL Head Office (Gas House), 21-Kashmir Road, Lahore during working hours.

Assuring you of our best cooperation.

Encl: As above


(RUMMAN OMAR)
GENERAL MANAGER (HR)
for MANAGING DIRECTOR

Bid Form

Date: _____

NTN No. _____

To:
General Manager (HR),
Sui Northern Gas Pipelines Limited (SNGPL),
5th Floor, SNGPL (HO),
21-Kashmir Road,
Lahore.

Dear Sir,

Having examined the Request for Proposal (RFP)/ tender documents including Annexures, of tender enquiry No. HR/3.1(A)/2026/3 dated 05.08.2026, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake to enter into Contract with SNGPL for up to three years to conduct Computer Based Recruitment Test(s) for SNGPL, on as and when required basis, in conformity with the terms and conditions as mentioned in RFP/ tender documents for such sum as can be ascertained from our Price Sheet/ Financial Proposal.

We undertake, if our Bid is accepted, to carry out said assignment in accordance with the delivery schedule specified in the Bid Documents / Schedule of Requirements.

We also agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be extended at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with our written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20____.

[signature]_____
[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Note: To be printed on letter head and/ or bear stamp & signature of authorized person.



INSTRUCTIONS/GENERAL TERMS & CONDITIONS FOR ENGAGEMENT OF TESTING AGENCY FOR UP TO THREE YEARS FOR CONDUCTING COMPUTER BASED RECRUITMENT TEST(S)

A). To Be Followed for Submission of Technical / Financial Proposals:

1. The governing language of this tender is English.
2. The interested Testing Agencies may request clarification of any of the Document or its clause(s) in writing at least three days before closing date of tender enquiry. Queries received beyond prescribed time will not be entertained. The Company will respond by facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all interested Testing Agencies who have obtained Tender Documents.
3. At any time before opening of the tender/ proposal, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a bidder/ Testing Agency, amend the bidding documents. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all interested parties/ Testing Agencies who have obtained tender documents. The Company may, at its discretion, extend the deadline for the submission of proposals.
4. In preparing the Proposal, interested parties are expected to examine the documents in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
5. Proposals should not have any over-writings. Corrections, if any, must be made by deleting and re-writing. All such deletions/cuttings must be authenticated by additional signatures. Proposals carrying over-writing are likely to be disregarded.
6. No bidder will be permitted to alter its bid/ proposal after it has been opened, but clarifications not altering the substance of the bid/ proposal may be solicited and/or accepted. No bidder/ Testing Agency will be asked or required to alter the substance of his bid/ proposal.
7. All deviations from or exceptions to, or qualifications of specifications shall be clearly stated separately in the proposals.
8. Canvassing by any bidder at any stage of the tender evaluation is strictly prohibited. Any infringement will lead to disqualification.
9. In case of any dispute with regard to this tender enquiry the decision of the Company's representative shall be final.
10. Bidders/ Testing Agencies will submit Technical & Financial Bids separately at EPADS and provide hard copies as well in sealed envelopes. Financial Bid should be firm and an irrevocable offer including all taxes in Pak Rupees duly signed and stamped.
11. Sui Northern Gas Pipelines Limited reserves the right to reject any or all bids which do not meet the intent of the specifications or where there is evidence of lack of competition or if requirements of the Company changes in the meantime.
12. The Company does not bind itself to accept the lowest priced bid or any particular bid or any part of a bid, nor will be responsible to pay the expenses or losses which may be incurred by any tenderer/ bidder in the preparation of his bid.
13. Complete documents as required in the tender documents, must be attached with the Technical/ Financial Proposal, failing which the bid may be rejected.
14. The offer must remain valid for a period of 90 days from closing date of the tender / date of opening of bids. Bids received with shorter validity may be considered non-responsive and may not be considered for evaluation and comparison.
15. The Company 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.
16. **Along with Technical Proposal, every bidder shall furnish as part of its bid, bid security (in original), in the amount of not less than Rs.175,000/- (calculated @ 2% of the average 50% cost of number of applicants shortlisted for test in last three recruitment exercises) excluding Sales Tax in the form of Bank Draft/Pay Order or a bond (Bid Bond) issued by a scheduled Bank of Pakistan on a non judicial stamp paper (as per specimen enclosed at Annexure-VII) valid for 30 days beyond the validity of bid/ quotation. Scanned**



