

Checklist for Bidders

Enquiry No. : _____

Time : _____

Opening Date : _____

M/s. _____

Phone No. _____

Please ensure before submitting the bid, that following information / documents have been submitted / provided along your bid check () appropriate bod.

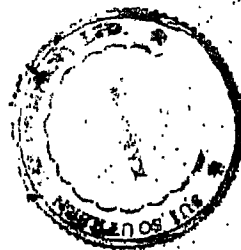
Sr. #	Details of required information / documents	Yes	No
1.	Fixed Bid Bond as specified is enclosed.		
2.	Original Technical literature is enclosed, if any		
3.	Any change in your current address, phone, fax no. & email etc are intimated		
4.	Bid validity as specified is mentioned.		
5.	Delivery period has been specified.		
6.	All correction /cutting/ overwriting are signed & stamped.		
7.	Sample (if necessary) is enclosed.		
8.	Each & Every Page of the bidding documents shall be signed and stamped by the bidder.		
9.	Original Bid + One copy is submitted.		
10.	Form-X & Bid Securing Declaration duly signed & stamped		

Note:

Non-availability of the above information/documents, or incomplete/incorrect statement on this checklist may result in rejection of the bid at / after the bid opening.

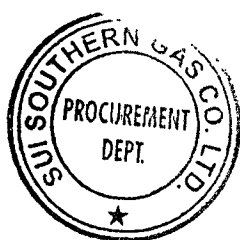
As per SRO296(I)/2023 dated 08th March 2023 "E-Pak Procurement Regulations, 2023" all bidders are advised to register in e-Pak Acquisition and Disposal System (EPADS).

Bidders Authorized Representative



EPADS TENDER CHECKLIST FOR BIDDERS

Sr. No.	Checklist Item	Action Required	(Yes/No)
1	Tender Document Availability on SSGC website & EPADS	Ensure the bidder participates via EPADS.	
		Download the tender document from EPADS.	
		Fill the BOQ/ Bid Form/ Schedule of Requirement correctly.	
		Submit the bid on EPADS before the deadline; otherwise, bid will be rejected.	
2	Physical Bid Bond Submission	Submit the physical bid bond to the Tender Room (SSGC HO) before the bid opening. And upload Scanned copy of Bid bond on EPADS.	
		If Bid Bond in original not submitted, the bid will be rejected.	
3	Bid Submission Deadline	Confirm all documents (electronic and bid bond in original) are submitted before the specified deadline.	
4	Signature and Stamp	Ensure all documents are signed and stamped as required and uploaded on EPADS or else bid will be rejected as per Procurement Dept General Terms & Conditions	
5	Additional Documents (if any)	Verify if any other documents specified in Tender document are included them in the submission on EPADS	
6	Tender Fees	Rs. 0 (Free)	



Sui Southern Gas Company Limited

Schedule of Requirement & Bid Form

SECTION - 3

RFQ_Number		SSGC/LP/EPADS/NR/2105910		Open Bidding Date		12-NOV-25 16:28	
Document_Number		2105910		Close Bidding Date		03-DEC-25 11:30	

S#	Item_Code	Item Description	Unit	Quantity	Make / Brand	Unit Price inclusive of all discount (If any) & Exclusive of GST	Value PKR
1	2	3	4	5		6	7 = 5 x 6
1	09741043	LEAK CLAMPS LEAK CLAMP 6" LONG FOR 3/4" NB PIPE (AS PER SPECS. LC-002/15 REV.01 DATE OF ISSUE 10-12-2024)	Each	259			
Delivery Schedule: Delivery Schedule within 60-90 days after placement of PO, Delivery location: Site Store Karachi.							
2	09743043	LEAK CLAMPS LEAK CLAMP 3" LONG FOR 2" NB PIPE (AS PER SPECS. LC-002/15 REV.01 DATED OF ISSUE 10-12-2024)	Each	218			
Delivery Schedule: Delivery Schedule within 60-90 days after placement of PO, Delivery location: Site Store Karachi.							
3	09741113	LEAK CLAMPS - DISTRIBUTION LEAK CLAMP 6" LONG FOR 6" NB PIPE (AS PER SPECS. LC-002/15 REV.01 DATE OF ISSUE 10-12-2024)	Each	17			
Delivery Schedule: Delivery Schedule within 60-90 days after placement of PO, Delivery location: Site Store Karachi.							
Total Fix Bid Bond Amount PKR: 12,000							

NOTE:

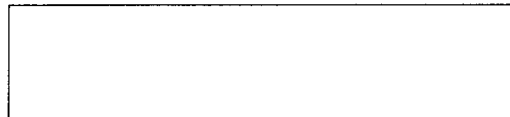
- The quoted unit price and corresponding total amount shall be inclusive of all duties and taxes and discount (if any) except General Sales Tax. (GST). Sales Tax will be applicable as per GST act and subsequent amendments of time to time. GST will be reimbursed to manufacturer and Importers only subject to production of paid invoice.
- Bidders are essentially required to quote on bid form. Rates quoted on other then bid form will not be entertained.
- Any queries / complaints regarding subject tender enquiry shall be addressed to GM(P) / DGM(P) in writing
- EVALUATION CRITERIA :** Order will be placed on the Lowest Technically / Commercially Compliant bidder (s), unless specified otherwise.
- In case when bidder submit alternate bids, a seprate Bid Bond for each bid is required. All the bidders are advised to furnish fixed bid security amount appearing in price schedule/BOQ otherwise bid will be liable for rejection.
The submission of fixed amount of bid security is also mandatory for all the bids valuing RS.500,000/- of less.
- Any Bidder who change/amend the BOQ or Price Schedule (Description, Quantity, UOM etc.) will render the bid as conditional bid and will be liable for rejection.
- Bid bond submission (2%) of the bid amount as mentioned In the clause 9 of General Terms & Conditions, to be treated as null & void, however, other contents of clause 9 will remain unchanged.
- All offers shall remain valid up to 120 days from the date of opening of bids and bid bond shall remain valid for 150 days.
- Special terms & conditions and warranty guaranty attached at annexure 01.

Signature : _____

Person Name : _____

Company's Name : _____

Date : _____



STAMP

End of page, any entry beyond this line would be invalid

"Note: Tender document is also available online on SSGC website for view only. Bidder is eligible to participate in bidding process only after purchasing the tender documents from Tender Room SSGC Head Office as per the procedure mentioned in the Press Publication / SSGC website. It is mandatory for bidders to attach original Token Slip in front of the Sealed Envelope (issued at the time of Purchasing) as an evidence that supplier has purchased the Tender documents. Further, any Corrigendum/Clarifications/Addendums/Extensions issued to be notified to only those bidders who have purchased Tender documents."

In case when bidder submit alternate bids, a separate Bid Bond for each bid is required. Otherwise bid will be liable for rejection. The quoted unit price and corresponding total amount shall be inclusive of all duties and taxes and discounted (if any) except General Sales Tax (GST). Sales Tax will be applicable as per GST act and subsequent amendments of time-to-time. GST will be reimbursed to manufacturer and importers only subject to production of paid invoice.

Evaluation Criteria: - Order will be placed on Lowest Technically / Commercially Compliant bidders.

Special terms & Conditions and Warranty Guaranty attached at annexure 01.

Bid Validity: 120 days.

Earnest Money (Fixed Bid Bond): PKR 12,000/-

Delivery Schedule: Complete delivery is required within 60 to 90 days after confirmation of PO.

	Technical Specification		Specification No LC-002/15
	Gas Leak Clamp (For 3/4" to 6" and above for Gas Distribution Mains)		Revision 01
			Date of Issue: 10-12-2024

1. GENERAL REQUIREMENTS:

- 1.1 Pipeline leakage repair half circle clamps suitable for fixing on leaking gas pipelines and shall be capable of stopping gas leaks, which may occur due to pin holes, punctures, or a damage, or cracks without disturbing the continuity of gas flow. Leak clamp to be used on steel gas pipelines.
- 1.2 Half circle Leak clamps are to be precisely engineered to a balanced design and accurately manufactured to produce a clamp with high performance characteristics.

2. CONSTRUCTION:

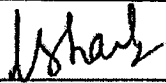
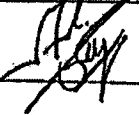
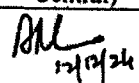
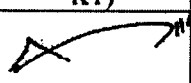
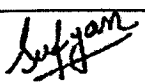
- 2.1. Pipe leak clamp shall be constructed of a single stainless steel band. Having stainless steel reinforcement clamp plate type SS-304 at the end to equalize the clamping pressure on the pipeline. A gridded gasket is to be fitted fully on inside surface of the band. A specially designed bolt with heavy shoulder fixed in slots of guide plate for tightening of clamp on the pipe.
- 2.2. Leak clamp should be easy to install and be effective.
- 2.3. Each clamp consists of stainless steel bands (material conformance to (AISI 304 SUS-304) with stainless steel SUS-304 bolt securely attached to the reinforcement clamp plate. The reinforcement clamp plate and guide plate accommodate bolts when mounting the clamp on the pipe (conformance to table No. 1& la).

3. PRESSURE & TEMPERATURE:

The full seal gas leak clamp will be used in steel pipe natural gas distribution system with minimum operating pressure up to 100 psig (689 KPa) having maximum working temperature of 180F.

4. STEEL BANDS:

The steel bands are made up of AISI Type 304(SUS 304) having necessary corrosion resistance, flexibility and strength requirements. Dimensional parameters to be as given in the table 2.

Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West HO)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)
					

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5. TAPERED END GRIDDED GASKET :

It is made of NBR (nitrile-butadiene) Rubber to DIN 3535 / EN 682. Rubber in conformance to specially compounded NBR Rubber to resist oil, Acids, Alkalies, water and chemicals. Nominal temperature range from -20°F to 180°F. (As per Table No.3)

The gridded gasket have 16 grids to the square inch or equivalent and have a thickness 0.225 inch $\pm$ 0.0225 inch (5.715 + 0.5715mm) to conform irregularities on the pipe surface: and seal effectively against rough or pitted surfaces to prevent development of a leak path and provide a uniform distribution of gasket pressure over the surface of the pipe. (As per Table No. 3)

6. STAINLESS STEEL GASKET SLEEVE:

A stainless steel 304 half circle sleeve is provided along with the rubber gasket in order to hold gasket in place and avoid clearance during tightening of the leak clamp.

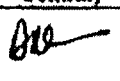
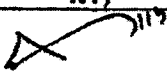
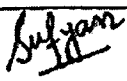
7. BOLTS, GUIDE PLATE , REINFORCEMENT CLAMP AND RETAINER BOX:

High Strength Type 304 Stainless Steel captive bolts having deep non-galling, spin-fit threads should conform to the ASME B18.2.1 standard. Heavy shoulders to prevent turning in retainer and reinforcement plate. (As per Table No. 1 & la.).(Refer to drawing of component 06)

A guide plate is spot welded at the end of the clamp band having holes as per the required bolts fixtures. Material of the plate should be stainless steel 304.(Refer to drawing of component 05)

A retainer box is spot welded to hold the reinforcement plate having holes as many as the guide plate and reinforcement plate. The material of the retainer box should be stainless steel. .(Refer to drawing of component 04)

A reinforcement clamp plate is placed inside the retainer box having threaded holes to fasten the bolts. Thread should be made in such a way that it tightens in the clockwise direction and prevent the losing of the bolts. .(Refer to drawing of component 03)

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All the stainless steel component should be machined in such a way that there should not any sharp edges and all the corners have fillets (round corner)

8. PASSIVATION:

All bolts, clamp & other stainless steel component should be fully passivated by means of the latest chemical technique, which restores the corrosion resistant characteristics of the stainless steel. In addition, must compatible with the SSGC distribution system. Must have at least 20 years' service life expectancies.

9. SALT AND SPRAY TEST:

Salt and spray test report (through SSGC approved lab) should be submitted by the bidder. The test should conform to the ASTM B117 or ISO 9227 standards. Salt and spray test report of 96 hours should be submitted by the bidder.

10. HYDROSTATIC PRESSURE TEST:

Hydrostatic pressure is to be performed on gas leak clamp; pressure range should be 1.5-2 times to the design pressure. The test should conform to the ASTM B31.3 or API570 standards.

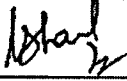
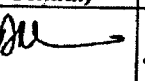
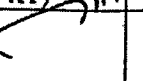
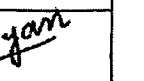
11. SAMPLES

Bidders should submit sample of the product they propose to supply for each size. Samples should be marked clearly with the tender reference number, name and address of the bidder. Failure to comply with the submission of samples at the time of bid opening may invalidate the tender. Samples to be arranged by the bidder on their expense, SSGC will not reimburse any expenditure whatsoever; in this regard.

11. STANDARDS & ISO 9001 (latest version 2018 & 2015) REGISTRATION CERTIFICATION

11.1 Bidders must indicate to what internationally accredited standards materials are subject to compliance for manufacturing of leak clamps in terms to this standard.

11.2. Bidders are bound to certify that materials in question are manufactured to the said standards.

Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West HD)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)
					

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11.3. All standards quoted are to be taken to refer to the latest edition. Other equivalent internationally accredited standards are acceptable.

11.4. Only bidders who have in operation at their manufacturing facilities a quality assurance System in accordance with ISO 9001 (Latest Version) with certification for both product and manufacturing functions will only be considered.

12. WARRANTY & EXPECTED LIFE:

Warranty certificate against manufacturing and workmanship defects etc. is mandatory. Minimum two-year warranty from the date of delivery is required. Replacement of defective clamps would be borne by the supplier at his own risk & cost.

13. MARKING ON EACH CLAMP:

The supplied clamps should have non-removable marking showing

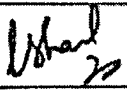
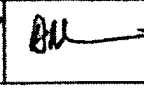
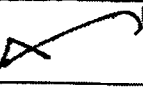
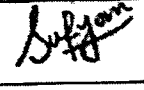
- i- Company logo
- ii- Clamp diameter and
- iii- Clamp length.

14. PRINTED LITERATURE

Original technical printed literature showing materials dimensions etc. must accompany with the bid.

15. SALES TRACK RECORD

Sales Track record for supplying of sheet metal/fabrication components to public sector, MNCs and Private sector company with documented evidence.

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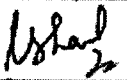
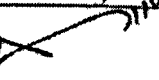
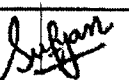
	Technical Specification		Specification No. LC-002/15
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16. REFERENCE TABLES:

Chemical Composition of Stainless Steel SUS 304L – Table 1										
C	Mn	P	S	Si	Cr	Ni	Mo	N	Cu	other
0.03	2	0.045	0.03	0.75	18.0-20	8.0-12	--	0.1	--	--

Mechanical Properties Of Stainless Steel SUS 304L- Table 1a			
Tensile Strength (Mpa)	Yield Strength (Mpa)	Elongation in 2in or 50mm %	Hardness Rockwell B
485	170	40	92

DIMENSIONAL PARAMETERS OF CLAMPS TABLE-2							
N.D of Pipe inches	O.D of Pipe inches	Width 3" no. of bolts	Width 6" no. of bolts	Width 9" no. of bolts	Width 12" no. of bolts	Width 15" no. of bolts	Width 20" no. of bolts
3/4	1.05	2	2	3	4	-	-
1	1.315	2	2	3	4	-	-
2	2.375	2	2	3	4	-	-
4	4.5	-	2	3	4	-	-
6	6.625	-	2	3	4	-	-
8	8.625	-	2	3	4	-	-
10	10.75	-	2	3	4	-	-
12	12.75	-	2	3	4	-	-
16	16	-	-	-	-	5	6
20	20	-	-	-	-	5	6
24	24	-	-	-	-	5	6
30	30	-	-	-	-	5	6

Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West HO)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)
					

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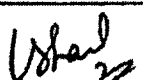
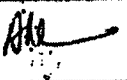
Rubber Gasket (NBR) Table - 03					
Thickness (mm)	Hardness (ShA)	Density (g/cm ³)	Strength (N/mm)	Tensibility (%)	Temperature Range (°C)
6	60-80	1.35	13	250	-15 / +80

17. PROCESS AUDIT

SSGC is authorized to carry out process audit to assess material, process, Inspection, Testing, quality control and other facilities of the vendors as and when required.

