

Checklist for Bidders

Enquiry #: 13911 Opening Date: _____ Time: _____
M/s, _____ Phone No: _____

Please Ensure before submitting the bid, that following Information/ Documents have been submitted / providing along you bid Check () appropriate box.

S. No.	Details of required information / documents	Yes	No
1.	Fixed Bid Bond as specified in Tender Document		
2.	Original Technical literature is enclosed, if any		
3.	Any change in your current address, Phone Fax no & Email etc Intimated		
4.	Bid Validity as specified is mentioned		
5.	Delivery / Completion period has been specified.		
6.	All corrections/cutting/overwriting are singed & stamped		
7.	Sample (if necessary) is enclosed		
8.	Form- X Duly Signed & Stamped		
9.	Each & Every Page of the bidding documents shall be signed and stamped by the bidder.		
10.	Original Bid + One Copy is Submitted		

Note:

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

As per SRO296(1)/2023 dated 08th March 2023 "E-Pak Procurement Regulations, 2023" all bidders are advised to register in e-Pak Acquisition and Disposal System (EPADS).



Bidders Authorized Representative



M/s. _____

**OUTSOURCING GAS BILL PRINTING SOLUTION FOR
KARACHI, HYDRABAD & QUETTA REGIONS**

**Supplier must be active in FBR Active Taxpayer List (ATL)
Under Single Stage Two Envelope Bidding Procedure**

Tender Enquiry No. SSGC / SC / PT / 13911

SECTION - I

Invitation to Bid

Sui Southern Gas Company Limited (SSGC) intends to carry out the work related to Services Required for Outsourcing of Gas Bill Printing for Different Region (Karachi, Hyderabad and Quetta) (As per Criteria/BOQ/T&C) (Under Single Stage Two Envelope Bidding Procedure) (On Complete Package Basis).

The Company invites you to submit Technical Proposal and Financial Proposal in two separate sealed envelopes “**Under Single Stage Two Envelope Bidding Procedure**” i.e. Sealed Technical offer & Sealed Financial offers shall be submitted in separate envelopes. Technical offers will be opened and evaluated first. Financial offers of only technically compliant bidders will be opened on later intimated date in presence of bidder’s representative.

The priced bids shall be submitted along with FIXED Bid Bond amounting Rs. 250,000 (Two hundred fifty thousand Rupees Only) in the form of Pay order / Demand Draft in favor of Sui Southern Gas Company Limited

The Company reserves the right to add, delete from or amend any part of these tender documents during the bidding period and bidders shall be informed accordingly.

Bids not conforming to the terms and conditions or a part thereof; stipulated in these tender documents may be rejected.

The Tender documents comprise the following:

VOLUME I-Technical Proposal

Section – I	Invitation to Bid
Section – II	Instructions to Bidders (A&B)/Introduction
Section – III	Scope of Work /Special Terms & Conditions/Technical Specification
Section – IV	Marketing Criteria/Packing Specifications With Forms
Section – V	Special Condition of Tender Document /General Terms & Conditions



VOLUME II-Financial Proposal

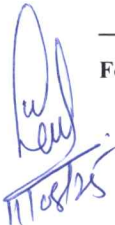
Section – VI	Schedule of Requirement/ Bid Form/ BOQ
Section – VII	Bid Bond Format/Performance Bond Format/Format of Declaration/Contract Form/Form X/Annexure I/Form of Bid Securing Declaration
Section – VIII	Blacklisting Mechanism/ Affidavit of Compliance with IMS Manual /SSTW-05

Bids will be submitted online on EPADS Portal on or before **01-09-2025 at 1200** hours. The bids will be publicly opened at **1230** hours on same day online on EPADS in the presence of bidders and / or their authorized agents who may wish to attend.