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bid security shall be uploaded at EPADS along with the technical proposal and the original instrument shall be submitted on or before the closing date and time. In case of non-delivery of the original bid security issued in favor of Sui Northern Gas Pipelines Limited, the bid will not be considered for technical evaluation. This will serve as a guarantee of acceptance of purchase order/ contract in case its bid turns out to be the successful evaluated bid. Please note that:

- 16.1. Any Bid, which is not accompanied with the requisite bid security (in original), would be treated as without bid security and will not be read out at the time of tender opening and will be considered as non responsive. No Telex/ Tele fax advice regarding issuance of Bid Bond received from bidder/Bank will be considered sufficient in lieu of actual Bid Bond. Bids received along with bid security in the amount of less than amount mentioned above; excluding Sales Tax shall be treated as non-responsive.
- 16.2. This bid bond will serve as guarantee in case bidder subsequently either withdraw, or unilaterally modify, vary or alter his bid after opening of the bids and before expiry of bid validity period, or fail to accept Letter of Award (LOA) placed on them within the validity of their bid or its extended validity in case his bid turns out to be the lowest evaluated bid. Bid Bond will be retained until Testing Agency furnishes the required Performance/Warranty Bond Guarantee. Company (SNGPL) reserve the right to retain the Bid Bond of the next lowest bidders, until SNGPL enters into an Agreement with successful bidder or until 120 days after bid opening date, whichever is later.
- 16.3. The cost of the above bond shall be borne by the Bidders.
- 16.4. The bid security may be forfeited:-
 - a) If any bidder withdraws its bid, during the period of bid validity specified by the bidder in his bid or extended period of validity of their bid/quotation.
 - b) In case of successful bidder, if the bidder fails:-
 - I) To sign the Contract or
 - II) To furnish Performance/ Warranty Bond Guarantee.
17. One representative can be nominated by the bidder by issuing 'Authority Letter' as per format given at "**Annexure-VI**" to attend bid opening on given date and time.
- C). In case of Selection – Terms to Be Followed by Successful Testing Agency:**
18. An agreement for up to three years for conducting Computer Based Recruitment Test(s), as and when required, as per SNGPL's standard terms and conditions (including those that have been mentioned in tender documents) shall be executed with the Testing Agency which qualify the Technical Requirements and whose proposal is declared as successful proposal after evaluation of Financial Bids.
19. The successful Testing Agency shall not sublet the Contract or any part thereof to any other party/ person and shall always be personally responsible for the work entrusted to it under this Contract.
20. In case the contract is placed on the basis of this tender enquiry, SNGPL may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Testing Agency, terminate the contract in whole or in part if:
 - a) The Testing Agency fails to provide the services within the time period(s) specified in the Contract, or any extension thereof granted by SNGPL.
 - b) The Testing Agency fails to perform any other obligation(s) under contract, or
 - c) The Testing Agency, in either of the above circumstance, does not rectify its failure within a period of 15 days, if so provided for, after receipt of the default notice from SNGPL.
21. The Testing Agency shall have no claim against the Company's termination of this Contract or in respect of any work, which may be withdrawn, abandoned or postponed except for work actually completed under this Contract and will be liable to return any excess amount received in advance.
22. In the event, SNGPL terminates the contract in whole or in part pursuant to para 20, SNGPL may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the bidder/ Testing Agency shall be liable to SNGPL for any excess cost for such contract to the extent not delivered / terminated.
23. The Testing Agency's services are liable to be technically/ Physically inspected by SNGPL and if it fails to provide the services according to tender document/ agreement, SNGPL reserve the right to cancel the contract.
24. In case of award of job, Testing Agency will be required to execute the contract strictly in accordance with the terms and conditions of the contract. In case any of the terms and conditions of the agreement is violated, SNGPL will have the right to cancel the Contract or part thereof as necessary.