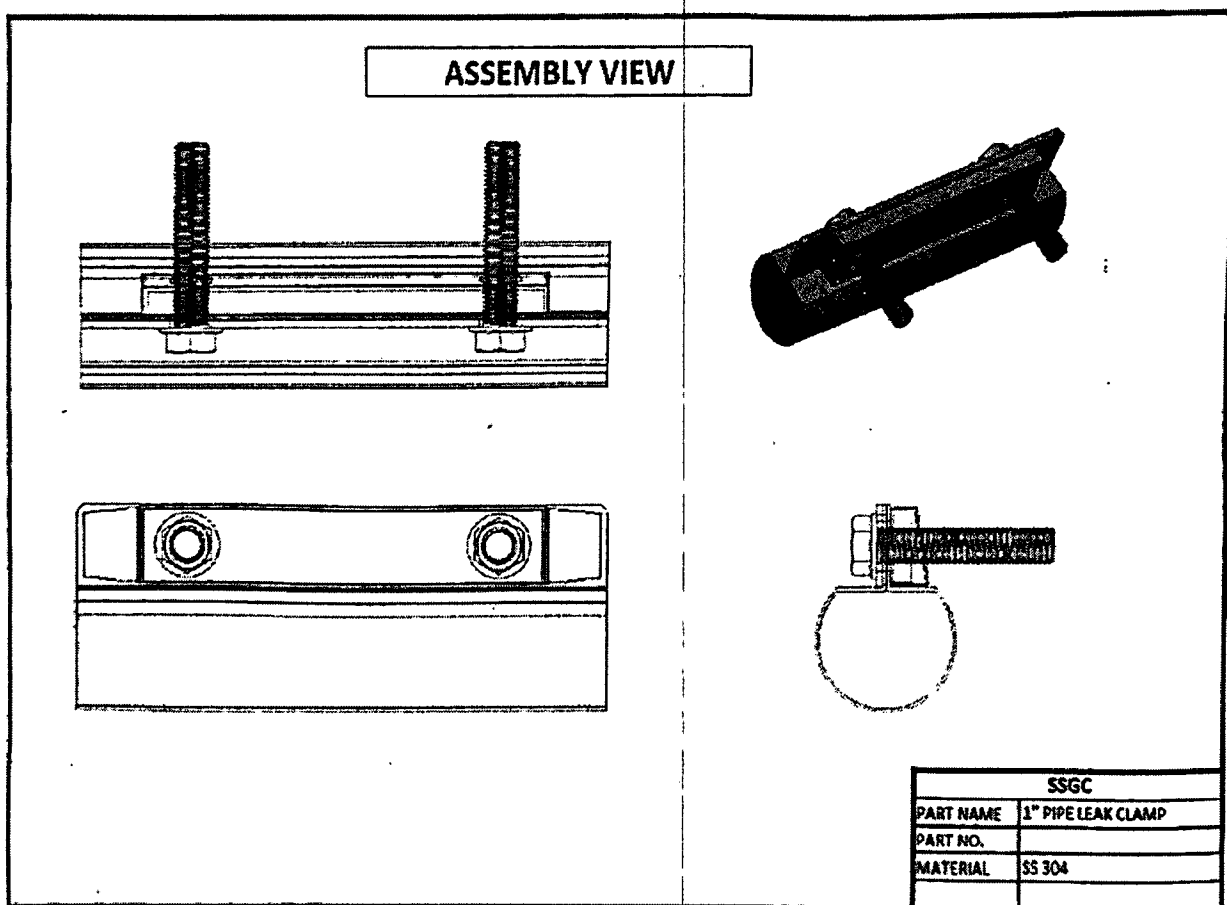
18. Mandatory Terms

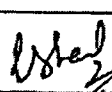
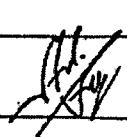
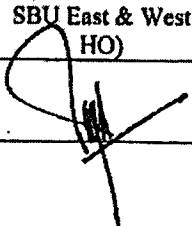
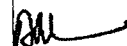
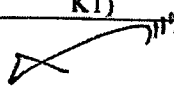
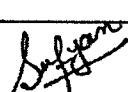
- SSGC holds the right to test the components during technical Evaluation or regular supplies
- Rejected samples must be replaced by vendor free of cost.
- SSGC will carry out Manufacturing / Inspection process capability Audit during technical evaluation or course of the regular supplies.
- Material Test reports have to be submitted by Vendor twice a year or as & when required by SSGC
- All cost of testing shall be borne by Vendors.
- Vendor shall submit Assembly drawings of Transition Fittings to SSGC along with samples.
- Valid ISO 9001 (latest edition) Certificate is Mandatory
- In-house inspection and test reports shall be submitted by vendor with each lot.
- Sample submission is mandatory along with the bid documents, the bidder if not submitted the sample for against the bid document is consider non-compliant for the technical evaluation.

Shameil Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West HO)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)
					

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LEAK CLAMP TECHNICAL DRAWINGS



Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West HO)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)
					



Technical Specification

Specification No.
LC-002/15

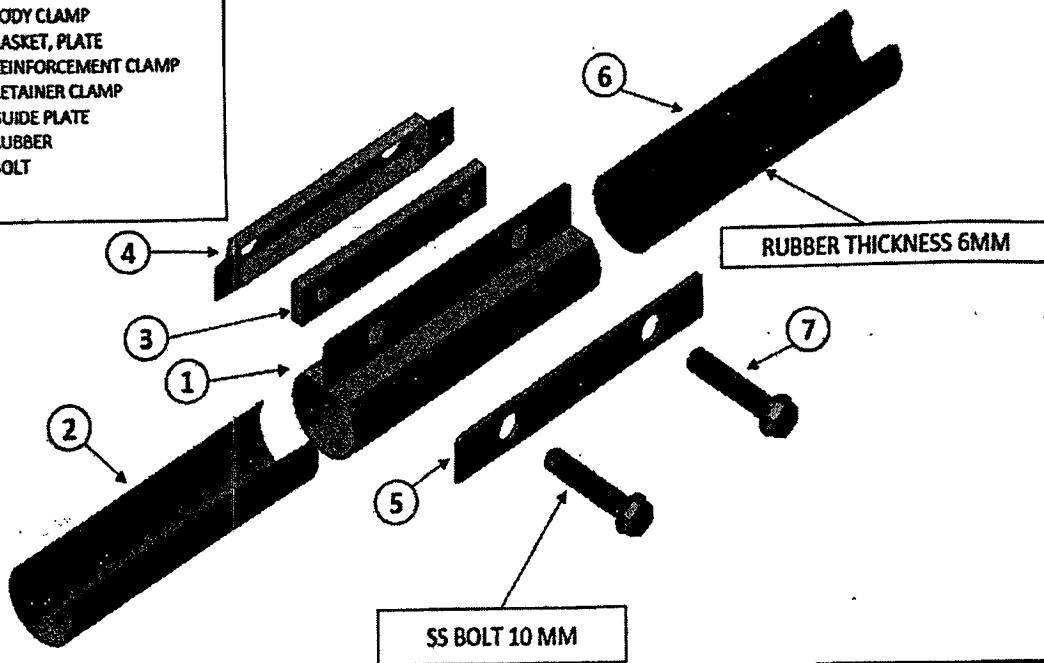
Gas Leak Clamp (For 3/4" to 6" and above for Gas Distribution Mains)

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EXPLODED VIEW

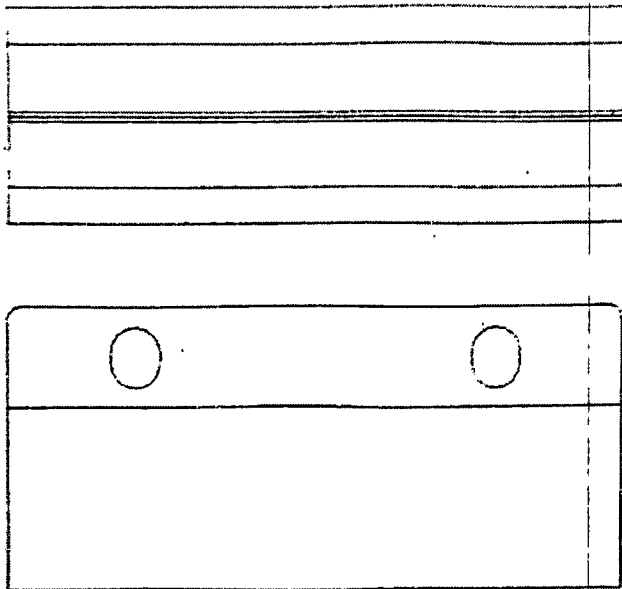
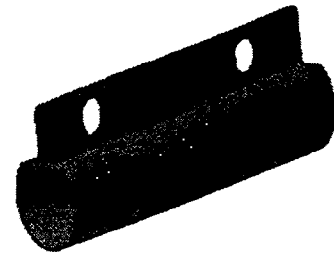
1. BODY CLAMP
2. GASKET, PLATE
3. REINFORCEMENT CLAMP
4. RETAINER CLAMP
5. GUIDE PLATE
6. RUBBER
7. BOLT

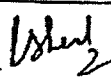
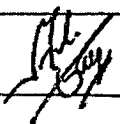
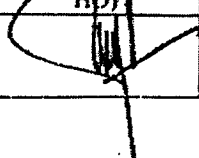
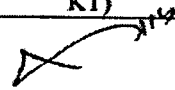
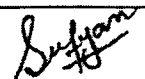


SSGC	
PART NAME	PIPE LEAK CLAMP
PART NO.	
MATERIAL	SS 304

Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West HO)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)

	Technical Specification	Specification No LC-002/15
	Gas Leak Clamp (For 3/4" to 6" and above for Gas Distribution Mains)	Revision 01
		Date of Issue 10-12-2024

											
<table border="1"> <thead> <tr> <th colspan="2">SSGC</th> </tr> </thead> <tbody> <tr> <td>PART NAME</td> <td>BODY, CLAMP</td> </tr> <tr> <td>PART NO.</td> <td></td> </tr> <tr> <td>MATERIAL</td> <td>SS 304, T = 0.8mm</td> </tr> <tr> <td>COMPONENT</td> <td>1</td> </tr> </tbody> </table>		SSGC		PART NAME	BODY, CLAMP	PART NO.		MATERIAL	SS 304, T = 0.8mm	COMPONENT	1
SSGC											
PART NAME	BODY, CLAMP										
PART NO.											
MATERIAL	SS 304, T = 0.8mm										
COMPONENT	1										

Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West HO)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)
					



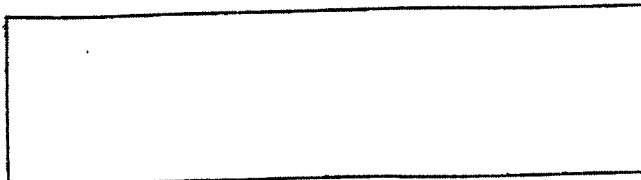
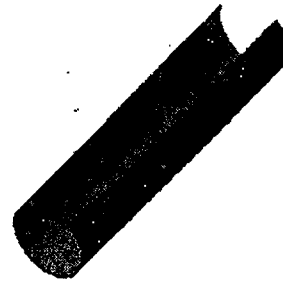
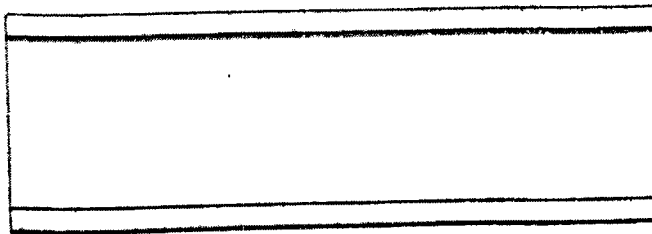
Technical Specification

Specification No.
LC-002/15

Gas Leak Clamp (For 3/4" to 6" and above for Gas Distribution Mains)

Revision 01

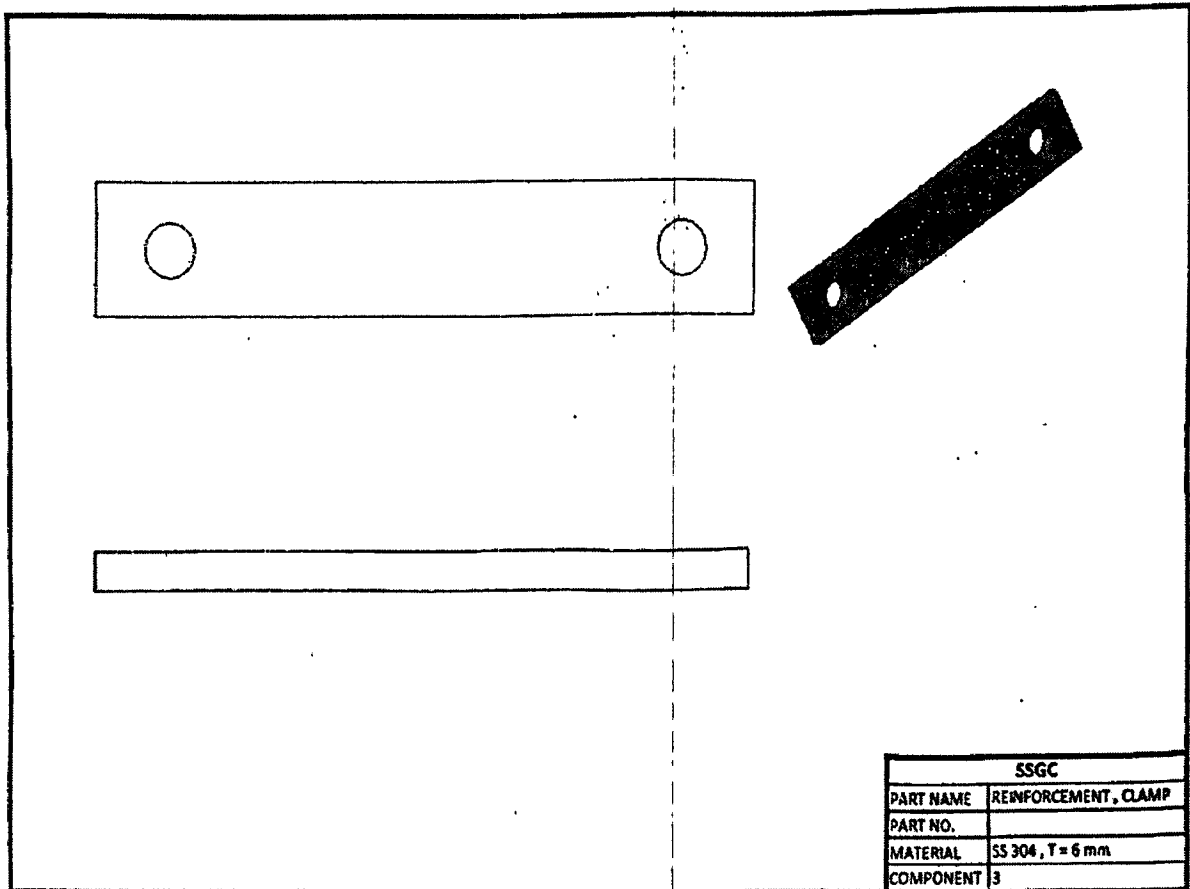
Date of Issue: 10-12-2024

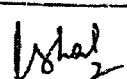
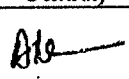
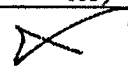
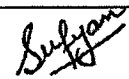


SSGC	
PART NAME	GASKET, PLATE
PART NO.	
MATERIAL	SS 304, T ± 0.4 mm
COMPONENT	2

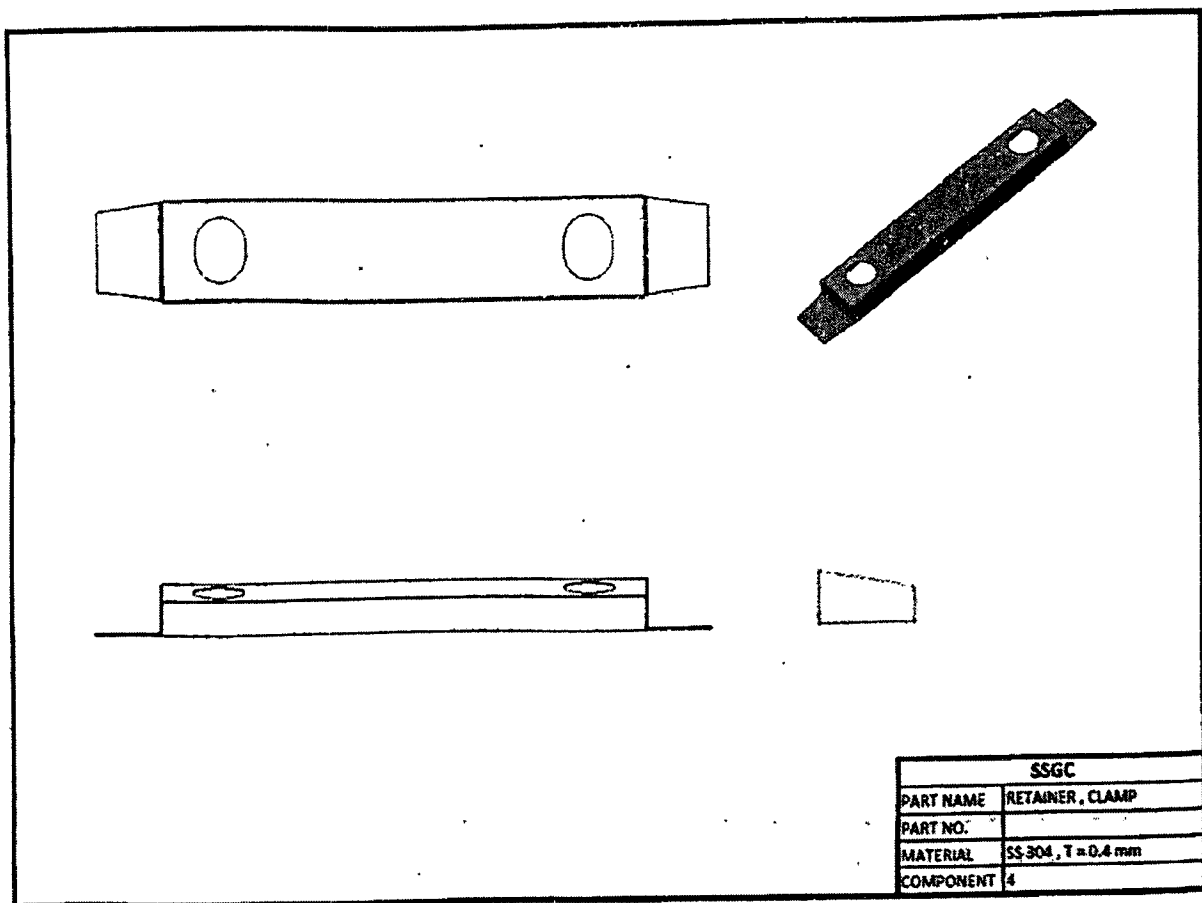
Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West HO)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)