Yours faithfully,



For **General Manager (Procurement)**


11/08/25

TECHNICAL

PROPOSAL



SECTION - II

INSTRUCTIONS TO BIDDERS



INSTRUCTIONS TO BIDDER (A)

A. Submission of Bids

1. Separate Sealed Bids that is "Technical" & "Financial" Proposals (FORM-I INVITATION TO BID) shall be submitted by registered post/courier or delivered in person at the address mentioned in the subject form.
2. All the information must be filled-in/submitted strictly as per specimen of Forms enclosed. Data on any other format will not be considered. Each page of each Form should be clearly marked in the right top corner as: Page 1 of Form I and Page 2 of Form I etc.
3. Some of the Forms will require attachments (documentary evidence etc.). Such attachments should be clearly marked as follows: Attachment 1 to Form I and Attachment 2 to Form I etc. (In case the required attachments are not enclosed with the Application, no credit/points will be given for that particular item.)
4. Bidder(s) are required to submit complete details of their proposed printing solutions with their Technical Proposal. They should mention Make & Model and complete technical specifications/features of the proposed printers and printing management system with reference to the SSGC requirements/specifications laid down in this tender document.
5. Each sheet shall be duly stamped and signed by the Bidder(s) or a person or persons duly authorized to sign on behalf of the Bidder(s).
6. All documents submitted by the Bidder(s) shall be treated as confidential and will not be returned.
7. The Bidder firm must have the expertise, capabilities and resources necessary to undertake the printing project.



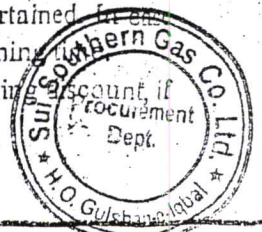
8. Bidder should provide maintenance of their printers either a) directly, or b) Maintenance contract with Printer Manufacturer or c) Maintenance contract with the Authorized partner
9. The decision of SSGC to accept or reject any proposal and will be final based on (Technical and Financial Evaluation).
10. The Financial proposal of only technically qualified bidders will be opened whereas financial proposal of non-qualified bidder will be returned to them unopened.
11. SSGC reserves the right to accept or reject any Application(s) and to annul the qualification process and reject all Applications without thereby incurring any liability to the affected Applicant(s) or any obligation of the grounds for SSGC's action.
12. Technical & Financial Proposals should be submitted in two separate sealed envelopes. The envelopes should be clearly marked as "(Technical & Financial)". Tender Enquiry number should also be mentioned on each envelope.
13. Documents received after the due date will not be considered and will be returned. The name and mailing address of the Bidder(s) shall also be indicated on the envelopes so that the Envelope could be returned un-opened.



SECTION - II

Instructions to Bidders (CB)

1. All rates quoted in the prescribed SOR / BOQ shall be firm, irrevocable and not subject to change or escalation on any account what so ever. No modification, alteration or deletion in the bid will be accepted after the bid opening time.
2. Sealed Bids shall be received at Company's Head Office, ST-4/B, Block - 14, Sir Shah Suleman Road, Gulshan-e-Iqbal, Karachi, up to specified time & date and will be opened publicly at specified time & date, in the presence of Bidders or their authorized representative who choose to attend. In case the bid opening date falls on a holiday or due to some unavoidable circumstances, it is not possible to open on scheduled date, it will be opened on next working day at the same time.
3. All original bid documents accompanied with the bid bond shall be submitted by the Bidder in the envelope provided with tender documents. The sealed Bids must be submitted at the address stated above in person or by courier or by any other means but it shall be the Bidder's responsibility to ensure that Bids so submitted are delivered to the above address before the specified Bid opening date and time. The Company shall not be held responsible in any way for late receipt of Bids or their confidentiality. Bids received after the Bid closing time shall not be considered, and will be returned to the Bidder unopened.
4. In Case of single stage two envelop bidding system (if mentioned in press advertisement & Tender document), sealed technical offer & sealed bid shall be submitted in separate envelopes (bid bond will be enclosed with "Financial" bid unless and until specified separately in tender terms). "Technical" and "Financial" is to be mentioned on the top of the envelop. Technical offers will be opened and evaluated first. Financial offer of only technically complaint bidders will be opened at a later intimated date in presence of bidder's representative. Financial offers of technically non-complaint bidders will be returned un-opened along with their bid bond.
5. The Bid should be signed by a person having the authority for this purpose. In case of a bid submitted by a corporate entity, the same shall bear its seal and be duly signed by its secretary.
6. Bids shall be submitted strictly in accordance with the requirements of the Tender Documents and as per specifications.
7. Bid shall remain valid for acceptance for a period of (120) days from the date of public opening of the bids.
8. The Company shall not reimburse any expenses incurred in preparation of Bids.
9. The Bid and all subsequent correspondence shall be in the English language.
10. Payment for the Contracted Work / Services will be made in Pakistani Rupees only. The rates quoted by the Bidder shall therefore, be in Pakistani Rupees.
11. In case of any queries / clarification with regard to this Tender, the same may be forwarded to Procurement Department upto 5 days before the bid opening date, thereafter the request will not be considered.
12. The Company reserves the right to reject any or all Bids without assigning any reason and cancel the bidding process. Company also reserves the right to accept the whole or a part of Bid and does not bind itself to accept the lowest or any particular Bid.
13. In case of any conflict between the Special Terms & Conditions and elsewhere in the tender documents the Special Term & Conditions, will supersede & prevail.
14. Each and every page of the bid documents being submitted by the bidders shall be singed and stamped failing which the bid may be liable for rejection.
15. All documentary evidence required for evaluation of bid should be submitted along with the bid in absence of any documentary evidence no marks will be awarded in accordance to the evaluation criteria.
16. In order to maintain cordial business relation and as per ethical business approach, please provide the justification in case of your non participation on our Fax # 99231583 & Email. mnite@ssgc.com.pk.
17. Conditional Bid will not be accepted and liable to be rejected.
18. The quoted unit price and corresponding total amount shall be inclusive of all duties and Taxes and excluding provincial Sales Tax as per provincial laws.
19. Sealed bids shall be mailed/submitted/dropped in tender box placed at Tender Room, CRD Building, SSGC Head Office. Bids are to be delivered on or before closing time after which bid will not be entertained. If any bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.
20. Price given in the Bid Form/BOQ is firm which shall take into account all relevant factors including discount, if any. Discount / escalation given separately at the time of bid opening will not be considered.
21. The bidders are required to fill form SSTW-05 (if deemed required) and submit with the bid.