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25. The successful bidder on whom contract will be placed shall furnish **Performance/ Warranty Bond Guarantee** (specimen enclosed at **Annexure - "VIII"**), within 10 days after the notification of award of the contract, in the shape of Pay Order/ Demand Draft/ Bank Guarantee issued by a scheduled Bank in Pakistan, to the Company (SNGPL) in the amount of **Rs. 875,000/- (calculated @ 10% of the average 50% cost of number of applicants shortlisted for test in last three recruitment exercises)** excluding Sales Tax. This amount will be adjusted by the Testing Agency to make it equal to 10% of net value of each assignment (excluding sales tax) once data of number of actual applicants shortlisted for test is available. The proceeds of the Performance Guarantee shall be payable to the Company (SNGPL) as late completion service charges and/ or as compensation for any loss resulting from the successful bidder's failure to complete its obligations under the agreement.
26. Time shall be essence of the contract, if the timelines agreed are not adhered / followed by the Testing Agency and if extension in timeline before its expiry is not mutually agreed by both parties, the Client shall reserve the right to impose late completion service charges at the rate of 0.50% per working day of the total contract value (without GST/applicable sales tax) to a maximum of 10% of the total contract value (without GST/applicable sales tax). The period for calculation of Late completion of service will not include any delays caused by or on part of the Client. The payment of late completion charges shall not relieve the Testing Agency from performing and fulfilling its obligations under the Contract nor will the corresponding rights and entitlements of Client be affected or reduced in any manner.
- 26.1. Whenever Late Completion Charges become payable, the Client in its sole discretion shall quantify the same and serve a written notice upon the Testing Agency requiring immediate payment thereof. If the Testing Agency fails to remit payment within 07 days of receipt of such notice served, the Client will become entitled to recover the same forthwith by calling upon the Performance Guarantee. Any withdrawals by way of Late Completion Charges out of the Performance Guarantee will be made good by the Testing Agency within 10 days of such encashment by way of amendment to the Performance Guarantee.
27. The successful bidder/ Testing Agency shall ensure provision of the Services and carry out its obligations with all due diligence, efficiency and in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The successful bidder/ Testing Agency shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Company, and shall at all times support and safeguard the Company's legitimate interests in any dealings with third parties.
28. In case of placement of Contract, if the value of the Contract is Rs.10 Million or above, the successful Testing Agency will be required to sign Integrity Pact as per specimen attached as (**Annexure- "IX"**). Payment to the Testing Agency will be released only after signing the said integrity pact. This is a mandatory requirement under Public Procurement Rules, 2004.
29. In case of placement of Contract, if the value of the Contract is below Rs.10 Million, the successful bidder will be required to give a certificate on its letter head as under:
"Extra payment in the form of commission, over and above the contracted value has neither been paid nor shall be paid to any official of SNGPL/any authority in Pakistan".
30. The Testing Agency/ bidders should be a registered Firm/ Company and should be Tax Filers.
31. The successful Testing Agency on whom Contract will be placed, shall also provide following certificate:-
"In accordance with clause category No.5 (i,ii,iii) of Schedule of Punjab Finance Act 1977 amended in 1999-2000, the Contractors, Suppliers and services rendering persons/firms are required to deposit 'Professional Tax' and have to produce clearance certificate of 'Professional Tax' on annual basis."
32. The Testing Agency shall not at any time during the course of the contract or any time thereafter, without the Client's prior written consent or as otherwise required by law, use or disclose directly or indirectly client's confidential information to any person for any reason other than for the proper conduct of the Company's business whilst in the course of this contract. "**Confidentiality**" means any confidential, trade secret or other intellectual proprietary information disclosed by one party to the other under this Contract which is marked confidential or if disclosed orally, expressed to be confidential at the time of disclosure, and subsequently confirmed as confidential in writing to the other party, except any information that: (i) is public knowledge at the time of disclosure; (ii) was known by the receiving party before disclosure by the disclosing party, or becomes public knowledge or otherwise known to the receiving party after such disclosure, other than by breach of a confidentiality obligation; (iii) is independently developed by the receiving party by persons



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without access to confidential information of the disclosing party, or (iv) has been or is to be disclosed pursuant to an order or requirement of an administrative agency, other Government body, order of a judicial or quasi-judicial body or an obligation imposed by local law, local regulation, in which case the disclosing party shall notify the other party of any such disclosure or impending disclosure.

- 32.1. The information shared with the Testing Agency during course of this project will be confidential and limited for use of this assignment only and shall not be disclosed to any third party.
- 32.2. Testing Agency will ensure that copy Rights and Plagiarism laws are not violated during the course of this assignment.