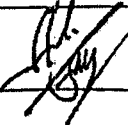
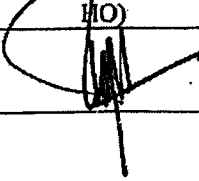
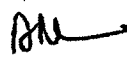
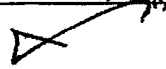
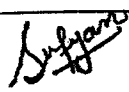
	Technical Specification	Specification No. LC-002/15
	Gas Leak Clamp (For 3/4" to 6" and above for Gas Distribution Mains)	Revision 01
		Date of Issue: 10-12-2024



Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kainran Nagi (Lower Sindh- SBU East & West HO)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)
					

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		Date of Issue: 10-12-2024



Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West HO)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)
					



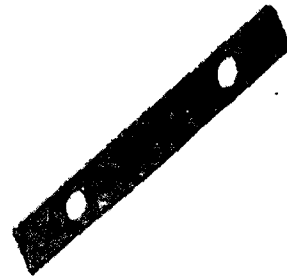
Technical Specification

Gas Leak Clamp (For 3/4" to 6" and above for Gas Distribution Mains)

Specification No
LC-002/15

Revision 01

Date of Issue 10-12-2024



SSGC	
PART NAME	GUIDE, PLATE
PART NO.	
MATERIAL	SS 304, T = 2 mm
COMPONENT	5

Shamail Haider (HSE HO)	Madni Siddiqui (Upper Sindh)	Kamran Nagi (Lower Sindh- SBU East & West 110)	Adnan Rehman (SBU Lower Sindh- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)

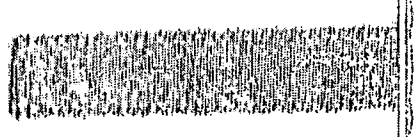
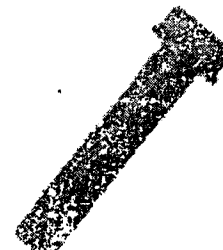
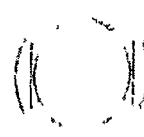
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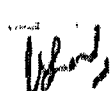
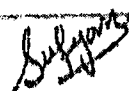
Supplies/Stores No.
17. 10/11/10

Hayman 113

(For 3/4" to 8" and above for ...)

Order of Issue: 10/11/10

											
											
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1542											
PART NAME	SOLT										
PART NO											
MATERIAL	SSM										
COMPONENT	0										

Muhamad Haidar (LNR HC)	Madni Alidilqul (Upper Sindhi)	Kamran Naji (Lower Sindhi- Sindh & West HC)	Aadnan Rehman (SBU Lower Sindhi- Central)	Adeeb Ur Rehman (Distribution KT)	Muhammad Sufyan Qamar (HSE&QA)
					

Tender Enquiry No. SSC/007/
Special Conditions of Tender Document

Note: In case of any conflict between Special Conditions of Tender Document and any other terms & conditions, the Special Conditions of Tender Document will govern / prevail.

1. Warranty / Guarantee Coverage

- i) The successful bidder / supplier guarantee that the goods supplied against above tender enquiry are in all respect in accordance with the tender specifications & Purchase Order and that material used are in accordance with the latest approved standards and are of good workmanship / quality. Any item or part of item if found to be substandard or not meeting the specified criteria as per inspection carried out at stores. Then in such as event the Supplier / bidder hereby warrants and undertake to replace the same on Duly Delivery Paid (DDP) basis (INCOTERMS 2010) i.e. Free of all cost including but not limited to transportation. Taxes and levies. In case successful bidder / supplier failure to replace the defective item / remove the defect(s) free of cost within the period specified by the Purchaser, the successful bidder / supplier will refund the relevant cost including all other expenses incurred by the purchaser in this regard.
- ii) The successful bidder / supplier must confirm that the warranty for non-consumable items will remain valid for 18 months and for consumable items (i.e. Chemical, Battery etc.) will remain valid for 6 months after the goods have been successfully delivered or commissioned.
- iii) It is mandatory that the successful bidder / supplier will submit the attached undertaking at Annex-1, duly filled, signed & stamped.
- iv) In case where performance guarantee is not applicable, the supplier shall confirm that all supplied goods under the contract / purchase order are new, unused, of most recent or current models and incorporate all recent improvements in design and goods unless and otherwise provided in the contract / purchase order.
- v) The Warranty Undertaking being provided by the successful bidder is required to be submitted at least on Rs.200/- Non-judicial Stamp paper and should be duly notarized / attested.
- vi) In case of Supply, Installation, Testing & Commissioning, since all these activities are inter-related to each other; therefore, the payment of supplies will be released after successful installation, Testing & Commissioning.

2. Bid Security:

- a) Bid bond submission (2%) of the bid amount as mentioned in the clause 9 of General Terms & Conditions, to be treated as null & void, however, other contents of clause 9 will remain unchanged. The submission of fixed amount of Bid security is appearing in the Schedule of Requirement/Bid Form.
- b) All the bidders are advised to furnish fixed bid security (Original Instrument) as per amount appearing in Schedule of Requirement/Bid Form, failing which their bid will be rejected.
- c) The submission of fixed amount of bid security is also mandatory for all the bids valuing Rs.500,000/- or less.
- d) The word lowest bidder or the lowest evaluated bid has been substituted to read as **most advantageous bid**.
- e) Sub-clause 9.2 of the General Terms & Conditions to be treated as null & void, however, other contents of clause 9 will remain unchanged.

3. Method For Submission of Bid Bond (Under Single Stage Two Envelope Bidding Procedure):

In case of Single Stage Two Envelope Tenders the fixed bid bond as per clause#09 of General Terms & Conditions to be placed in the Technical Proposal. However, if the bid bond is placed in the financial proposal will also be considered. Without submission of bid bond (either in Technical proposal or financial proposal) the bid will be rejected.

4. Bid Validity:

All offers shall remain valid up to 120 days from the date of opening of bids and bid bond shall remain valid for 150 days.

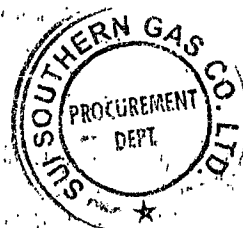
5. Declaration / Integrity Pact / Certification: It is required to be submitted by the Successful Bidder on their letterheads after issuance of Purchase Order (PO) or Letter of Intent (LOI), for the value of Rs.10,000,000/- (Ten Million) or above. ANNEXURE-C is a mandatory requirement for successful bidder.

6. Stamp Duty:

"The successful Bidder shall provide the copy of challan and revenue stamp, of value at the rate of twenty five (25) paisa per every hundred Rupees or part thereof of the amount of the purchase order, or at the prevailing rate as specified by the Government of Province of Sindh." Further as per Government of Sindh Board of Revenue notification NO.CIS/SWB/BOR/R&T-17/2022-808 dated 08-06-2022 all judicial and non-judicial stamp paper of the denomination of rupee five hundred and above shall be exclusively on e-stamp.

7. Cancellation of Purchase Order

In case the supplier fails to deliver the material within the specified delivery schedule as given in Purchase order (P.O.) and maximum upto 120 days after the expiry of the specified delivery schedule as per Purchase Order, the Purchase Order will be treated automatically as cancelled at supplier's sole risk & cost. However, for the sake of



clarity liquidated damages (Clause-27 of General Terms Conditions) and Default by Supplier (Clause-28 of General Terms Conditions) will be treated as given in the General Terms & Conditions of the tender documents.

8. Correct Postal Address.

Bidder are essentially required to provide correct and latest postal, e-mail & web addresses, Phone/cell/fax numbers at the time of purchase of tender documents for effective and timely communication, failing which in event of any non-delivery of information /communication the procuring agency will not be held responsible and bid will be considered as non-responsive.

9. "In case the local agent requires to offer bid from more than one principal / Manufacturers, it is mandatory to purchase separate tender document for each principal / Manufacturer, failing which the bid submitted with the original tender document will only be accepted and the bid with photocopy of tender document will be rejected".

10. "Original counter slip of token which is issued with original tender document to be attached on the TOP of envelope at the time of bid submission".

11. The Successful Contractor(s) / Consultant(s) shall submit a copy of Professional Tax Certificate with their invoice / Bills failing which the payment will not be released.

12. Blacklisting Mechanism of Suppliers and Contractors and their Local Agent:

Black listing mechanism is attached separately in the tender documents which will become an integral part of Tender Documents and now be followed / enforced in true letter & spirit and supersede the Black listing terms as mentioned in the General Terms & Conditions.

13. Bid Bond & PBG (Performance Bank Guarantee) for Proprietary Tenders

In case of proprietary Tenders, the Bid Bond & Performance Bank Guarantee (PBG) are not required / Applicable.

14. Any Bidder who change /amend the BOQ or Price Schedule (description, Quantity, UOM etc.) will render the bid as conditional bid and will be liable for rejection.

15. Clause 14.1 of General Terms & Conditions is meant for vendorized items processed through negotiated tendering clauses.

16. For open competitive bidding if the most advantageous bidder is new local manufacturer, 10% trial order will be placed and remaining 90% order will be awarded to the next most advantageous bidder at their own quoted rates.

17. SSGC will not pay invoices if they are turned in after 6 months of work completion / material delivered.

18. It is mandatory for the bidders to follow all the terms and conditions given in the tender documents without any addition / deletion / amendment and submit the bid accordingly. Therefore, in this context, the bidders are requested not to give their own terms and conditions as it tantamount towards the conditional bid. Otherwise their terms and conditions will not be considered and the Purchase Order / Contract will be awarded based on only as per SSGC tender terms and conditions.

19. The bidders/contractors are required to provide their only one Bank Account number (IBAN number) on the 'FORM-X' attached duly signed & stamped as one time information, which shall be firm (not changeable) for all the future payment transactions.

20. Payment:

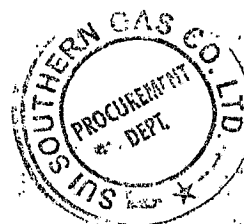
The supplier after delivery of goods and its acceptance shall submit invoice to Finance Department of the Company, containing following information i.e.

- (a) Purchase order No. & date
- (b) Items
- (c) Quantity
- (d) Price
- (e) Invoice value
- (f) Point of delivery
- (g) Delivery challan indicating delivery date, etc.
- (h) Supplier(s) are required to submit signed and stamp acknowledgement slip, Sales Tax return, Annex "C" & Annex "I" (whichever applicable) in which Sales Tax (of relevant Sales Tax invoice) is paid.

Payment will be made within 30 days of completion of stated requirements.

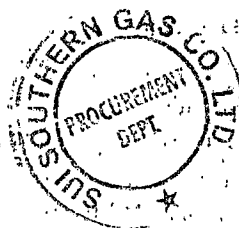
21. **Joint Ventures:** In the event that the bidder is bidding as a Joint Venture, the Company will require the joint venture agreement duly executed by the parties to the Joint Venture to be submitted with the bid. The joint venture parties shall also furnish an undertaking to be jointly and severally liable for all liabilities arising out of obligation under the Purchase Order / Contract. The Joint Venture agreement of the parties must specify share of each partner and name of the lead partner along with their registration with the FBR, SST and BST as the case may be failure to specify these two narrations the joint venture agreement will not be entertained.

22. **Bank Guarantee (Bid Bond Guarantee/Performance Bank Guarantee) will be made on Non-Judicial stamp paper at the prevailing rate as specified by the respective Provinces. Further the bidder/contractor submitting the Bid Bond guarantee/Performance Bond guarantee being prepared by the State Bank's schedule banks should ensure that there should be no**



insertion/deletion/modification of any terms in the bid bond/PBG guarantee format as given in the tender document or else bid will be liable for rejection.

23. In case the insurance policy submitted by the contractor is expired during the execution of job, it is the responsibility of the user department to coordinate with the contractor to get it renewed/updated till the period the job is completed/commissioned.
In case the job is not completed within the given time as per tender terms and the insurance policy submitted by the contractor expires, the contractor is liable to get this insurance policy renewed / updated immediately till the period of the job is completed / commissioned as per tender terms failing which the contractor will be responsible for any loss to SSGC.
24. Bidders can quote their rates on both i.e. Schedule of Requirement/Bid Form as well as Bill of Quantity (BoQ).
25. Company reserve the right to award the Purchase Order /LOI to the most advantageous bidder.
26. As per SRO 592(I)/2022 of PPRA Regulations, for Procurement Contracts/Purchase Orders worth of Rs. 50 million and above, bidders/contractors are required to submit the Beneficial Owner's Information for Public Procurement Contracts/Purchase Orders (Annexure-I).
27. **Fixed Bid Security – Alternative Bid**
A bidder cannot submit two bids/offers with a single fixed bid security/pay order. However, the alternative bids/offers with separate fixed bid security/pay order can be accepted, failing which the bids will be liable for rejection. In case the bidder quote different make/brands/model that will also be considered as an Alternative bid/offer and require to submit separate Bid bond for each make/brand/model.
28. Bidder will be blacklisted and henceforth cross debarred for participating in respective category of Public Procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration (which is an integral part of tender document), however, without indulging in corrupt and fraudulent practices, if in breach of obligation(s) under the Bid conditions:
 - a) The bidder have withdrawn or modified their bid during the period of bid validity as specified in the tender terms.
 - b) Having been notified of the acceptance of bid by procuring agency during the period of bid validity (i) failure to sign the contract or accept purchase order (ii) fail or refuse to furnish the performance security or to comply with any other condition as mentioned in the tender document.
29. The term "Call Deposit Receipt" mentioned in clause # 09 (Bid Bond) of General Terms & Conditions and in clause # 02 (Bid Bond) of Additional Terms for Tenders on F.O.B & C&F basis be treated as null & void.
30. Wherever the "Rate Only" is mentioned (either on BOQ or anywhere in tender documents) the same shall only be applicable not exceeding 15% of the original procurement for the same items as given in the BOQ for package basis. In case the requirement is on item wise basis (not package basis) then not exceeding 15% of the original Procurement for the same items (on item wise basis) as given in the BOQ.
31. **Lots:** In case when the tender is floated on LOT basis, following clauses to be applied:
 - a) The bidder(s) are essentially / mandatorily required to submit fixed bid bond as mentioned in the bid form/BOQ/Invitation to Bid. Separate fixed bid bond to be submitted against each individual LOT and its validity to be 150 days at the time of opening of technical proposal.
 - b) Evaluation for each LOT will be carried out separately. Each LOT will be awarded separately.
32. Subsequent to the issuance of Purchase Order/LOI, successful bidder has to submit 10% Performance Bank Guarantee of the Purchase Order/LOI value unless & until specified in the Tender Documents. Clause# 16.1.5 mentioned in General Terms & Conditions to be treated as null & void.
33. **Redressal of Grievances And Settlement of Disputes:**
 - Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.
 - In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.