OUTSOURCING GAS BILL PRINTING

Sui Southern Gas Company Limited, one of the largest utility Company of the country, presently supply natural gas to approximately 3.3 million consumers in Sindh and Baluchistan. Gas bills printed for different billing cycles each month for the consumers. Approximately 3.3 million bills and notices would be print each month for the entire franchise area in Sindh and Baluchistan provinces.

SSGC has outsourced its bill printing function whereby a credible supplier brought on-board through company process would do all the bills and notices printing on-site at SSGC's Head office. The successful bidder would also be responsible for delivery of the bills at regional office i.e. Hyderabad, Larkana, Nawabshah, Sukkur and Quetta, printing will be distributed to SSGC's head office and regional offices on labelled boxes of 2500 bills each (maximum 3000 bills). Vendor will be also responsible to print summary sheets and labelling, to get the delivery note signed from remote regions and maintain records in SSGC's Bill printing Centre.

Number of SSGC consumers is increasing @ 90,000 each year (approximately). New Zones/Regions also being introduced on as and when required basis.

Vendor will be also responsible to install and provide electronic delivery solution for SSGC bills in PDF format via email. Solution should ensure dynamic selection of the content for the email body and the attachment. Vendor's electronic delivery solution should be able to generate documents that can be tailored to a variety of combinations to meet SSGC electronic communication needs of SSGC bills electronic delivery to SSGC customers.

The contract for bill printing would be awarded for a period of one year i.e. from Nov 10, 2025 till Nov 09, 2026. The Vendor may extend the same contract for another next 2 years (1 + 1 year) i.e. Nov 09, 2028 with mutual consent subject to satisfactory performance on same technical and financial terms and conditions.

The Vendor will be required to install heavy duty, high resolution and network ready laser printers with complete job management at the Controller/Console to meet current bill printing requirement for at least 1 year extendable to another next 2 years (1 + 1 year). The Vendor will also be required to install similar back up network ready laser printers capable of handling the printing requirements at SSGC's site.

Vendors interested to offer the required printing solution should submit a proposal on the attached forms for their technically qualification for this project. Necessary instructions and guidance for the Applicants given hereunder:

- ✓ Monthly billing schedule shall be provide.
- ✓ Text file of given group to be print on bill stationary template.
- ✓ Summary information of Text file of given group.
- ✓ Bills as per billing schedule which shall be print by the Vendor in Head office premises and handed over SSGC Officers within one day from the issue date.
- ✓ In case of delay, emergency, or request by SSGC, vendor will work during off-hours, Sundays, public/government holidays and SSGC optional holidays.