Remedies for breach of Confidentiality:

The Testing Agency agrees and acknowledge that any disclosure, advertent or inadvertent, of any confidential information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to SNGPL which are not be adequately compensable in monetary terms. SNGPL may, in addition to all other remedies available to it by law or in equity, including but not limited to, suit for monetary damages, obtain such preliminary, temporary or permanent, mandatory or restraining injunctions, orders or decrees as may be necessary to protect SNGPL against, or on account of any breach, by the Testing Agency, its directors, employees, advisors or agents, jointly and severally, of the provisions contained herein. The Testing Agency will reimburse the reasonable legal fee and other costs incurred by SNGPL in enforcing the provisions of this Contract”.

33. Force Majeure:

- 33.1. Notwithstanding any provision to the contrary contained for damages or be deemed in default of the provisions of the Contract 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” as employed herein shall mean acts of Government in their sovereign capacity, riots, strikes, lockouts, fire, political disturbances, mobilization, wars, unprecedented flood, storms, hurricanes or acts of God.
- 33.2. If a party wishes to claim relief on account of reasons of Force Majeure, it shall, within seven days of its occurrence, serve written notice on the other party through registered posts or courier services. The two parties shall consult each other and agree upon the measures to be taken. As soon as the Force Majeure ends, the affected party shall promptly resume performance of its obligations under the contract and intimate the other party about this.
- 33.3. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a party or its employees, nor (ii) any event which a diligent party could reasonably have been expected to both, (A) take in to account at the time of conclusion of this Contract, (B) avoid or overcome in carrying out of its obligations hereunder.
- 33.4. If the event of Force Majeure persists for the period of 30 days, Sui Northern Gas Pipelines Limited shall be entitled to terminate the Contract.

34. Dispute Resolution: The Parties shall use their best efforts to amicably settle all the disputes arising out of or in connection with this Contract or its interpretation. Any difference or dispute arising out of or in connection with the Contract between the “Company” and the “Testing Agency” 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. 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. The Arbitration shall be conducted under the provisions of the Arbitration Act, 1940.

- 34.1. The Contract shall be governed under the laws of Pakistan and the arbitration language shall be English.
- 34.2. During the course of arbitration, “Testing Agency” shall not suspend the performance of its responsibilities and obligations under this Contract unless authorized by the “Company (Client)” to do so.



TERMS OF REFERENCE / DELIVERABLES FOR
ENGAGEMENT OF TESTING AGENCY FOR UP TO THREE YEARS
FOR CONDUCTING COMPUTER BASED RECRUITMENT TEST(S)

A) SCOPE OF WORK & DELIVERABLES

1. As and when required during the period of contract, SNGPL (Company) shall advertise the vacancies in National Newspapers for each recruitment exercise.
2. Publication of advertisement, instructions, job details, eligibility criteria and online application form shall be made available at Testing Agency website, after clearance from the Company.
3. Computer Based Test for recruitment as per schedule shall be arranged in the Federal Capital, All Provincial Capitals including AJK, Gilgit Baltistan, and any other city deemed necessary by SNGPL.
4. Testing Agency shall receive applications for each recruitment exercise online. The printout of application form along with Educational & Experience certificates (if any) will be received through post directly from the candidates along with the paid deposit slip (of 50% test fee) in favor of testing agency.
5. Every applicant shall be given an application ID and applications will be maintained in accessible order.
6. Testing Agency shall provide detailed summary to SNGPL in excel format of all the applicants containing their Names, present employment details, past experience details, present salary, education (with division and institute), vocational training (discipline and period), domicile city, city of residence, date of birth, age on closing date and total post qualification / membership experience counted in number of years.
7. Testing Agency shall Shortlist the applicants as per prescribed criteria provided by the Company in form of Job description & Job specifications.
8. Testing Agency shall provide the data of applicants shortlisted & not shortlisted for test to SNGPL in Excel sheet before finalizing the applicants for test.
9. After clearance from SNGPL the applicants will be invited for test.
10. Testing Agency will make arrangements for conduct of Computer Based Test of shortlisted candidates as per instructions of SNGPL.
11. Testing Agency shall arrange the Test Centers and administrative staff to conduct the test.
12. Testing Agency shall dispatch the roll Number slips to the candidates on their postal addresses and via SMS / e-mail mentioning their Names, Father's Name, CNIC, Test Center, Test Time, Test Date and post applied for.
13. 50% payment of test will be borne by the applicant at the time of submission of application and 50% will be paid by SNGPL for applicants shortlisted for test after providing the test result.
14. The online form to be filled in by the applicants will be developed in a manner that it does not accept the applications of individuals who do not meet the minimum requirements of age, education & experience etc.
15. Passing Marks in Test will be 60% or as conveyed by SNGPL.
16. Testing agency shall design the test as per the weight-age of contents agreed by SNGPL for each recruitment exercise (major weightage to be allocated to qualification/ job related questions). The questions shall be based on the updated and latest curriculum and information. Distribution of contents & weightage shall be uploaded on the website of Testing Agency for guidance of the applicants.
17. Testing agency shall provide category wise, as desired by SNGPL, list of candidates appeared in test along with their marks.
18. Testing agency will display the results to the candidates instantly on completing their test session.
19. Raw results of CBT will be shared with SNGPL simultaneously on completing each test session.
20. Testing agency shall upload the result on its website within five (05) working days after the test.
21. Testing agency must have the capacity to receive and manage over fifty thousand online applications and through courier from across the country.
22. Testing agency shall provide the Test Results to SNGPL within 8 working days after conduct of each test.