- In case, the complaint is filed after the issuance of final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage single envelope bidding procedure is adopted.
34. The sub clauses 33.2, 33.4 & 33.5 of clause 33 of General Terms & Conditions to be treated as null & void.
 35. All the bidders are allowed to participate in the subject procurement without regard to nationality/origin, except bidders of some nationality/origin, prohibited in accordance with policy of the Federal Government. Following countries are ineligible to participate in the procurement process:
 - India
 - Israel
 36. In Open Competitive Bidding Procedure where the quoted price is less than Rs. 500,000/- the Bid Bond will be retained in lieu of PBG.
 37. In case the Bid Bond is not required, the bidder must submit the Form of Bid-Securing Declaration attached with the Tender Document else the Bid will be liable for rejection.
 38. All Tenders floated through EPADS are to be governed by S.R.O. 296(I)/2023 dated: March 8, 2023 "E-Pak-Procurement Regulations 2023". In case of any conflict between SSGC Tender Terms / Instructions to Bidders and the PPRA EPADS Rules, the S.R.O. 296(I)/2023 will prevail.
 39. **Samples:**
When sample submission is required, Suppliers/bidders must submit samples:
 - a) Along with the bid, if stated in the tender documents.
 - b) Within the time specified in the tender.
 - c) Upon request from the User Department for technical evaluation through official email/ letters.

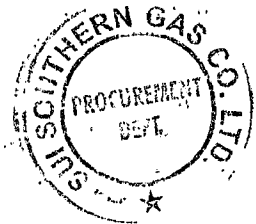
SAMPLE SUBMISSION LOCATION/ DEPARTMENT:

All samples must be submitted to the Procurement Department - Tender Room, SSGC Head Office with Duly filled in form "Y" attached in the tender document. Samples submitted other than the Procurement Department - Tender Room, SSGC Head Office will not be considered/accepted.

The supplier/bidder must:

- Fill in all required details (e.g., Tender No., Bidder Name, and Sample Description).
- Attach supporting documents (if required).
- Submit the completed Form-Y along with the sample.

In absence of any of the above stated requirements the Samples will not be considered/accepted.



FORM "Y"
(SSGC – sample submission form)

SECTION A: BIDDER INFORMATION

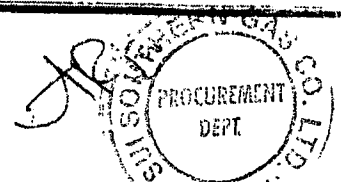
FIELD	DETAILS
Bidder Name / Firm Name	
NTN / GST No.	
Address	
Contact Person	
Contact Number	
Email Address	
Declaration by Bidder	
I/We hereby declare that the sample(s) submitted are in accordance with the tender specifications and terms.	
I/We understand that failure to submit correct and complete samples may lead to disqualification.	
Signature of Bidder:	

SECTION B: TENDER DETAILS

FIELD	DETAILS
Tender No.	
Tender Opening Date	
Item(s) for which sample is submitted	
Quantity of Sample Submitted	
Specification/Description of Sample	
Make:	
Brand:	
Serial No:	
Generics: size, height, weight, width:	
Other description:	

SECTION C: FOR OFFICE USE ONLY (TO BE FILLED BY TENDER ROOM)

FIELD	DETAILS
Date & Time of Submission	
Received By (Tender Room Staff Name & Sign)	
Tender Room Stamp	
Remarks (if any)	



Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

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

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

To: [complete name of Procuring Agency]

We, the undersigned, declare that

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

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

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

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

Name of the Bidder: _____

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

Title of the person signing the Bid: _____

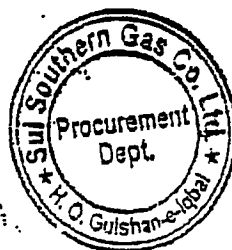
Signature of the person named above: _____

Date signed: _____

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

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

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



Supplier code: _____

FORM-X

Bank account details form for all Beneficiaries

(Mandatory requirement for Digital Online Banking)

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

Name of Firm: _____

Address of Firm: _____

CNIC #: _____

NTN #: _____

Bank Name: _____

Bank A/C Title name: _____

Branch code: _____

Bank A/c #: _____

(16 Digits)

Bank IBAN #: _____

(24 Digits)

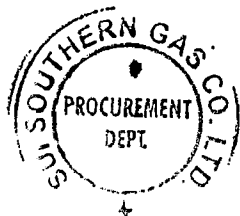
☐ Information already submitted.

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

Authorized Sign & Stamp

Date: _____

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



THE GAZETTE OF PAKISTAN, EXTRA, MAY 14, 2022 (PART II)

ANNEXURE: I

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts.

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

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

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



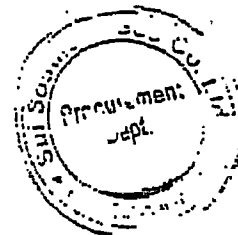
Part II

THE GAZETTE OF PAKISTAN, EXTRA, MAY 14, 2022

[illegible]

10. Any other information incidental to or relevant to beneficial owner(s).

Name and signature
(Person authorized to issue notice on behalf of the company)



Sui Southern Gas Company Limited (SSGCL)

Contents

Part - A

Section - 1	General Terms & Conditions	Included
Section - 1A	Additional Terms & conditions for FOB /C&F	Included
Section - 2	Special Terms & Conditions	Included /Not required
Annexure-A	Format of Bid Bond Bank Guarantee	Included
Annexure-B	Format of Performance Bank Guarantee	Included
Annexure-C	Declaration by Supplier	Included /Not required

Part - B

Section - 3	Bid Form (Schedule of requirement)	Included
Section - 4	Specifications/Drawing (if applicable)	Included /Not required



SSGC

SUI SOUTHERN GAS COMPANY LIMITED
Procurement Department

M/s. _____

Tender Enquiry No. _____

INVITATION TO BID

Sui Southern Gas Company Limited, (SSGCL) has pleasure in extending you an invitation, to submit bid for the subject material according to Terms and Conditions specified in the attached Tender Document. Please read following instructions before submission of bid:

1. Bids are to be submitted in sealed envelope provided with the tender, indicating Tender Enquiry Number & its opening date and time on the face of the envelope.
2. Bid Bond @ 2% of the total FOR / FOB value shall be enclosed with the bid without which bid will be rejected and returned to bidder unannounced. The Bid Bond shall remain valid till the last date of the month in which it is expiring.
3. In case the bid opening date falls on a holiday or due to some unavoidable circumstances, it is not possible to open on scheduled date, it will be opened on next working day at the same time and at the same venue.
4. The bidder shall bear all expenses associated with the preparation and delivery of its bid sample and the Company will in no case be liable in this respect.
5. Prospective bidder requiring any information or clarification of the tender may notify the same by fax or at the mailing address. The Company will respond to any request for explanation or clarification, if received within reasonable time prior to submission of bids.
6. The Company reserves the right to cancel, add, delete or amend tendered items/quantities/any part of the tender during the bidding period without assigning any reason. However, bidders shall be informed about it prior to bid opening/process.
7. The Company reserves the right to accept or reject any bid or part of a bid or to annul the bidding process and reject all bids at any time prior to award of contract/purchase order without thereby incurring any liability to the affected bidder(s).
8. In case of Single stage two (02) envelope bidding procedure (if mentioned in press advertisement & Tender document), sealed technical offer & sealed bid shall be submitted in separate envelopes Bid Bond will be enclosed with "commercial" bid. "Technical Proposal" and "Financial Proposal" is to be mentioned on the top of the envelope. Technical offers will be opened and evaluated first. Financial offers of only technically compliant bidders will be opened at a later intimated date in presence of bidder's representatives. Financial proposal of technically non-compliant bidders will be returned un-opened along with their bid bond.
9. For Tenders invited on F.O.B/C&F basis, conditions as mentioned in Section-1A will also apply.
10. The Company will appreciate confirmation by fax No 92-21-99231583 or email at mmte@ssgc.com.pk or to DGM (Procurement) of your intention to submit the bid and if not interested in submission of bid, it will be appreciated if it is intimated through fax or email with mentioning of reasons.
11. Bids are required to be submitted at:

Tender Room, CRD Building, Head Office Complex, Sir Shah Suleman Road Gulshan-e-Iqbal, Karachi Pakistan. Ph. 0092-21-99021024, 0092-21-99021223, 0092-21-99021279, 0092-21-99013074, Fax # 0092-21-99231583, Email: mmte@ssgc.com.pk

Hope and look forward for your valued participation.

Thanking you

Yours sincerely,



M. Mustafa Iqbal
General Manager (P)



Section - I

General Terms & Conditions

1. Submission of bids:

- 1.1. Bids are to be submitted in sealed envelope provided with the tender (in such a manner that contents are fully kept enclosed and cannot be seen until opened) indicating tender enquiry number, its opening date and time on the top of the envelope. Envelopes shall be addressed to General Manager (Procurement Department) on the address provided on "invitation to bid". Envelope shall indicate the name and address of the bidder for returning the bid in case it is declared late or submitted without bid bond.
- 1.2. Sealed bids (as above) shall be mailed/submitted/dropped in tender box placed at Tender Room, CRD Building, SSGC Head Office. Bids are to be delivered on or before closing time after which bid will not be entertained. In case bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.
- 1.3. The Company may at its discretion extend the closing date for the submission of bids, in which case all rights and obligations of the purchaser and bidders previously subject to the closing date will thereafter be subject to the date extended. However, any request for extension received from prospective bidders less than one week prior to bid opening date may not be entertained. In case of extension in bid opening date, the same will be advertised in press and simultaneously shall be intimated to prospective bidder who had purchased the tender documents.
- 1.4. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct the errors made by the bidder, in case of any correction etc. it shall be signed and stamped by the person signing the bid.
- 1.5. The quoted price shall be inclusive of all duties/taxes except GST, which is to be mentioned separately. The supplier shall declare (if applicable) regarding non-applicability of GST for which documentary evidence shall be enclosed or could be produced upon demand.
- 1.6. Rates shall be item-wise, as given in price schedule/schedule of requirement/Bid Form unless otherwise specified.
- 1.7. Bidder is responsible for timely delivery of bids at location specified 1.2 above. Company will not be responsible for misplacement/ tampering/non-attendance/delay or any other incident in case the bid is not delivered at the designated place & time.
- 1.8. Any bid received late after the closing date and time, will be rejected and returned unopened.
- 1.9. The quotation shall only be acceptable on/as per Bid Form. In case for foreign tender when Local Agent submits bid on behalf of different bidders, a separate Bid Bond for each Bid is required. Likewise for tender when bidder submit alternative bids a separate bid bond for each bid is required or else bid will be liable for rejection.
- 1.10. Deviation from tender terms and conditions is not allowed. However, in unavoidable circumstances, these shall be mentioned at the bottom of "Section 3: Bid Form" deviation on any other page will not be entertained.
- 1.11. Discount offered (if any) shall be mentioned on the "bid form" only.
- 1.12. The bidder(s) or their authorized representative shall put his full signature with stamp & date on each page of tender document as well as enclosure vis-a-vis drawings, specifications etc. Any correction, overwriting shall be duly signed & stamped.
- 1.13. The bid is to be completed and returned to the Company in accordance with, General terms & conditions. General terms & conditions duly signed & stamped (as a token of acceptance) shall be submitted along with Bid Form (Price schedule) duly completed as per requirement. However, specifications/drawing is to be retained by bidder for their future references.

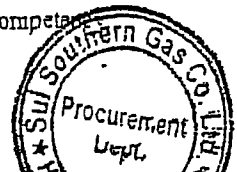
2. Eligible Countries / bidders:

The invitation for bids is open to all manufacturers/suppliers/stockiest/dealers/pre-qualified bidders but is not applicable to those countries where inter-trade protocols with Pakistan do not exist or those countries from where imports are not allowed by Government of Pakistan.

3. Qualification/Disqualification of Suppliers:

The Company, at any stage ~~Please Follow the Attached Black Listing Mechanism~~, having credible reasons for or prima facie evidence of any defect in suppliers, may require the suppliers or contractors to provide information regarding their professional, technical, financial, legal or managerial competence.

**Please Follow the Attached
Black Listing Mechanism**



whether already pre-qualified or ~~the Company shall disqualify a supplier or contractor if it finds, at any time that the information regarding the bidding mechanism or the supplier or contractor was false and materially inaccurate or incomplete.~~ **Please Follow the Attached Bidding Mechanism**

4. **Joint Ventures:**

In the event that the successful bidder is a joint venture (formation of two or more companies), the Company will require an undertaking on judicial stamp paper that the parties to the joint venture accept joint and several liabilities for all obligations under the purchase order/contract.

5. **Clarification of tender documents:**

Prospective bidders requiring any further information or clarification of the tender documents may notify, the Company in writing or by fax or at the Company's mailing address indicated in the "invitation to bids". The Company will respond in writing to any request for information or clarification of the tender documents, if received five working days prior to closing date for the submission of bids prescribed by the Company. The Company response (including an explanation of the query) will be sent in writing or by fax/e-mail to all prospective bidders who have purchased the tender documents. Verbal instructions/reference will not be acceptable.

6. **Modification and withdrawal of bid:**

6.1 The bidder may modify or withdraw its bid after the bid submission, provided the written notice of the modification or withdrawal is received by the Company prior to the deadline prescribed for submission of bid. After the bids/quotations are opened, no bidder shall be allowed to revise, propose or request any change in the bid.

6.2 The bidder's modification or withdrawal notice shall be sealed and addressed to GM (P). A withdrawal notice may be sent by fax followed by a signed copy.

6.3 Bids once opened cannot be withdrawn during validity period.

7. **Bid validity:**

All offers shall remain valid up to 90 days (120 days in case of Two Envelope bidding procedure) from the date of opening of bids, until any further extension agreed by the bidder. If the bidder agrees for extending bid validity the bid bond shall also be extended accordingly. A bidder giving extension to his bid validity will not be required or permitted to modify his bid. If there will be any query/clarification or extension request asked by the Company, the bidder should reply the same within 7 days after receipt of the same and if bidder takes more than 7 days the delay in reply will be added to their bid validity period.

8. **Rate Escalation:**

8.1 **All items except line-pipe:**

Quoted prices shall remain valid, firm, irrevocable and fixed till the fulfillment of obligations by the bidder and will not be subject to escalation / change on any account.

8.2 **Line-pipe only:**

8.2.1 Bidders are essentially required to submit detailed breakdown of rates indicating per ton price of:

a) H.R. Coil.

b) All other charges (including wastage, transportation, conversion cost etc).

8.2.2 Rate / price offered by the bidders shall be firm and irrevocable. However bidder offering pipe manufactured from Pakistan Steel Mills (PSM) HR coil are required to submit certified documentary evidence of HR coil rates. Adjustment in line-pipe rates (from the bid opening date till the currency of order) due to change in rate of HR coil manufactured by PSM is admissible to the extent of raw material cost without wastage. The bidders are required to submit certified documentary evidence of HR coil rates published by PSM, at the time of submission of bids. SSGC may verify the document / rates from PSM.

8.2.3 The variation clause however shall not be applicable on line-pipe quantities which were delivered within 20 days of the announcement of the variation (both days inclusive) in price of HR coil by PSM.



8.2.4 The variation clause also shall not be applicable on the line pipe quantities delivered after the specified delivery schedule (total or monthly consignment wise)

8.2.5 No escalation is applicable on line pipe manufactured from imported HR coil.

9. **Bid bond (earnest money):**

Bid bond equivalent to two percent (2%) of the total offer value, in favor of Sui Southern Gas Company Ltd. shall accompany the bid if bid value is above Rs.500,000 in the form of pay order, demand draft, call deposit receipt or a bank guarantee (specimen of bank guarantee is attached at Annexure-A), issued by a scheduled bank in Pakistan. The bid bond shall remain valid for 120 days (150 days in case of Two Envelope bidding procedure) unless specified otherwise. The bid bond shall be returned/refunded to the unsuccessful bidders while the bid bond of the successful bidder shall be retained, till submission of Performance bond (if applicable). Bids without bid bond will not be considered. In case the order value is less than Rs: 500,000 the bid bond in lieu of performance bond will be retained till fulfillment of obligations by the supplier. However, in either case the bidder is responsible to arrange the extension the bid bond validity as per requirement. If bid bond submitted by the supplier is more than 2% of ordered value, it may be replaced with appropriate value. If order value is less than Rs. 500,000, the bid bond will be returned along with the order. Bid bonds of non-compliant bidders may be released during evaluation process. The bid bond may be forfeited if a bidder withdraws the bid during validity period specified by the bidder or if successful bidder fails to:

- Accept purchase order,
- Furnish performance guarantee in accordance with clause 16 of Section 1,
- Supply material as per requirement and delivery schedule.

9.1 In the event of bid bond validity following short of the prescribed period of 120 or 150 days as the case may be either (i) due to extension in the bid submission date or (ii) where so required by the procuring agency, then in such an event it shall be mandatory on the bidder to extend the bid bond validity upto 120/150 days within 30 days of the opening of technical proposal / bid, and / or where so required by the procuring agency.

9.2 In the event of the bid security amount deposited / furnished by the bidder falls short by 10% of the requisite Bid security amount. The procuring agency keeping in view the nature of the procurement may consider and allow the bidder to deposit / furnish the balance 10% amount, provided the bidder does so within 15 days of the opening of the bid. Notwithstanding that all other terms & conditions have been fully complied with.