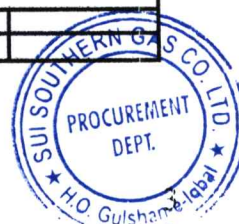


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1. Sample Billing Program for month of July 2022 for reference:

SSGC BILLING PROGRAM JULY 2022
KARACHI

GROUP	NO. OF	METER READING	SEND TO COMPUTER	M/R UPLOAD	GENERATION	COMPLETION
NAME	CONSUMERS	DATE	DATE	DATE	DATE	DATE
A01	92,208	01/07/2022	04/07/2022	05/07/2022	07/07/2022	14/07/2022
A02	111,967	04/07/2022	05/07/2022	06/07/2022	07/07/2022	14/07/2022
A03	105,965	05/07/2022	06/07/2022	07/07/2022	08/07/2022	15/07/2022
A04	126,768	06/07/2022	07/07/2022	07/07/2022	13/07/2022	15/07/2022
A05	120,855	07/07/2022	08/07/2022	08/07/2022	13/07/2022	16/07/2022
A06	105,504	08/07/2022	13/07/2022	13/07/2022	14/07/2022	18/07/2022
A07	132,355	13/07/2022	14/07/2022	14/07/2022	15/07/2022	19/07/2022
A08	120,451	14/07/2022	15/07/2022	15/07/2022	16/07/2022	20/07/2022
A09	96,463	15/07/2022	18/07/2022	18/07/2022	18/07/2022	21/07/2022
A10	92,716	18/07/2022	19/07/2022	19/07/2022	20/07/2022	22/07/2022
A11	102,170	19/07/2022	20/07/2022	20/07/2022	20/07/2022	23/07/2022
A12	107,230	20/07/2022	21/07/2022	21/07/2022	21/07/2022	25/07/2022
A13	116,829	21/07/2022	22/07/2022	22/07/2022	23/07/2022	26/07/2022
A14	109,723	22/07/2022	25/07/2022	25/07/2022	25/07/2022	27/07/2022
A15	108,335	25/07/2022	26/07/2022	26/07/2022	27/07/2022	29/07/2022
A16	120,057	26/07/2022	27/07/2022	27/07/2022	28/07/2022	01/08/2022
A17	123,705	27/07/2022	28/07/2022	28/07/2022	29/07/2022	02/08/2022
A18	119,327	28/07/2022	29/07/2022	29/07/2022	30/07/2022	03/08/2022
G01	2,182	28/07/2022	29/07/2022	29/07/2022	30/07/2022	03/08/2022
HYDERABAD						
B01	51,266	04/07/2022	05/07/2022	05/07/2022	07/07/2022	16/07/2022
B02	53,054	07/07/2022	08/07/2022	08/07/2022	08/07/2022	18/07/2022
B03	45,572	12/07/2022	13/07/2022	13/07/2022	14/07/2022	19/07/2022
B04	71,679	18/07/2022	19/07/2022	19/07/2022	19/07/2022	25/07/2022
B05	64,693	20/07/2022	21/07/2022	21/07/2022	22/07/2022	28/07/2022
B06	62,320	23/07/2022	25/07/2022	25/07/2022	25/07/2022	30/07/2022
B07	57,638	27/07/2022	28/07/2022	28/07/2022	29/07/2022	03/08/2022
B08	49,620	30/07/2022	01/08/2022	01/08/2022	01/08/2022	06/08/2022
NAWAB SHAH						
B09	23,778	06/07/2022	07/07/2022	07/07/2022	08/07/2022	16/07/2022
B10	24,893	13/07/2022	14/07/2022	14/07/2022	14/07/2022	20/07/2022
B11	24,333	18/07/2022	19/07/2022	19/07/2022	19/07/2022	23/07/2022
B12	24,363	23/07/2022	25/07/2022	25/07/2022	25/07/2022	30/07/2022
B13	30,397	29/07/2022	30/07/2022	30/07/2022	30/07/2022	04/08/2022
LARKANA						
B14	37,829	07/07/2022	08/07/2022	08/07/2022	08/07/2022	16/07/2022
B15	42,382	15/07/2022	18/07/2022	18/07/2022	18/07/2022	22/07/2022
B16	44,894	22/07/2022	25/07/2022	25/07/2022	25/07/2022	30/07/2022
B17	33,802	29/07/2022	30/07/2022	30/07/2022	30/07/2022	05/08/2022
SUKKUR						
B18	31,318	06/07/2022	07/07/2022	07/07/2022	08/07/2022	16/07/2022
B19	49,365	14/07/2022	15/07/2022	15/07/2022	16/07/2022	21/07/2022
B20	62,903	21/07/2022	22/07/2022	22/07/2022	23/07/2022	28/07/2022
B21	37,411	28/07/2022	29/07/2022	29/07/2022	29/07/2022	04/08/2022
QUETTA						
Q01	9,756	06/07/2022	07/07/2022	07/07/2022	07/07/2022	15/07/2022
Q02	32,286	08/07/2022	13/07/2022	13/07/2022	13/07/2022	19/07/2022
Q03	12,709	06/07/2022	07/07/2022	07/07/2022	07/07/2022	15/07/2022
Q04	39,304	12/07/2022	13/07/2022	13/07/2022	14/07/2022	20/07/2022
Q05	10,197	12/07/2022	13/07/2022	13/07/2022	14/07/2022	20/07/2022
Q06	29,530	14/07/2022	15/07/2022	15/07/2022	16/07/2022	21/07/2022
Q07	38,547	15/07/2022	18/07/2022	18/07/2022	18/07/2022	23/07/2022
Q08	50,168	21/07/2022	22/07/2022	22/07/2022	23/07/2022	28/07/2022
Q09	22,377	27/07/2022	28/07/2022	28/07/2022	28/07/2022	02/08/2022
Q10	16,631	27/07/2022	28/07/2022	28/07/2022	29/07/2022	03/08/2022
Q11	33,699	29/07/2022	30/07/2022	30/07/2022	30/07/2022	04/08/2022
COM/IND/STAFF						
IND	6,891					
COM/STAFF	24,376					