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23. Data of all the applicants appeared will be provided to SNGPL in both soft & hard formats i.e. hard copies of application forms along with attested copies of CNICs, Domicile, Educational credentials and experience certificates sorted in order of merit i.e. top to bottom.
24. All data of the applicants will be the property of SNGPL and will be provided to the Company in soft & hard form.
25. Testing agency shall make all possible efforts to have the test conducted in **30** working days after the last date of receipt of application.

B) TIMELINES

The successful bidder is required to work in close coordination with the HR Department and ensure delivery of services for each recruitment exercise as per timeline given below, not exceeding 100 working days of signing of agreement.

Phase	Activity	Timelines
1	Publication of Advertisement on Website of the Testing Agency & availability of customized online application form receipt of applications from candidates.	As per Agreement (As of date of advertisement in national press by SNGPL)
2	Closing date for receipt of applications.	15 days after publication of advertisement.
3	Summary with list of all applicants to be provided.	Within 05 working days after closing date for receipt of applications.
4	Provision of Category wise list of shortlisted & not shortlisted (along with reason of not short listing) applicants to SNGPL.	20 working days after closing date for receipt of applications.
5	Conduct of recruitment test	30 working days after closing date for receipt of applications
6	Uploading the result of test on the website of Testing Agency.	5 working days after test
7	Communication of Test Result to SNGPL	8 working days after test
8	Provision of data of applicants appeared in test in both soft & hard formats i.e. hard copies of application forms along with attested copies of CNICs, Domicile, Educational credentials and experience certificates sorted in order of merit i.e. top to bottom	15 working days after test

C) MODE OF PAYMENT

Testing agency will receive "Test Fee" as per following method for each recruitment exercise:-

1. 50% of the "Test Fee" agreed with the Company from applicants at the time of submission of online application form. In order to avoid unnecessary financial burden on irrelevant applicants, Testing Agency shall design online application form with proper checks as explained at Sr. No. 14 of Part (A) i.e. Scope of Work.
2. Remaining 50% of the "Test Fee" in respect of applicants found eligible by the Company will be paid by the Company after provision of test result along with provision of data of applicants both in hard & soft format as mentioned in "Timeline". 50% "Test Fee" of the applicants not eligible for test will neither be paid by Applicant nor by the Company since arrangement for the conduct of test for such applicants will not be required.
3. In case of failure of the Testing Agency of conduct of computer based recruitment test, all the fees received by it, even from applicants, will be reimbursed to the concerned and the Performance Guaranty will be forfeited.



TECHNICAL PROPOSAL EVALUATION CRITERIA
HIRING OF TESTING AGENCY FOR UP TO THREE YEARS
FOR CONDUCTING COMPUTER BASED RECRUITMENT TEST(S)

MANDATORY REQUIREMENTS:

- Only registered firms/ Companies are eligible to bid for the services (*Attach documentary evidence.*)
- Net worth of the Testing Agency shall be Rupees 35 million and above and shall be operating for at least last 3 years (Financial Stability Certificate indicating that the testing agency can procure contract of amount Rs 35 million and above and last 3 years audited accounts must be submitted).
- The testing agency must have its own website.
- The testing agency shall have valid Professional Tax Certificate, NTN, Sales Tax, PRA registration.