10. **Opening of bids:**

Bids will be opened in presence of bidders or their authorized agents at the address provided on "invitation to bids". The bidder's representatives who are present shall sign the bid opening sheet (attendance sheet) to mark their attendance/witness. Commercial contents of bids will be announced/recorded in bid opening sheet.

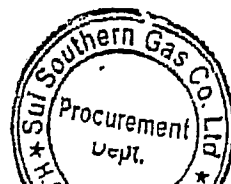
11. **Preliminary Examination of bids:**

11.1 The Company will examine the bids to determine their completion, computational errors, provision of guarantees, authorized signature and other related matters.

11.2 Arithmetic errors will be rectified on the following basis. Discrepancy between unit price and the total price obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price will be corrected. Discrepancy between total bid amount and the sum of total prices, the total prices shall prevail and the total bid amount will be corrected.

11.3 Prior to a composed evaluation, the Company will determine the substantial responsiveness of each bid to the bidding documents. In Company's opinion a substantially responsive bid is the one which conforms to all the terms and conditions of the bidding documents without any material deviation.

11.4 Bid determined as not substantially responsive will be rejected by the Company and cannot subsequently be made responsive by the bidder through correction of the non-conformity.



12. Clarification of submitted bids:

To assist in the examination, evaluation and comparison of bids, the Company may at its discretion inquire any clarification from bidder about their bid. All responses by bidders shall be provided in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

13. Technical Literature & Samples.

The Bidder(s) shall submit the following.

- 13.1 Samples (if applicable/required)
- 13.2 Original or legible copy of technical literature/performance characteristics
- 13.3 Test Certificates (if applicable/required)
- 13.4 Documentary evidence for legal import in case of imported material. (At the time of delivery when quoted on FOR basis)
- 13.5 In case of pipeline operation material bidders must also attach a "proof from supplier/ manufacturer, that goods offered have been used successfully on a high pressure natural gas pipeline elsewhere under tropical climatic conditions.

13.6 Specification Compliance Sheet:

Company requires a clause-by-clause commentary on the Specifications, demonstrating the materials responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the specifications, if so required/desired. For purposes of the commentary to be furnished pursuant to above, the bidder shall note that standards for workmanship, material and equipment and references to brand names or catalogue numbers, designated by the Company in the specifications are intended to be descriptive only and not restrictive. The bidder may substitute other authoritative standards, brand names and/or catalogue numbers in its bid provided which demonstrates to the Company's satisfaction that the substitutes are equivalent or superior to those designated in the specifications by the Company.

Bid which does not possess above documents, certificates etc., may be considered technically Non-compliant.

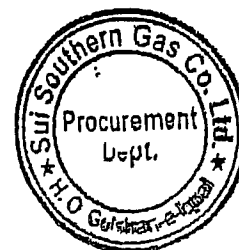
- 13.7 The offer shall be accompanied with all technical data/documents/certifications as required under the tender specifications. Evaluation shall be carried out on the basis of data/ documents/certifications submitted with the bid. No clarification, additional information may be sought / accepted after bid opening.

13.8 Deviation to technical specifications:

The bidder shall fill the "technical compliance sheet" and mention offered specifications along with reference to its technical brochure/literature (page/clause No.etc). Statement such as "Compliant" or "Confirmed" is not acceptable. Deviation to tender terms and technical specification is not acceptable. However, if bidder feels to mention minor deviation, the same shall be referred categorically on the "Bid Form" as well as on the technical compliance sheet stating reference of its technical data sheet/brochure. In case of insufficient information, data or documents, the Company is not liable to seek clarification and the bid may be determined non-compliant on provided information.

14. Award/Evaluation Criteria:

- 14.1 In case of locally manufactured items e.g. service line material & meter components, manufactured by local vendors, the lowest bidder will be awarded maximum quantity as per his declared capacity and past performance in respect of delivery and quality. New vendors / manufacturers shall also be considered for placement of a purchase order up to a maximum of 10% of the tender quantity if their submitted sample has been tested and approved and provided they have quoted lowest price or agree to accept the order on lowest received price.
- 14.2 Generally for other items other than above, ordering shall be based on technical compliance and lowest quoted price. Supplies may be subject to pre shipment inspection and post qualification by a third party in case of foreign material. If required during the process of manufacturing and / or inspection, SSGCL representative may visit the manufacturer facility to witness the manufacturing / inspection process.



- 14.3 Evaluation may be carried out both on item or on group of items/single or multiple package basis depending upon the nature of requirement exclusively at the discretion of the company to ensure economic procurement.
- 14.4 Company reserve the right to settle the final terms of supply with the lowest evaluated and commercially responsive bidder. Any effort by the bidder (s) to influence the outcome of bid evaluation or placement of purchase order may result in disqualification of the bidder.

15. Loading of Bids:

Bids may be loaded with following if offer found to be deviated from specifications, delivery schedule, terms & conditions without stating the amount involved in such deviation by following method:

- 15.1 The cost of compensation / loading amount for that item shall be derived from the bid itself.
- 15.2 If 15.1 is not possible, average of rates of other bidders, who have quoted for that item conforming to technical specification, shall form the basis for cost compensation/loading.
- 15.3 The company will encourage participation by local bidders who will be given price preference. Landed cost factor shall be determined as per prevailing Government policy / SRO. However they will submit details of local value addition on raw material imported by them and percentage of locally manufactured component with documentary evidence.

16. Performance Bond:

- 16.1 In case purchase order value is above Rs:500,000, the successful bidders shall submit performance bond guarantee which is to be submitted within ten days from receipt of LOI or order along with integrity pact. The successful bidders shall submit a performance bank guarantee (PBG) in the form of a pay order or bank guarantee (specimen attached at Annexure-B) issued by a scheduled bank in Pakistan, for an amount equivalent to 10% of the total value of the purchase order or as specified, in the "letter of intent". The performance bond unless specified otherwise, shall remain valid till:
- 16.1.1 Completion of final satisfactory delivery in case of consumable items.
- 16.1.2 12-18 months from the date of satisfactory delivery of the equipment/machinery.
- 16.1.3 Satisfactory delivery/installation of system in case the installation responsibility is on supplier's part.
- 16.1.4 120 days in case of chemicals.
- 16.1.5 In case of locally manufacturing item, the PBG equivalent to 3 months delivery schedule will be required after placement of purchase order which should remain valid, till completion of final satisfactory delivery of the ordered quantity.
- 16.1.6 In case of small diameter line pipe (MS/MDPE) the PBG shall remain valid up to 3 months after completion of satisfactory final delivery.
- 16.1.7 In case of Vehicles, Manufacturer's Warranty is required in lieu of PBG.

- 16.2 The guarantee will be released after completion of this period, subject to satisfactory performance of the supplied equipment/machinery/system as mentioned at 16.1 above. The supplier shall keep the guarantee valid at their cost until fulfillment of the obligations.

- 16.3 In case the bidder does not submit the performance bond as specified, the delivery time of goods shall be deemed to have commenced 10 days (15 days in case of import) from the issuance of letter of intent/purchase order. The proceeds of the performance bond shall be payable to the Company as compensation for any loss resulting from the supplier's failure to complete its work under the purchase order/ contract. The validity period of the performance bond is to be extended if the delivery date/period is being extended mutually by the Company/Supplier.

- 16.4 The performance bond will be discharged / returned by the Company not later than thirty (30) days following the date of completion of the supplier's work under the purchase order/contract including any warranty/guarantee/performance obligations as specified in the special conditions of contract. The supplier shall not be absolved of their liability to perform in case of encashment of performance bond by the Company, who shall have the right to claim and receive all damages/losses incurred due to non-performance.

- 16.5 The Company shall promptly notify the supplier in writing for any claim arising under this guarantee. Upon receipt of such notice, the supplier shall promptly repair or replace the defective goods or parts thereof, without cost to the Company other than, where applicable the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination.

14.



- 16.6 If the supplier, having been notified, fails to rectify the defect (s) in accordance with the purchase order/contract, the Company may proceed to take such remedial actions as may be necessary at the supplier's expense. Any amount payable by the supplier under this clause may be recovered by the Company, by withdrawing from the performance bond without having to notify or seek the approval of the supplier.
- 16.7 Nothing herein contained shall be construed to limit supplier's obligation of performance of the order/contract to the value of the performance bond.
- 16.8 **Guarantee/Warranty:** In case where performance guarantee is not applicable, the supplier shall confirm that all supplied goods under the contract/purchase order are new, unused, of the most recent or current models and incorporate all recent improvements in design and goods unless provided otherwise in the contract/purchase order. This guarantee shall remain valid for a period of twelve to eighteen months after the goods have been delivered or commissioned.

17. Purchase Order/Contract:

Purchase order of quoted material may be placed on fulfillment of conditions mentioned at 14 & 16 above which is through formal confirmation for proceedings with the suppliers.

18. Assurance:

The successful bidder will be required to give satisfactory assurance of its ability and intention to deliver the goods, pursuant to the tender enquiry and contract within the time set forth therein.

19. Force Majeure:

19.1 In the event of either party hereto being rendered unable, wholly or partially, by force majeure circumstances to carry out its obligations under the purchase order/contract documents, such party shall give notice and full particulars and other satisfactory evidence of such force majeure circumstance(s) in writing or by fax to the other party within 7 days after the occurrence of the cause(s). Relied upon the obligations of the party giving such notice so far as they are affected by such force majeure shall be suspended for the period during cause(s) shall, as far as possible, be remedied and obviated with all reasonable dispatch. The term 'force majeure' as employed herein, shall mean acts of God or public enemy, civil insurrection, fires, floods, earthquakes or other physical disasters, order or request of governments, blockade or embargo. It is, however, clarified that strikes, lockouts, shortage or non-availability of raw materials, rains, and disturbances, other labor dispute or congestion's in ports on the supplier's side shall not be included in the term 'force majeure'.

19.2 In case the force majeure contingencies last continuously for more than one month, both parties will agree on the necessary arrangements for the further implementation of the purchase order/contract. In case further implementation is unforeseeable and impossible, both parties shall arrange for the termination of the purchase order/contract, but without prejudice to their rights and obligations prior to such termination it being understood that each party shall fulfill its contractual obligations so far as they have fallen due before the operation of force majeure.

20. Amendment in purchase order/contract:

20.1 The Company may at any time by a written notice to the supplier make changes within the general scope of the purchase order/contract in any one or more of the following:-

20.1.1 Drawings, designs or specifications where goods to be furnished under the purchase order/contract are to be specifically manufactured for the Company.

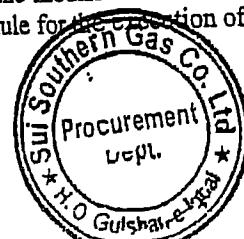
20.1.2 The method of shipment or packing.

20.1.3 The place of delivery.

20.1.4 Quantities of item up to a maximum variance of +15% of purchase order/contract value.

20.2 Company reserves the right to increase/decrease the quantities or delete any or all items listed in the price schedule/schedule of requirement/bid form without assigning any reason.

20.3 Upon notification by the Company of such modifications the supplier shall submit to the Company an estimated cost for the proposed modification within ten (10) calendar days of receipt of notice of the modification and shall include an estimate of the impact (if any) of the modification on the delivery dates under the purchase order/contract, as well as a detailed schedule for the completion of the modification, if applicable.



SSGC

- 20.4 The supplier shall not perform modification in accordance with clause 20.1 above until the Company have authorized a modification order in writing on the basis of the estimate provided by the supplier as described in clause 20.3.
- 20.5 Modification mutually agreed upon shall constitute a part of the work under the purchase order/contract and the provisions and conditions of the contract shall apply to the said modification.
- 20.6 If modification made by the Company results in a variation in purchase order/contract quantities whose net cost effect is within 15% of the total value then the original purchase order/contract rates would be applicable. Any "modification" affecting the quantities and the corresponding cost effect beyond 15 percent would be mutually agreed upon between the Company and the supplier.

21. Extension in delivery period:

- 21.1 Delivery of the goods shall be made by the supplier in accordance with the schedule of requirement and delivery period; however, the supplier may claim extension of the time limits as set forth in the schedule of requirements and delivery period in case of
 - 21.1.1 Modification in the goods ordered by the Company pursuant to clause 20.
 - 21.1.2 Delay in provision of any services which are to be provided by the Company (services provided by the Company shall be interpreted to include all approvals by the Company under the contract).
 - 21.1.3 Delay in performance of work caused by orders issued by the Company.
- 21.2 The supplier shall demonstrate to the Company's satisfaction that it has used its best endeavors to avoid or overcome such causes for delay and the parties will mutually agree upon remedies to mitigate or overcome such causes for delay.
- 21.3 Notwithstanding clause 21.1 above, the supplier shall not be entitled to an extension of time for completion unless the supplier at the time of such circumstances arising, immediately has notified the Company in writing of any delay that it may claim as caused by circumstances pursuant to clause 21.1 above and upon request of the Company, the supplier shall substantiate that the delay occurred is due to the circumstances referred by the supplier.

22. Packing:

- 22.1 The material shall be in original/sealed packing to ensure delivery without any damage during transit.
- 22.2 If any of the good is discovered to be damaged or unacceptable at the point of embarkation, the supplier shall be responsible for replacement of those goods free of any charge and cost to the Company, within the delivery time schedule of the contract/purchase order.
- 22.3 The identification marks showing contents, quantity and contract/purchase order number shall be printed on each skid/metal container/case containing one copy of invoice & packing list.
- 22.4 **Handling and Transportation:**
The Supplier shall arrange for the proper stacking of the Goods and for its proper storage and lashing and for other such provisions/suitable measures as may be necessary to safeguard against movement and damage to the Goods from the point of loading to its designated destination.

23. Inspection:

- 23.1 Pre-delivery inspection may be carried-out at the premises of supplier(s) and/or post delivery inspection at company's any location, by the appointed inspector/inspection team, third party inspectors appointed by the Company.
- 23.2 The Company reserves the right to arrange inspections and tests to the goods or manufacturing processes at any stage at any of the premises of the supplier or its subcontractor(s) or and at the point of delivery end at the goods final destination. Where conducted on the premises of the supplier or its sub-contractor(s), all reasonable facilities and assistance including access to drawings and production data shall be furnished to the inspectors at no charge to the Company. Such inspection, however, shall not relieve the Supplier to fulfill the obligations under the



purchase order/contract. If goods fail to conform to the specifications, the Company may reject them.

24. Delivery:

- 24.1 Free delivery at any of the following locations, unless specified otherwise:
- 24.1.1 R & D Section, Stores Department Abul Hasan Isphahani Road Karachi
 - 24.1.2 R & D Section, Stores Department F-37, SITE Karachi.
 - 24.1.3 R & D Section, Stores Department F-76, Dope Yard SITE, Karachi.
 - 24.1.4 Meter Manufacturing Plant, Sir Shah Suleman Road, Gulshan-e-Iqbal Karachi.
 - 24.1.5 Khadeji Store, 57th Kilometer at Super High way Karachi.
 - 24.1.6 Any other location specified by the company.
- 24.2 Delivery period shall commence after 10 days (15 days in case of import) of the issuance of letter of intent or from the date of purchase order/contract whichever is earlier, unless otherwise specified.
- 24.3 The supplier shall replace defective material at their risk & cost including transportation, duty, taxes etc.
- 24.4 GST Invoice if applicable, be submitted at R&D section Stores Department along with material & delivery challan.
- 24.5 Unloading and stacking through cranes, fork lifters, labor etc. will be arranged by supplier at delivery site (for material like Pipes/Heavy Machinery & Equipment etc).
- 24.6 Delivery is to be made strictly in accordance with "delivery schedule" as specified by the Company.
- 24.7 The rejected material is to be collected/lifted by the supplier within a maximum period of one month after its intimation by the Company. Beyond specified period, the Company shall not be responsible for storage/safety of the uncollected material.

25. Delivery Failure:

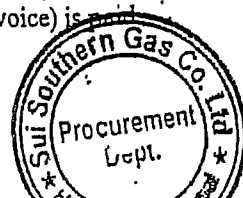
- 25.1 In case the supplier fails to supply/ship the material within the stipulated period, the Company have the right to make an alternative arrangement for the purchase of the goods on such terms as may be offered. In such event all losses, cost and charges sustained/incurred by the Company on stated purchase shall be recovered from the Supplier without prejudice to any other right or remedy available to the Company which includes recovery of losses sustained by the Company from any due payment of the said supplier.
- 25.2 In the event Company remains unable to make such alternative arrangements, the Company has the right to recover from the supplier any or all losses sustained as a result of the supplier's failure to ship/supply the goods as per schedule of delivery.
- 25.3 In the event Company being forced to purchase any quantity or any other alternative not specified in this document as a result of any failure to supply/ship the material, the Company shall have the right to terminate the contract/purchase order without prejudice to any other rights or remedies available to the Company.