EVALUATION CRITERIA:

Criteria for engagement of testing agency for conduct of recruitment test are as follows:

Reference	Particulars	Marks
1	Company/Firm Profile and Experience	100
2	Human Resource Capacity	100

1 COMPANY/FIRM PROFILE AND EXPERIENCE

Criteria for the evaluation of Profile and Experience are:

1	Company/Firm Profile and Experience	Marks
1.1	Offices in all Provincial capitals and Islamabad (Capital Territory) (No marks in case of no representation in all mentioned territories)	10
1.2	Projects completed of Computer Based Test for Public Listed Companies, Government Departments/ Functionaries/ Universities etc.	40
1.3	Projects completed of Computer Based Test for Public Listed Companies in Oil & Gas sector/ Engineering Sector other than Point 1.2	30
1.4	Quality Management System	20
	Total	100

1.2. Projects Completed of Computer Based Test for Public Listed Companies, Government Departments/ Functionaries/ Universities etc.; Total Marks: 40 (Documentary evidence required)

No. of Projects Completed*	Marks
5-9	10
10-19	20
20-29	30
30 and above	40

Projects completed during last ten years will be considered for evaluation.

At least two references of completed projects will be cross verified.

1.3. Projects completed of Computer Based Test for Public Listed companies in Oil & Gas sector / Engineering Sector other than Point 1.2; Total Marks: 30 (Documentary evidence required)

No. of Projects Completed*	Marks
1-3	10
4-6	15
7-9	20
10 and above	30

Projects completed during last ten years will be considered for evaluation.

At least one references of completed projects will be cross verified.

*** Note:**

Marks against Sr. No. 1.2 & 1.3 will be given on the basis of Computer Based Test (Documentary evidence required).



1.4. Quality Management System; Total Marks: 20 (Documentary evidence required)

Parameter	Marks
Valid ISO 9001 Certification (No marks in case of no certification)	10
Membership/affiliation of any relevant, reputable and renowned International Educational Testing Agency (No marks in case of no membership/affiliation)	10

2 HUMAN RESOURCE CAPACITY

2	Human Resource Capacity	Marks
2.1	Full Time Permanent Employees having 16 years and above education (Documentary evidence required)	30
2.2	Content Development Experts / Subject Specialists/ Test Formulation Experts (Documentary evidence required)	70
	Total	100

2.1 Full Time Permanent Employees having 16 years and above education; Full Marks: 30 (Documentary evidence required)

Parameter	Marks
50-74 Employees	20
75 and above Employees	30

2.2 Content Development Experts / Subject Specialists / Test Formulation Experts (List/ Summary containing their qualification & discipline is required);

Full Marks: 70

Content Development Experts / Subject Specialists / Test Formulation Experts attached with the Testing Agency in following disciplines having relevant educational background:

Discipline	Qualification	Parameters	Marks
Engineering	PhDs	2	4
		3 and above	6
	M. Phil	4	2
		5 and above	4
	Masters	9	2
		10 and above	4
Management Science	PhDs	2	4
		3 and above	6
	M. Phil	4	2
		5 and above	4
	Masters	9	2
		10 and above	4
Information Technology	PhDs	2	4
		3 and above	6
	M. Phil	4	2
		5 and above	4
	Masters	9	2
		10 and above	4



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Law	PhDs	2	4
		3 and above	6
	M. Phil	4	2
		5 and above	4
	Masters	9	2
		10 and above	4
Accounts/Finance/ Audit	PhDs/ Fellow Chartered Accountants	6	4
		7 and above	8
	M. Phil/Associate Chartered Accountants/Masters in Accounting/Finance	6	4
		7 and above	6

Notes:

i	Submission of documentary evidence in the form of copy of contract/ MoU/ completion certificate/ final report/ final payment certificate mentioning name of principal companies, date and type of test (computer or paper based) will be required. Further, name and phone number of contact person of principal companies (for whom the assignments have been completed) may also be provided.
ii	Testing Agencies obtaining requisite marks as mentioned below will be declared as Technically Responsive and their Financial Proposals will be opened in public: Minimum Required Marks to be technically eligible = 140 i) Minimum Required Marks in Company/Firm Experience (Part 1)=70 ii) Minimum Required Marks in Human Resource Capacity (Part 2)=70
iii	Results of Technical Evaluation will be communicated to all participating Testing Agencies.
iv	All the bidders are required to submit the price sheet (Financial Proposal) duly filled in.
v	Final Selection: Final selection will be made on the basis of "Quality and Cost based selection" procedure whereby 70% weightage will be given to technical evaluation marks and 30% weight age will be given to financial proposals to calculate final merit.
vi	The Testing Agency having black listed by any of its customers or Government/Semi Government Organization due to their default or wrong practices or inability to perform any contractual job as per agreed terms/conditions will not be considered for qualification/ award of contract.
vii	The Testing Agency having entered into litigation cases with Principal due to their default or wrong practices or inability to perform any contractual job as per agreed terms/conditions will not be considered for qualification/ award of contract.
viii	The testing Agency must not have been declared poor performer in any previous assignments with SNGPL or with other clients.

Price Sheet (Financial Proposal)
Hiring of Testing Agency for up to Three Years
For Conducting Computer Based Recruitment Test(s)

Item No.	Description	Total Price per Applicant (All Disciplines) (consolidated price including all service charges, taxes, out of pocket expenses etc.) (Rs.)
1	Computer Based Test (MCQs)	

Note:

1). Price per applicant must include all the expenses related to conduct of test including development of customized application form, receiving of applications, data entry of applications, short listing of applicants, development of MCQs test (different test for different discipline/ department depending upon educational qualification requirement of the position), correspondence with applicants, arrangement of test centres and compilation of results etc. The cost should also include staff remuneration, travelling & boarding expenses of Testing Agency's team, all applicable taxes and out of pocket expenses etc. Please note that Testing Agency will not be liable to claim any cost other than 'Test Fee'.

2). Testing agency will receive this "Test Fee" as per following method:-

- i). 50 % of the "Test Fee" agreed with the Company from applicants at the time of submission of online application form.
- ii). The "Test Fee" will remain valid for the period of 03 Years.
- iii). Remaining 50% of the "Test Fee" in respect of applicants found eligible by the Company will be paid by the Company after provision of test result along with provision of data of applicants both in hard & soft format as mentioned in "Time line". While 50% "Test Fee" of the applicants not eligible for test will neither be paid by Applicant nor by the Company since arrangement for the conduct of test for such applicants will not be required.
- iv). In case of failure of the Testing Agency of conduct of computer based recruitment test, all the fees received by it, even from applicants, will be reimbursed to the concerned and the Performance Guaranty will be forfeited.



Annexure "VI"

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

AUTHORITY LETTER

General Manager (HR),
M/s Sui Northern Gas Pipeline Limited,
5th Floor, 21-Kashmir Road,
Lahore-Pakistan

Dear Sir,

We M/s _____
representing M/s _____ have submitted bid bearing Ref.
No. _____ dated _____ against tender enquiry
No. _____ dated _____ due for opening on _____ at
_____ hours.

We hereby authorize Mr./Ms. _____ to
(Name)

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

SIGNATURE _____

STAMP _____

Annexure 'VII'

Bid Bond No. _____
Date: _____

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

BID BOND

Dear Sir(s),

As per request of M/s. _____
(herein after called customer)

We hereby issue our letter of Guarantee No. _____ dated _____

in your favor in the sum of _____
(Amount)

on account of M/s. _____ as Bid Bond

as per requirements of your tender enquiry No. _____
(due for opening on _____ for Engagement of Testing Agency up to three years).

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

We, thereof, hereby undertake to make an unconditional payment of Rs. _____ to you on your first written call and without recourse to the opener, in case the Accountee subsequently either withdraw, or unilaterally modify, vary or alter their Bid after opening of the tender and before expiry of bid validity period of their bid or fail to provide Performance / Warranty Bond Guarantee within 10 days after award of contract.

This bid bond shall remain valid and in full force till after 30 days of the expiry of the bid validity or till after 120 days after the Bids opening, whichever is later, after which date no claim will be entertained.

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

(Name of the Bank and Bank Seal)



Annexure "VIII"

Performance / Warranty Bond

Guarantee No: _____

Date: _____

Valid up to 2 months after completion of the assignment/
Contract period (whichever is later).