26. Payment:

- 26.1 The supplier after delivery of goods and its acceptance shall submit invoice to Finance Department of the Company, containing following information i.e.
- (a) Purchase order No. & date
 - (b) Items
 - (c) Quantity
 - (d) Price
 - (e) Invoice value
 - (f) Point of delivery
 - (g) Delivery challan indicating delivery date, etc.

Payment will be made within 30 days of completion of stated formalities.

- 26.2 Income Tax @ 3.5% or as applicable under the prevailing government rules will be deducted at source (except where the supplier provides an income tax exemption certificate). Quoted price shall be inclusive of all taxes, except GST, which shall be mentioned separately. Supplier(s) are required to submit signed and stamp acknowledgement slip, Sales Tax return, Annex "C" & Annex "I" (whichever applicable) in which Sales Tax(of relevant Sales Tax invoice) is paid.



- 26.3 In case supplier is not liable to pay tax under the income tax ordinance or is liable to pay tax at a lower rate the supplier shall obtain a certificate from the tax authorities in Pakistan to that effect. In case the required certificate is not produced by the supplier prior to the date of payment, then the Company shall deduct tax at source from the gross payment payable to supplier.

27. Liquidated damages:

- 27.1 If supplier fails to deliver ordered material within the stipulated period/scheduled time specified in purchase order, Company, without prejudice to any other remedies, shall deduct from the bill or any other due payments/guarantees, as liquidated damages, a sum equivalent to 0.1% per day of the undelivered goods up to maximum 10%. The liquidated damages shall also be applicable for the cancelled quantity of goods under clause 28.
- 27.2 Whenever liquidated damages become payable, in the event that delivery of all goods and equipment is not made within the time period specified except on account of force majeure, the Company shall quantify the same and shall serve notice to the supplier requiring payment thereof. If the supplier fails to remit payment within 15 days of receipt of such notice, the Company shall forth-with become entitled to recover the same without recourse to the supplier, by calling upon The Performance Bond, withdrawals by way of liquidated damages shall not reduce the value of the Performance bond.
- 27.3 The payment of liquidated damages shall not relieve the supplier from performing and fulfilling all its obligations under the contract/purchase order nor shall the right and entitlements of the Company be affected or reduced in any manner.
- 27.4 In case of order placed on FOB/C&F basis, the delivery period shall commence from the date of confirmation of L/C. However, delayed submission of PBG period in excess of time limit will be deducted from the delivery period for the purpose of recovery of late delivery charges.
- 27.5 The liquidated damages shall be the sum equivalent to point one (0.1%) percent of the Contract price of the delayed goods as unperformed services for each day of delay, until actual delivery or performance, up to a maximum deduction of ten (10) percent of the Contract price. Once this maximum is reached, the Company may consider termination of the Contract at the risk and cost of the Supplier.

28. Default by Supplier:

- 28.1 The Company may, without prejudice to any other remedy by written "notice of default" sent to the supplier, cancel the purchase order whole or in part; if:
- 28.1.1 The supplier fails to deliver any or all of the ordered quantity as per specified delivery schedule or any extension thereof granted by the Company
- 28.1.2 The supplier fails to perform any other obligation(s) under the "purchase order".
- 28.1.3 The Company during the delivery period has reasons to believe that the supplier will not be able to fulfill the obligations under the purchase order/contract.
- The Company prior to exercising its right to cancel the purchase order/contract shall issue notice to the Supplier specifying the default(s) and the supplier shall submit an explanation within seven (07) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory and/or the default(s) continues, purchase order/contract may be cancelled. The Company in addition to cancellation of purchase order/contract may suspend/cancel the enlistment of supplier.
- 28.2 The Company shall have the right to terminate/cancel the contract/purchase order concluded between the supplier and Company; if:
- 28.2.1 The successful bidder fails to furnish the performance bond as under clause 16 thereof.
- 28.2.2 The supplier fails otherwise to perform, fulfill or comply with terms, conditions, regulations and requirements of the contract/purchase order to carry out the work in accordance with the provisions thereof or abandons the shipment
- 28.2.3 The supplier becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.
- 28.2.4 One or more consignments of material delayed by a period of more than three months or non-supplied.
- 28.2.5 Rejection of manufacturing items as a result of observation by inspection team.

28.2.6 Penalty on higher rejection rate of supplied goods.

28.3 The supplier shall have the right to terminate the contract/purchase order if:-

28.3.1 The Company fails to establish the "letter of credit" within the stipulated period as required.

28.3.2 The Company becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.

28.3.3 The Company is in default and breach of its obligation and liabilities under the contract/purchase order.

29. Resolution of dispute:

The Company and the supplier shall make every effort to resolve the disagreement or dispute arising between them amicably by direct discussion under or in connection with the purchase order/contract.

30. Applicable law:

The purchase order/contract shall be governed by and interpreted in accordance with the laws of the Islamic Republic of Pakistan.

31. Declaration/Integrity Pact/Certification:

31.1 Successful supplier shall furnish the declaration (specimen attached at Annexure-C) within 10 days after issuance of LOI/order /contract if the order/contract value becomes Rs:10 million or above.

31.2 In case of F.O.B/C&F Purchase order/Contract, the Principal as well as "local agent" both will sign the "integrity pact" as required under this clause.

31.3 Bidders to submit a certificate on Rs:100/- non-judicial stamp paper certifying that they are not black listed by the Government/Autonomous bodies and declared as defaulted supplier.

32. Arbitration/resolution of disputes:

32.1 Any difference or dispute arising out of or in connection with the contract between the Company and the supplier which can not be amicably resolved shall be referred to arbitration in Karachi, Pakistan, to two arbitrators, one appointed by each party of such difference/ dispute. In case the judgment of the said Arbitrator being at variance, the matter shall be referred to an "umpire", who shall be appointed by both the side Arbitrators. The umpire shall be retired judge of a High Court or the Supreme Court of Pakistan. Such arbitrators and umpire shall together proceed to adjudicate the disputes in accordance with the Arbitration Act, 1940, as amended from time to time.

32.2 Prior to exercising any right by the Company or supplier to terminate the purchase order/ contract under the conditions stipulated above, a return notice shall be required to be given to the other party specifying such default(s) and calling for submission of an explanation within seven (7) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory, and the default(s) continuous, the purchase order/contract be terminated with notice to other party.

32.3 The agreement shall be governed by Law of Islamic Republic of Pakistan and the arbitration language shall be English.

32.4 During the course of arbitration, the supplier shall not suspend the performance of his responsibilities and obligations under the contract unless authorized by the Company in writing to do so.

32.5 In addition to the remedies as stated above, there is a "grievance committee" formed by the Company which can be approached by supplier in case of non-settlement of issues at any stage if supplier feels that settlement is not insight or not justified.

33. Redressal of grievances by the procuring agency:-

33.1 Grievance Committee is in place to address the complaints of bidders that may occur prior to entry into the procurement contract.

33.2 Aggrieved bidder may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report.

33.3 Bidder is to submit complaint on letter head duly signed by the authorized person. Tender reference, details / nature of complaint, complainant active telephone, cell, postal address, email



address must necessarily be provided. Incomplete / anonymous complaints will not be responded at all.

- 33.4 The Committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint

33.5 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

34. Blacklisting of Suppliers and Contractors:

The Company shall permanently blacklist or temporarily debar (at least for 6-months from participating in SSGC's tender proceedings) if, a supplier or contractor who either constantly fails to perform satisfactorily performance or found to be indulged in corrupt and fraudulent practices as defined below:

- 34.1 Corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official/Company.
- 34.2 If the supplier/contractor found responsible for the detriment of the Company during proceedings of procurement/contract, prior to its execution.
- 34.3 Misrepresentation of facts in order to influence the procurement process or the execution of the purchase order/contract.
- 34.4 Collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non- competitive levels and to deprive the Company of the benefits of free and open competition.

35. Supplier's Guarantee and Responsibilities:

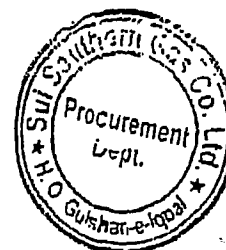
The Bidder/Supplier shall guarantee that the materials supplied against this tender enquiry is new and is of acceptable quality and has been tried and approved on similar jobs. The validity and scope of such guarantee will be in accordance with conditions stated in this document. In case the opinion of the Company the Goods fail to perform the services in accordance with the specifications specified in Section IV due to manufacturing defects/defective material and/or workmanship, the Supplier shall replace, repair or reconstruct such Goods at his own cost in Pakistan wherever the Goods shall be located so that such Goods shall be restored to such conditions that it shall perform in satisfactory operating condition or to replace it with new Goods at Supplier's cost so that the goods shall perform in accordance with the specifications and details as set forth in the Contract/tender documents. If the Supplier shall fail to do so after expiry of 15 days notice to this effect served on him by the Company, the Company shall be at liberty to repair, replace and/or reconstruct the Goods at its costs provided in the event, the Company shall be entitled to recover total cost of such replacement from the Supplier withdrawing from the Performance Guarantee.

36. Language:

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Company shall be written in English language. Any printed literature furnished by the bidder may be written in another language provided that this literature is accompanied by an English translation in which case for purpose of interpretation of the bid, English translation shall govern.

37. Vehicle Applied by Authorized dealer of local manufacturer :

In case of vehicle supplied by authorized dealer of local manufacturer, the authorized dealer will be responsible to get the vehicle (s) registered through Excise Department Government of Sindh and provide Original Registration book / Original Registration Invoice / Tax payment receipt / other related documents & provide the vehicle (s) number plate (s) to SSGC. Registration fee will be reimbursed by SSGC subject to submission of Government of Sindh Excise Department receipt.



Additional Terms for Tenders on F.O.B.JC&F basis:

1. Submission of bids:

- 1.1 Bid bond (Earnest money) @ 2% of the total F.O.B value as per clause 9, of section 1 of "General terms & conditions" is required to be submitted with the bid. It may be noted that bids without bid bond will be rejected and returned to bidder.
- 1.2 In case the bidder is manufacturer the bid shall either be completely prepared by the foreign bidder including signing and stamping of all documents. In case, such documents are being signed by the local agent of the bidder, the bid shall essentially include supplier's original Performa invoice and an original authority letter in favor of local agent to sign the documents on their behalf. The bid is liable for rejection if these conditions are not met.
- 1.3 In case of Bidder offering to supply goods which the bidder did not manufacture or otherwise produce, the bidder shall be duly authorized by the goods manufacturer or the producer to submit bid or supply the goods on their behalf.
- 1.4 Bids shall be submitted (preferably through local agents) in two copies, (original + copy).
- 1.5 The price on unit FOB and C&F basis is to be quoted separately. Following are to be essentially indicated in the bid form:
 - 1.5.1 Country of origin.
 - 1.5.2 Port of shipment.
 - 1.5.3 Estimated gross/net weight, dimension & volume of offered item and estimated weight of each item.
 - 1.5.4 Delivery period or schedule in case of bulk quantities.
 - 1.5.5 Original technical literature.
 - 1.5.6 Beneficiary's complete address.

1.6 Foreign bank charges and L/C confirmation charges will be borne by the supplier.

1.7 Bid Currency:

The rates shall be quoted in bidder's home country or in United States Dollars. A bidder expecting to incur a portion of its expenditures in the performance of the contract in more than one currency and wishing to be paid accordingly shall indicate the same in their bid. However, bidder from Pakistan would be paid in Pak Rupee.

(Clause 1.5 of General Terms & Conditions is not applicable)

2. Bid bond:

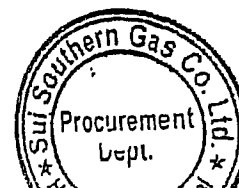
- 2.1 Bid bond shall be equivalent to two percent (2%) of the total F.O.B value, in favor of Sui Southern Gas Company Limited and shall be in the form of pay order, demand draft, call deposit receipt or a bank guarantee (specimen attached at Annexure-A), issued by a scheduled bank in Pakistan. The bid bond shall remain valid for 120 days (150 days in case of Single Stage Two Envelope bidding procedure) unless specified otherwise. The bid bond shall be returned/refunded to the un-successful bidders while the bid bond of the successful bidder shall be retained, till submission of Performance bond. Bids without bid bond will not be considered. In case the order value is less than US\$25,000 the bid bond in lieu of performance bond, will be retained till fulfillment of obligations by the supplier. However, in either case the bidder is responsible to arrange the extension of bid bond validity as per requirement. If bid bond submitted by the supplier is more than 2% of ordered value, it may be replaced with appropriate value. Bid bonds of non-compliant bidders may be released during evaluation process. The bid bond shall be denominated in the currency of the bid or any other freely convertible currency.

2.2 Bid submitted on behalf of different principals shall be required to submit separate bid bond along with the bid for each offer.

(Note as mentioned at Clause 9, 9.1 & 9.2 of General Terms & Conditions shall also apply).

3. Conversion to single currency:

In order to carry out evaluation and comparison, the Company will convert all bid prices expressed in various currencies to Pak Rupees at the buying exchange rates established by the State Bank of Pakistan or any other commercial bank in Pakistan for similar transactions on the date of opening of bids. In case of Two Envelope Bidding System, the exchange rates prevailing at the time of opening of Technical Proposals will be used for conversion and evaluation.



4. Evaluation Criteria:

- 4.1 The evaluation of bids will be carried out on C&F / landed cost basis, however purchase order will be placed on FOB price on freight to collect basis. The bidders are required to submit best freight charges obtained by them from Pakistan National Shipping Corporation (PNSC) in order to have a uniform basis to arrive at C&F cost. Bill of lading to indicate "freight payable by the consignee at destination" in local currency. Foreign currency exchange rate (selling) will be considered as of bid "opening date".
- 4.2 In the case of goods to be offered from outside Pakistan, custom duties and other similar import taxes which are applicable shall be added to the bid.
- 4.3 In case shipment by air it shall be arranged through Company's airfreight forwarder (s) or their nominated agent "on freight to collect basis".

(Clause No. 14.3 to 14.4 of General Terms & Conditions are also to be applicable).

5. Loading of Bids:

Freight charges from port of loading up to Karachi port or unit C&F value must be indicated in bid form, failing which bid will be loaded by 5 to 10% freight charges. Bid will be declared non-compliant if loading results an extensive increase in price of material.

(Clause 15 of General Terms & Conditions is also applicable).

6. Performance bond:

- 6.1 In case purchase order value is US\$25,000/- or above or equivalent for other currencies, letter of intent will be issued to successful bidders for submission of performance bond guarantee which is to be submitted within 15 days from receipt of L.O.I. The successful bidders shall submit a performance bank guarantee (P.B.G) in the form of bank guarantee (specimen attached at Annexure-B) issued by a scheduled bank in Pakistan, for an amount equivalent to 10% of the total value of the purchase order or as specified, in the letter of intent. The performance bond unless specified otherwise, shall remain valid till:

- 6.1.1 Completion of final satisfactory delivery in case of consumable items.
- 6.1.2 12-18 months from the date of satisfactory delivery of the equipment/machinery.
- 6.1.3 Satisfactory delivery/installation of system in case the installation liabilities will be on supplier's part.
- 6.1.4 120 days in case of chemicals.

- 6.2 The Letter of Credit shall be operative upon receipt of Performance Bond (as specified in para 6.1) and integrity pact, any delay due to late submission of Performance Bond will be on supplier's account. Late submission of PBG should not affect the delivery schedule.

- 6.3 The performance bond shall be denominated in foreign currency or in currency of the contract/purchase order or in a freely convertible currency acceptable to the Company and shall be in the form of a bank guarantee.

- 6.4 In very special case subject to approval of the management, the P.B.G could be acceptable in Pak Rupee. However, an undertaking should be given by the supplier that in case of encashment of P.B.G supplier shall deposit short fall amount due to Pak Rupee exchange rate.

6.5 Warranty/Guarantee:

In case where performance guarantee is not applicable, the supplier shall warrant that all goods supplied under the contract/purchase order are new, unused, of the most recent or current models and all recent improvements in design and goods have been incorporated, unless provided otherwise in the contract/purchase order. This guarantee shall remain valid for a period of twelve to eighteen months after the goods have been delivered or commissioned.

(Clause 16.2 to 16.8 of General Terms & Conditions are also applicable).

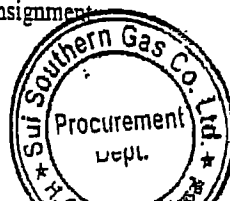
7. Delivery:

- 7.1 In case of "FOB" order/contract, shipments shall be effected per vessel of Pakistan National Shipping Corporation (PNSC) owned or chartered vessels on "freight to collect" basis. Bill of lading to indicate "freight payable by the consignee at destination". In case goods ready for shipment and the PNSC vessel is



not available at port of loading, supplier shall intimate the same to Company immediately so that matter could be taken with PNSC in Pakistan.

- 7.2 In case of C&F order/contract, the supplier hereby guarantees/ensure:
- 7.2.1 To use clean and dry vessel suitable for marine transportation and shall not use tramp vessels.
 - 7.2.2 The goods/material will be shipped/dispatched with all care and diligence at their risk & cost and goods to be stored below deck. Accordingly, the supplier shall be responsible for all damages/losses during inland and marine transportation from the supplier's plant until arrival at Karachi port.
 - 7.2.3 To provide as part of its work all services and functions related to handling, loading, unloading, lashing and securing in ship's holds and all costs, charges and expenses of which shall be included in the purchase order/contract price, unless otherwise specified.
- 7.3 In case of FOB order/contract, the supplier's obligations shall be over after the goods have crossed the ship's rails. The co-ordination, scheduling and lining-up for a PNSC vessel shall be the obligation of the supplier.
- 7.4 The supplier shall reimburse the Company all additional duties, taxes and other such charges paid by the Company on account of short shipment by the supplier for all items subsequently shipped on a no-charge basis or otherwise by the supplier. The supplier shall also reimburse the Company all additional duties, taxes and other such charges paid by the Company on account of incorrect invoicing by the supplier.
- 7.5 Shipment shall be deemed to have been made when the supplier has shipped the goods against a clean bill of lading and all other such documentation, as specified in clause 9.3 & 9.4 appearing next in sequence) have been furnished to the Company.
- 7.6 The supplier shall ensure that all above mentioned acts and other incidental and ancillary functions are conducted in accordance with sound and acceptable engineering practices. The Company shall be entitled to oppose any incorrect or inadequate practice adopted by supplier in this respect and the supplier shall take corrective action/measure forthwith to correct such omissions. If any goods are discovered to be damaged or unacceptable at the point of loading, the supplier shall be responsible for replacement free of all charges and costs to the Company within the delivery period specified in the purchase order/contract.
8. Insurance:
- 8.1 All goods supplied under the purchase order/contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in delivery clause 7.
 - 8.2 Marine Insurance shall be the responsibility of the Company unless otherwise specified.
 - 8.3 The supplier shall advise the Company by fax at least seven (7) days prior to the expected date of shipment, the following particulars:-
 - 8.3.1 Name of the vessel and of the shipping company.
 - 8.3.2 Age of the vessel (which should be less than 20 years).
 - 8.3.3 Lloyds 100A1 or equivalent classification of the vessel.
 - 8.3.4 ETD from Port of dispatch and ETA at Karachi
 - 8.3.5 FOB/C&F value of the consignment.
- The above information shall also be transmitted to the Company's underwriters, M/s. National Insurance Corporation by fax No. 0092-21-9202779 and to the Company referring Policy No. NIF/M/K/OP/002/73.
9. Payment:
- 9.1 Payment of FOB/C&F prices shall be made in the currency of bid through an irrevocable letter of credit (L/C) established in favor of the supplier, negotiable through the bank of their choice. Bidder shall indicate full name and address of the negotiating bank and the place at which they wish to negotiate the letter of credit. All bank charges outside Pakistan will be on supplier's account and all bank charges within Pakistan will be at Company's account. If confirmed letter of credit is required then charges for confirmation will be on supplier's account.
 - 9.2 The supplier's request (s) for payment shall be made to the Company in writing as follows:
 - 9.2.1 It shall be accompanied by an invoice describing, as appropriate, the goods delivered and the services incurred and by shipping documents submitted pursuant to Clause 9.4 hereof and upon fulfillment of other obligations stipulated in purchase order/contract.
 - 9.2.2 Against shipping documents on arrival of ordered material at consignee destination. Bidder (s) will have to clearly mention, if they wish to opt for this mode of payment
 - 9.3 The letter of credit shall be available upon presenting the following documents to the negotiating bank within 15 days of the date of the bill of lading covering shipment of each consignment.



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- 9.3.1- Invoice ----- 4 copies
- 9.3.2- Packing list ----- 4 copies
- 9.3.3- Bill of lading " freight to be paid by consignee at destination" evidencing shipment in terms of the purchase order to Karachi-Pakistan made copies. out to order in the name of Co.'s bank, Notify party Sui Southern Gas Company Ltd., ----- 3 originals & 6 non-negotiable
- 9.3.4- Certificate of Origin (Verified/ Endorsed by Chamber of Commerce) ----- 2 copies
- 9.3.5- Manufacturers test certificate/ ----- 2copies Inspection report.

9.4 Without prejudice to the supplier's responsibility for providing documents mentioned as at 9.3.1 to 9.3.5 above to bank, the supplier shall forward the following non-negotiable documents directly to Company immediately after shipment so as to reach the Company at least 15 days prior to the arrival of the vessel at Karachi port.

- 9.4.1 -Invoice ----- 6 copies
- 9.4.2 -Bill of Lading ----- 6 copies
- 9.4.3 -Packing List ----- 6 copies
- 9.4.4 -Certificate of Origin (Verified /Endorsed by Chamber of Commerce) ----- 2 copies
- 9.4.5 -Manufacturers Test Certificate/ ----- 2 copies

Inspection Report.

9.4.6 The invoice to be exactly as per order/contract. Any deviation which render or cause the company to pay demurrage or any other charges with respect to clearance/handling etc. will be borne by the supplier.

9.5 No payment hereunder shall be deemed to be accepted by the Company of the goods covered by such payment nor release the supplier from responsibility thereof under the terms of the purchase order/contract.

9.6 If the Company is compelled to pay demurrage or storage charges or incurs any loss or suffers any damage at Karachi Port on account of non-compliance by the supplier of above requirements, the Company shall be entitled at their sole discretion to recover the same amount from supplier.

10. Termination of purchases order by supplier:

10.1 The supplier shall have the right to terminate the contract/purchase order if:-

10.1.1 The Company fails to establish the letter of credit within the stipulated period as required under clause 9.1 hereof after the supplier has made compliance with the provisions of clause 6.

10.1.2 The Company becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.

10.1.3 The Company is in default and breach of its obligation and liabilities under the contract/purchase order.

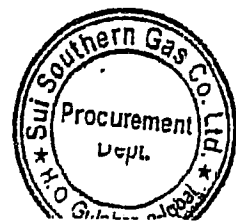
11. Installation/Commissioning/Training:

If installation/commissioning and training is required, the charges will be paid in Pak Rupee and will be subject to deduction of all local duty and taxes (as applicable).

12. Vehicle (s) supplied by foreign manufacturer / principal:

12.1 In case of supply of any type of vehicle (s) / earth moving vehicle (s) by the foreign principal / manufacturer. After clearance of vehicle from the custom, the local agent of the foreign supplier / manufacturer / principal will be completely responsible to get the vehicle (s) registered through Excise Department Government of Sindh and provide Original Registration book / Original Registration Invoice / Tax payment receipt / other related documents & provide the vehicle (s) number plate (s) to SSGC. Registration fee will be reimbursed by SSGC subject to submission of Government of Sindh Excise Department receipt.

12.2 The bidder / supplier shall quote only those vehicle (s) / which fully comply to Pakistani environment and can operate in Pakistan. The bidder should ensure that vehicle (s) consumables like fuel/oil & lubricant spares are easily available in Pakistan.



SSGC

Annexure - A

On Non Judicial Stamp Paper of Rs. 50/- (Fifty) Per 100,000
Format of Bid Bond Guarantee

BANK GUARANTEE NO.....
DATE OF ISSUE.....
DATE OF EXPIRY.....
AMOUNT.....

Sui Southern Gas Company Limited,
ST. 4/B, Block-14,
Gulshan-e-Iqbal,
Sir Shah Suleman Road,
Karachi.

SSGC/LP/.....

Dear Sirs,

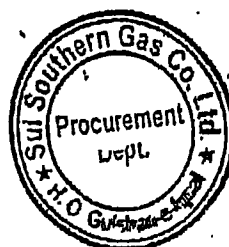
Bid Bond Bank Guarantee

In consideration of M/s.....hereinafter called the Bidder
having submitted the accompanying bid & in consideration of value received from Bidder we hereby agree and
undertake as follows:

1. To make unconditional payment of Rs..... upon your written demand without further recourse, question or reference to the Bidder or any other person in the event of withdrawal of the aforesaid bid by the Bidder before the end of the period specified in the bid after the opening of the same for the validity thereof or if no such period to be specified within 90 days (150 days in case of Single Stage Two Envelope bidding procedure) after said opening and or in the event that the Bidder shall within the period specified therefore or if no period specified within 15 days after the prescribed forms are presented to the Bidder for signature the Bidder shall fail to execute such further contractual documents if any, as may be required by the terms of the bid as accepted or on the Bidder failure to give the requisite Performance Bond as may be required for the fulfillment of resulting contract.
2. To accept written intimation (s) from you as conclusive and sufficient evidence of the existence of a default of non-compliance as aforesaid on the part of Bidder and to make payment accordingly within 03 days of the receipt of the written intimation.
3. No grant of time or other indulgence to, or composition or arrangement with the Bidder in respect of the aforesaid Bid with or without notice to us shall in any manner, discharge or otherwise, however, effect this Guarantee and our liabilities & commitments hereunder.
4. This Guarantee shall be binding on us and our successors in interest and shall be irrevocable.

Yours faithfully,

(stamp and signature of the issuing bank)



SSGC

Annexure - B

On Non Judicial Stamp Paper of Rs. 50/- (Fifty) Per 100,000
Format of Performance Bond Guarantee

BANK GUARANTEE NO.....
DATE OF ISSUE.....
DATE OF EXPIRY.....
AMOUNT.....

Sui Southern gas Company Limited,
ST. 4/B, Block-14,
Gulshan-e-Iqbal,
Sir Shah Suleman Road,
Karachi.

SSGC/LP/.....

Dear Sirs,

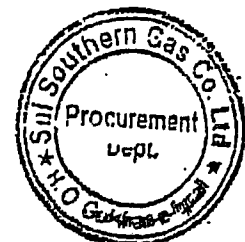
In The Sum of Rs.....Account.....
-To You in Karachi under the Purchase

In consideration of your having placed Purchase Order No.....
dated:..... On M/s..... called Supplier and in
consideration for value, received from Supplier, we hereby agree and undertake as under:

1. To make unconditional payments to you from time to time as called upon or make an unconditional payments Rs..... Being Ten Percent (10%), of the value of the Purchase Order price mentioned in the said Purchase Order, on your written demand(s) without further resource, question or reference to Supplier or any other person, in the event of default or non-performance and / or non-fulfillment by Supplier of his obligations liabilities & responsibilities under and in pursuance of the said Purchase Order of which you shall be the sole judge.
2. To accept written intimation from you as conclusive and sufficient evidence of the existence of a default or breach as aforesaid on the part of Supplier and to make payment accordingly within 3 (three) days of receipt thereof.
3. To keep this guarantee in full force from the date hereof as specified in General or Special terms & conditions.
4. That on grant of time or other indulgence to amendment in the terms of the purchase order by agreement with Supplier in respect of the Performance of his obligations under and in pursuance of the said Purchase Order with or without notice to us, shall in any manner discharge or otherwise, however, affect this Guarantee and our liabilities and commitments there under.
5. This Guarantee shall be binding on us and our successors in interest and shall be irrecoverable.
6. This Guarantee shall not be affected by any change in the constitution of the Guarantor Bank or the constitution of M/sthe Supplier.

Yours faithfully,

(stamp and signature of the issuing bank)



(Format of Declaration)

General Manager (Procurement)
Sui Southern Gas Company Limited,
ST. 4/B, Block-14, Gulshan-e-Iqbal,
Sir Shah Suleman Road, Karachi.

SSGC/LP/

Dear Sir,

Declaration

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

Without limiting the generality of the foregoing, (the Seller/Supplier) represents and warrants that it has fully declared the brokerage, commission fees etc. paid or payable to anyone and not given or agreed to give and shall not to 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 of benefit in whatsoever form from SSGC, except that which has been expressly declared pursuant hereto.

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

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

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

Yours faithfully,

Signature & Stamp (The seller/supplier)

Note:

1. The above declaration is required to be submitted by the Successful Bidder after issuance of Purchase Order (PO) or Letter of Intent (LOI) on Bidder's letter head, for purchase order / letter of intent of a total value of Rs. 10,000,000/- (Ten million) or above.
2. Please note that submitting the declaration is a mandatory requirement.



SUI SOUTHERN GAS COMPANY LIMITED
PROCUREMENT DEPARTMENT

BLACKLISTING MECHANISM
(REVISION-1)

1 BACKGROUND

In pursuance of Rule-19 of Public Procurement Rules, 2004 read with Rule-2(f) (fa) and the criteria for Blacklisting of Suppliers and Contractors / Consultants doing business with the SSGCs is reiterated hereafter to eliminate unfair trade practices.

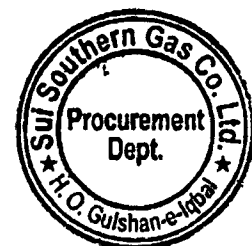
2 SCOPE

The procedure shall be applicable and remain in force, along with any amendments thereto, within Sui Southern Gas Company Limited ("SSGC") until any clear instructions or guidelines are impacted by the Government through Public Procurement Regulation Authority (PPRA), Pakistan Engineering Council (PEC), or any other competent forum. The procedure shall also be applicable on the pre-qualified firms. The procedure shall be applicable on any "Person(s) / Firm(s)", which for the purposes of this Mechanism shall inter alia include suppliers, bidders, contractors, consultants, firms, individuals, and organizations transacting business with SSGC. Wherever any provision of this Mechanism shall be in conflict with provisions of any applicable guidelines of donor agencies, or any other applicable Statute / Law or Rule enforced at the time in Pakistan, the provisions of such applicable guidelines, laws, or rules shall prevail. This SOP shall become a part of the future Bidding Documents.

3 DEFINITION OF TERMS

- 3.1 "Appellate Authority" - Authority to Appeal against issuance of Blacklisting Order.
- 3.2 "Appeal" - Right of firm/individual to lodge protest against the issuance of Blacklisting Order.
- 3.3 "Procuring Agency" - Any department/division/factory/project exercising general and/or administrative control over the unit.
- 3.4 "Blacklisting Order" - An administrative penalty disqualifying a firm/individual from participating in procurement for a given period.
- 3.5 "Suspension" - The administrative penalty imposed for infractions committed during the competitive bidding stage, whereby such firms/individuals are prohibited from further participation in the bidding process of Procuring Agency.
- 3.6 "Contract Implementation" - A process of undertaking a project or contract in accordance with the contract documents.
- 3.7 "Termination of Contract" - Extinction of contract by reason or resolution or rescission under applicable rules/regulations/laws arising from the default of the firms/individuals.
- 3.8 "Delist" - Removal of supplier/contractor from blacklisting.
- 3.9 "PA-Project Authority" - A three-member committee comprising of User, HSE&QA & Procurement Deptt. to address the issue.
- 3.10 RPC-SSG's Rights Protection Committee - To examine the justification of PC.

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4. REASONS FOR BLACKLISTING

4.1 The following shall comprise the broad multilateral guidelines for blacklisting:

- 4.1.1 "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- 4.1.2 "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- 4.1.3 "Collusive Practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser, designed to establish bid price at artificial, non-competitive levels, and
- 4.1.4 "Coercive Practice" means harming or threatening to harm, directly or indirectly, Person(s) / Firm(s) or their property to influence their participation in the procurement process or affect the execution of a contract.

4.2 In addition to above, blacklisting of firms/individuals may be resorted to when the charges are of serious nature, which include but are not limited to the following:

4.2.1 Competitive Bidding Stage

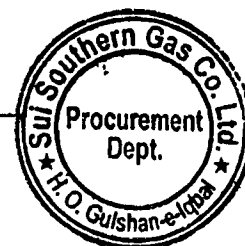
During the competitive bidding stage, the Procuring Agency shall impose on bidders or prospective bidders the penalty of Suspension from participating in the public bidding process, without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution, as provided by applicable laws, for violations committed which include but are not limited to the following:

- i. Submission of eligibility requirements containing false information or falsified documents.
- ii. Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.
- iii. Submission of unauthorized or fake documents for pre-qualification/ tendering i.e. without specific authorization from the principals/ manufacturers etc.
- iv. Failure of the firm to provide authentic Warranty Undertaking and Performa Invoice of the manufacturers / Principal / Trading house.
- v. Failure of the firm to submit specific authority letter of the Original Equipment Manufacturer (OEM) for participation in a particular tender;
- vi. Unauthorized use of one's name, or using the name of the name of another for purpose of public bidding.
- vii. Deviations from specifications and terms & conditions of the purchase order/contract.
- viii. Withdrawal of a bid, or refusal to accept an award or refusal to perform the job or enter into contract with the government without justifiable cause, after he had been adjudged as having submitted the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid.
- ix. Refusal or failure to post the required performance security within the prescribed time.
- x. Refusal to clarify or validate in writing its Bid during post qualification within a period of seven (7) working days, or as may be specifically prescribed, from receipt of the request for clarification.

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- xi. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.
- xii. Any attempt to give illegal gratification to any representative of the purchaser to influence the process of procurement.