M/s Sui Northern Gas Pipeline Limited,
21-Kashmir Road,
Lahore (Pakistan)

Dear Sir,

PERFORMANCE / WARRANTY BOND GUARANTEE

As per requests of M/s _____
we hereby issue our letter of Guarantee No. _____
in your favor on account of M/s _____
for a sum no exceeding Rs. _____
(Rupees) _____ being requirement for successful bidder as
per clause No. _____ of TORs and clause No. _____ of Contract
dated _____ as a Performance / Warranty Bond Guarantee under the
following terms and conditions:-

1. The Guarantee is available for payment, without recourse to the opener against beneficiary's first written call to do accompanied by a written statement certifying that, the opener failed to comply with the terms and conditions of the Contract/ Tender.
2. This Guarantee bond shall terminate 02 months after finalization of the assignment as per terms of the contract or till _____ whichever is later.

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

Name of Bank

Sd
Officer Seal (Manager)



INTEGRITY PACT

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

Contract Number: _____ dated: _____

Contract Value: _____

Contract Title: _____

(Name of Supplier) 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 Supplier) represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

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

(Name of Supplier) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration representation and warranty. It agrees, that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other 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 Supplier) agrees to indemnify GoP for any loss or 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 Supplier) as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

(Buyer)

(Supplier)



DOCUMENTS CHECK LIST/ QUESTIONNAIRE

A): Please provide following information about your Firm/ Company/ Testing Agency:

1	Registered Name of the Testing Agency (Attach copy of registration certificate)	
2	Permanent address of Head Office	
3	Tel No.	
4	Fax No.	
5	Website Address	
6	Name, designation and contact number of the Person(s) authorised to represent the Firm / Company in contractual matters.	

B): Please ensure that following documents are attached with Proposal:

S. No.	DESCRIPTION	ATTACHED	
		YES	NO
1	Certificate of Registration of Firm/ Company		
2	Valid Professional Tax certificate		
3	NTN certificate		
4	Sales Tax certificate		
5	Bid Form duly filled signed and stamped as per Annexure-I .		
6	Acceptance of all instructions and terms including timelines & mode of payment given in Annexure "II & III" .		
7	Valid ISO 9001 Certification		
8	Membership/affiliation of any relevant, reputable and renowned International Educational Testing Agency		
9	List of Regional Offices with Address and Contact Number of Office Incharges		
10	Financial Stability Certificate indicating that the testing agency can procure contract of amount Rs 35 million and above and last 3 years audited accounts.		
11	Documentary evidence of having the capacity to handle over 50,000 applications.		
12	Year wise lists of Work Contracts along with documentary evidence of completion of Works/Contracts of similar nature i.e. conduct of Computer Based Recruitment Test as per Clause 1.2 of Annexure "IV" . The proof provided should clearly state name of Principal Organization, type of test (Computer Based Test) and period of the assignment.		
13	Year wise lists of Work Contracts along with documentary evidence of completion of Works/Contracts of similar nature i.e. conduct of Computer Based Recruitment Test as per Clause 1.3 of Annexure "IV" . The proof provided should clearly state name of Principal Organization, type of test (Computer Based Test) and period of the assignment.		
14	CVs/ List of Full Time Permanent Employees containing their names, qualification, discipline and nature of engagement (Permanent/ Contract/ Project based) as per clause 2.1 of Annexure "IV" along with documentary evidence of their engagement.		
15	List / Summary of Subject Specialists containing their qualification & discipline as per clause 2.2 of Annexure "IV" .		
16	Bid Bond of Rs. 175,000/- as per clause No. 16 of Annexure "II" .		
17	Declaration by Testing Agency (on letter head) to provide Performance Guarantee and Integrity Pact as per clause No. 26 & 29 of Annexure "II" .		
18	Price Sheet / Financial Proposal duly filled in as per Annexure-V .		
19	Undertaking on the letter head that the Firm/ Company was never black listed by any of its customers or Government/Semi Government Organization.		
20	Undertaking on the letter head that the Firm/ Company is not facing any litigation due to non-performance of contractual obligations.		
21	Undertaking on the letter head that the Firm/ Company is not declared poor performer in any previous assignments with SNGPL or with other clients.		

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

IFP No. and title: [insert IFP number and title]

Page [insert page number] of [insert total number] pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for [number] years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the [number] years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.