In addition to the penalty of suspension, the bid security posted by the concerned bidder or prospective bidder could also be forfeited / encashed.

4.2.2 Purchase Order / Contract Implementation Stage

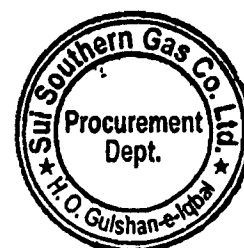
During the Purchase Order / Contract implementation stage, the procuring entity shall impose on contractors after the termination of the contract the penalty of suspension from participating in the public bidding process, without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution, as provided by applicable laws, for violations committed which include but are not limited to the following:

- i. Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Letter to Proceed.
- ii. Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the Procuring Agency or its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following:
 - a. Employment of competent technical Person(s) / Firm(s)nel, competent engineers and/or work supervisors;
 - b. Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;
 - c. Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;
 - d. Deployment of committed equipment, facilities, support staff and manpower; and
 - e. Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation.
 - f. Non-Performance of the supplier in respect of tender terms & conditions and the delivery / supply of material.
- iii. Assignment and subcontracting of the contract or any part thereof or substitution of key Person(s) / Firm(s)nel named in the proposal without prior written approval by the Procuring Agency.
- iv. For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier or distributor arising from his fault or negligence and/or unsatisfactory or inferior quality of goods, as may be provided in the contract.
- v. For the procurement of consulting services, poor performance by the consultant of his services arising from his fault or negligence, any of the following acts by the consultant shall be construed as poor performance:
 - a. Defective design resulting in substantial corrective works in design and/or construction;
 - b. Failure to deliver critical outputs due to consultant's fault or negligence;
 - c. Specifying materials which are inappropriate, substandard or way above acceptable standards;

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- d. Allowing defective workmanship or works by the contractor being supervised by the consultant; and
- e. Submitting CV's of key Person(s) / Firm(s) in the prequalifying process or bid documents of professionals that are not in actual employment of the bidder.

vi. For the procurement of infrastructure projects, poor performance by the contractor or unsatisfactory quality and/or progress of works arising from his fault or negligence.

vii. Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

In addition to the penalty of suspension, the performance security posted by the contractor could also be forfeited.

4.2.3 In addition to above, other grounds for blacklisting of firms/individuals include but are not limited to the following:

- i. Obtaining fraudulent payments;
- ii. Obtaining contracts by misleading the purchaser;
- iii. Refusal to pay SSGC dues etc.;
- iv. Failure to fulfill contractual obligations;
- v. Changes in the status of firm's ownership/partnership etc. causing dissolution of the firm which existed at the time of inspection / bidding prior to original registration of the firm;
- vi. Registration of a firm with a new name by the Proprietor or family or a nominee thereof of a firm that has been already blacklisted;
- vii. Consequential operational damages caused to SSGC equipment or infrastructure as a result of equipment or parts thereof supplied on trial basis or due to failure of such equipment;
- viii. Contractors who have negotiated Plea Bargain under the National Accountability Ordinance 1999, or contractors involved with any other criminal proceedings conducted by any investigation agency where default has been proved specifically in relation to supplies made to or contracts concluded with SSGC.
- ix. Involved in litigation or needless petitioning to influence or obstruct the procurement process either on his own behalf or at the behest of any other vested interest;
- x. A firm may be disqualified for a period extendable to two years in case a decision by a court is awarded against the said firm after litigation, or where the firm is involved in litigation at least three times during two financial years, or where a firm has on account of litigation caused substantial financial losses to SSGC;
- xi. Blacklisted by other Federal and Provincial Government Ministries / Divisions / Departments and organizations / autonomous bodies subordinate thereto; and
- xii. Blacklisting in case of Joint Venture firms will also result in termination of the concerned Joint Ventures Partners.

5. SYSTEM OF PENALTIES

For the purpose of uniformity, following system of penalties shall be adopted for procurement of goods, works and services:

- 5.1 Blacklisted and henceforth cross debarred for participation in any public procurement or disposal proceedings for the period of not more than ten years, if corrupt and fraudulent



practice as defined in these rules is established against the bidder or the bidders in pursuance of blacklisting proceedings;

- 5.2 blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than three years, if the bidder fails to perform his contractual obligations during the execution of contract or breaches the contract due to his capacity and capability to perform or otherwise. However, procuring agency shall initiate such blacklisting or debarment proceedings after exhausting the forum of arbitration, provided that such provision exists in the conditions of contract, and if such failure or breach is covered in the respective dispute settlement clauses of the contract, and
- 5.3 blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than six months, if the bidder fails to abide with a bid securing declaration, however without being indulged in any corrupt and fraudulent practice.

6. SUSPENSION AND BLACKLISTING PROCEDURE

1. The supplier or contractor who is to be blacklisted for a specified period is given adequate opportunity of being heard.
2. The supplier or contractor who is to be blacklisted for a specified period is called for meeting by providing adequate time, so as to given him adequate opportunity of being heard before taking any action.
3. In case the supplier or contractor does not attend the meeting on the given date and time a final notice is served to him / her to attend the meeting on the revised date and time. Despite the final notice, if the supplier or contractor does not attend the meeting as per schedule, automatically be considered at fault. Action will be taken as per below clauses 5 to 9.
4. A three-member committee will form comprising of User, Procurement and HSE&QA departments to address the issues in the meeting with the supplier or contractor. Members of committee may not below of grade IV.
5. In case the supplier or contractor is found at default based on the fact of the case as well as the tender terms and conditions, and do not justify the grounds of his default as per the tender terms and conditions, the approval is sought from the management for their temporary or permean blacklisting alongwith encashment of bid bond or PBG as the case may be.
6. The decision of the management is communicated to the defaulted supplier or contractor through a formal letter.
7. A copy of the letter of the defaulted supplier / contractor alongwith covering letter with pertinent documents is / also forwarded to the Authority (PPRA) for uploading on PPRA website.
8. The blacklisting information of the supplier / contractor is uploaded on the websites.



9. Any bidder not satisfied with the decision of the procuring agency, may lodge an appeal in the relevant court of jurisdiction.
10. After coming into force the procurement contracts, the dispute between the parties to the contract shall be settled by arbitration.

7. STATUS OF BLACKLISTED FIRM/INDIVIDUAL

Blacklisting of a firm/individual will not affect other ongoing contracts/works/supply orders. However, such blacklisted firm shall stand barred from all future tender processes/participation and Standing Security, if any, could be confiscated until recovery of financial damages ascertained by the authority while issuing Blacklisting Order.

8. DELISTING

A temporary blacklisted firm / individual shall be automatically restored after the period for the penalty has elapsed, unless the procuring agency wants to maintain the blacklisted status of firm / individual due to justifiable reasons with the prior approval of Appellate Authority. In the latter case, the temporary blacklisted firm / individual shall be restored.

9. AMENDMENTS

- 9.1 In the implementation of Blacklisting Mechanism, the modifications may be introduced thereto through the amendment of its specific provisions as the need arises.
- 9.2 Any amendment to this Blacklisting Mechanism shall be applicable to tenders advertised for bid after the effectivity of the said amendment.

10. EFFECTIVITY

The Blacklisting Mechanism or any amendments thereof shall take effect immediately and from the date of its issuance. All future tender documents must be governed by these instructions. However, these cannot override the provisions of Public Procurement Rules, 2004.

11. The Steps to be Followed are As Under

The causes and reasons to be taken into consideration for Debarment / Blacklisting of any Person(s) / Firm(s) are given as under:

1. PRE-AWARD STAGE:

The following shall be considered, inter alia, the events / reasons for initiating proceedings under this Mechanism at the Pre-Award Stage:

- i Indulging in Corrupt: Fraudulent as well as Collusive practices.
- ii Submission of false and spurious documents, making false statements, making frivolous complaints and allegations to gain undue advantage.



- iii Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration, giving false evidence, furnishing of false information of serious nature.
- iv Submission of false bid security or infringement of documents to get undue monetary or any other benefit.
- v Breach of confidentiality of evaluation process based on illegal access or in any way to get undue benefit or to provide benefit or to frustrate the bidding/evaluation process. This will also include attempts to sabotage the bidding process directly or indirectly.

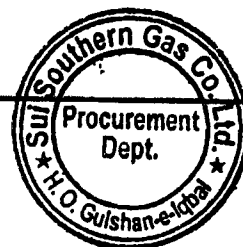
2. POST- AWARD STAGE:

The following shall be considered, interalia, the events / reasons for initiating proceedings under this Mechanism at the Post-Award Stage:-

- i. Extraordinary delay in signing or refusal to accept the Notification of Award and/or the contract without any cogent reason.
- ii. Misconduct, i.e., failure to proceed with the signed contract, withdrawal of commitments, quoting an unreasonably and unfairly low financial offer and subsequently withdrawing such an offer, frustrating the evaluation/bidding process and not responding to written communication in a reasonable time.
- iii. Causes mentioned in Sub-Clauses i, ii and iii above.
- iv. Submission of fake / frivolous or mutilated Performance Guarantee or Advance Payment Guarantee etc.
- v. Non-satisfactory performance during the execution of the contract / purchase order.
- vi. Non-performance or Breach of provisions / clauses of the contract agreements/tender terms.
- vii. Notwithstanding the warranty/defect liability period, any defect in a product, equipment, plant, facility or services rendered that may subsequently surface during field operations within 5 years of its commissioning.
- viii. Failure to honour obligations within warranty period or defect liability period as defined in the contract.

3. OTHER CAUSES :

- i. The Person(s) / Firm(s) is blacklisted by any Government department in Pakistan, or it is established that the firm is involved in any kind of corruption or corrupt practices anywhere in the world.
- ii. Violations of provisions / instructions set down in the Bidding Documents.



- iii. Any attempt / activity to malign or bring SSGC into disrepute and harm its interest(s).
- iv. Person(s) / Firm(s) blacklisted by International Financial Institutions (donor agencies) will be liable to be blacklisted after receipt of confirmation from the donor agencies without any further proceeding.
- v. Any other cause deemed just and appropriate by CPPA in the given circumstances.

Note: (1) If above mentioned causes occur either on part of the principal bidder or the local agent, both shall be considered for blacklisting / debarment.

- (2) The authorization of the foreign bidder to local agent shall contain his complete particulars including the name of the company, name of the owner, National Tax number (NTN), CNIC (Computerized National Identity Card) No. etc. In case, the said information is found to be missing, even after calling for the same within a reasonable time, the authority letter shall not be accepted.
 - (3) The Bidding Documents shall be issued against original authority letter or in case of scanned copy, the email of the foreign bidder shall be enclosed. However, at the time of bidding, the original authority letter shall be attached with the bid. In the absence of the same, the bid shall be rejected.
4. FORMULATION of SSGC's Rights Protection Committee: A permanent Committee namely "SSGC's Rights Protection Committee (RPC or Committee)" shall examine the justification of the reasons given by the Project Authority prior to blacklisting. Member of RPC must be one grade up from the members of PA.

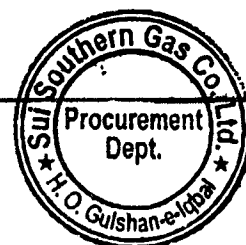
5. PROCEDURE FOR BLACKLISTING

Upon receipt of or obtaining information and/or knowledge that any Person(s) / Firm(s) is involved in practices mentioned in hereinabove under the heading of Pre-Award Stage; Post-Award Stage and Other Causes, the concerned Project Authority / formation shall promptly formulate its recommendations and submit through the Managing Director, SSGC to SSGC's RPC / Committee along with its findings, details of charges and documentary evidences to initiate proceedings under this Mechanism.

6. INITIATION OF AN ACTION

- (i) Within a period of 15 days after receiving the recommendations of Blacklisting / Debarment from the concerned Project Authority, the Convener of the Committee shall issue a Show Cause Notice ("Notice") thereby informing the Person(s) / Firm(s) about the alleged charges and shall provide an opportunity to the defend said charges within a time period of 15 (fifteen) days.
- (ii) The Person(s) / Firm(s) shall be accorded adequate opportunity of hearing in order to defend the charges within the given timelines.
- (iii) The Notice to the Person(s) / Firm(s) shall be sent at the mailing/postal address as provided under the Contract or any other address provided by way of subsequent written communication by the Person(s) / Firm(s). The non-receipt of the Notice due to incorrect / change in mailing address without any written communication shall not be attributable to

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SSGC. In case of non-receipt of any reply from the accused Person(s) / Firm(s) within the formulated time, but not less than the time given in (i) above, the Committee shall have the right to proceed on Ex-parte basis.

7. DECISION

The committee shall hold an independent inquiry/investigation as the case may be, and, which may include site visits and interviews with the parties concerned. The Committee shall complete the entire inquiry/investigation, preferably within a period of 30 days after receipt of response from the Person(s) / Firm(s) against whom proceedings under this Mechanism has been initiated and shall present the report to the Managing Director, SSGC. If required, the Committee may report the case to an appropriate law enforcement agency depending upon the nature of the case for detailed investigations with the prior approval of Managing Director, SSGC. iii. The Person(s) / Firm(s) against whom proceedings have been initiated under this Mechanism shall not proceed for arbitration/litigation during the proceedings for blacklisting.

8. COMMUNICATION OF DECISION

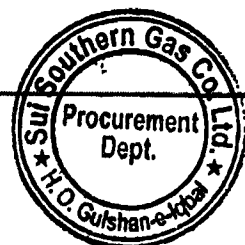
After recommendation for temporary & permanent blacklisting by "SSGC's Rights Protection Committee (RPC)", the Person(s) / Firm(s) concerned shall be informed within 10 days of such decision. The decision of the Committee will be notified on SSGC's and PPRA's websites and shall also be conveyed to Pakistan Engineering Council.

The temporary Blacklisting on the grounds and reasons specified herein above shall be for a reasonable specified period of time and as a general rule of prudence, the period may not exceed three years, except in cases where debarment/blacklisting has been done by any other government department or an International Financial Institution (Donor Agency). In case the Person(s) / Firm(s) has been blacklisted by the government department or the International Financial

Institution (donor agency), the period of temporary blacklisting/debarment shall be for a maximum period of 3 years or the time period for which the concerned government department/International Financial Institution (Donor Agency) debarred the contractor (whichever is higher). However the permanent blacklisting cannot be revived.

Action after the Person(s) / Firm(s) are placed on Blacklisting List:

- i. The decision of blacklisting will be immediately circulated to all concerned as mentioned herein above under the heading Communication of Decision.
- ii. In case of a contract already awarded to a Person(s) / Firm(s) which has been blacklisted and termination is either not possible or not feasible, the concerned Project Authority may proceed in this case to complete the contract with the approval of Competent Authority. (iii) The blacklisted Person(s) / Firm(s) shall stand disqualified from bidding from the date of decision against them. Any pending bids shall also stand rejected. If a contract has already been awarded to Person(s) / Firm(s), it shall be voidable at the option of SSGC. (iv) A separate register or data base will be maintained for blacklisted firms indicating reasons and period.



9. Effectiveness

This Mechanism or any amendments thereof shall take effect immediately with the approval from Managing Director of Sui Southern Gas Company Limited.

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Dated : 12th October 2020
Revision-1 : Dt: 3 Sept 2024



AFFIDAVIT OF COMPLIANCE WITH INTEGRATED MANAGEMENT SYSTEM (IMS) MANUAL

I, _____ [Supplier's Authorized Representative Full Name], of _____ [Supplier Company Name], with principal office located at _____ [Full Address], do hereby solemnly affirm and declare as follows:

1. That I am the duly authorized representative of _____ [Supplier Company Name], and have the legal authority to make this declaration on behalf of the company.
2. That I confirm having accessed, read, and fully understood the Integrated Management System (IMS) Manual provided by Sui Southern Gas Company Limited (SSGC), available at official website [<https://www.ssgc.com.pk/web/wp-content/uploads/2025/06/IMS-Manual-1-1.pdf>].
3. That _____ [Supplier Company Name] agrees to comply fully with all the policies, procedures, and responsibilities outlined in the IMS Manual, and will ensure that all relevant employees, contractors, and agents are made aware of and comply with the same.
4. That _____ [Supplier Company Name] acknowledges that failure to comply with the IMS Manual may result in corrective action, including but not limited to financial penalties as per SSGC policy and suspension or termination of business with Sui Southern Gas Company Limited (SSGC).
5. This affidavit is made in good faith and for the purpose of affirming our commitment to health, safety, and environmental standards in our operations and engagements with SSGC.

Signed at [City] this [day] of [month], [year].

Signature: _____
Name: [Full Name of Supplier Representative]
Designation: [Job Title]
Company Name: [Supplier Company Name]
Contact Details: [Phone, Email]

Witnessed by:

Signature of Witness: _____
Name of Witness: _____
Date: _____

Witnessed by:

Signature of Witness: _____
Name of Witness: _____
Date: _____