2. Scope of Work by Contractor.

- a. The contractor shall ensure SSGC's required quality printing of minimum 3.3 million gas utility bills every month. The contractor will also arrange and ensure:
 - i. Separation and sorting of bills according to zones.
 - ii. Recording and noting of discrepancies & it will be forward to SSGC for resolution.
 - iii. Deployment and issue of bills to concerned SSGC personnel.
 - iv. Submission of daily progress report to SSGC personnel.
 - v. Sample checking by quality Inspector.
 - vi. Receipt of report from Bill printing contractor.
 - vii. Printing of bills within 24 hours after receipt from SSGC.
 - viii. In case of Industrial & Commercial customers, bills to be printed on that day of every month and as per request.
 - ix. Duplex Printing of Industrial Customers
 - x. Placing of Bills in a safe, secure, and visible spot at printing premise by Bill printing contractor.
 - xi. Delivery of printed bills to responsible person under acknowledgement taking full particulars.
 - xii. Printing of letters / handbills etc. will be based on as and when required by SSGC and will paid accordingly at the agreed cost.
 - xiii. Printing of meter index images and any desirable information provided by SSGC should be print on all utility bills on same charges without objection. This includes but is not limited to printing Bar Code and QR code mandatorily on all utility bills as and when required by SSGC.
 - xiv. In case of bill format change or alteration as per direction of management, Vendor will incorporate the same into the bill without any delay.
- b. Contractor will be also responsible to install and provide electronic delivery solution for SSGC bills in PDF format with capability to store and print image of meter and meter index. Solution should ensure dynamic selection of the content for the email body and the attachment. Contractor's electronic delivery solution should be able to generate documents that can be tailored to a variety of combinations to meet SSGC electronic communication needs of SSGC bills electronic delivery to SSGC customers.
- c. Contractor's solution for electronic delivery should be able to deliver approximate 100,000 bills per day email body should be customize as per SSGC requirement. The bill in PDF format should be able to dynamically created SSGC provided advertisement image as per SSGC's requirement of directed advertisement.
- d. Contractor's bill printing solution must have capability to print gas utility bill meter read image for all SSGC customers..
- e. The contractor shall maintain fully furnished office in order to facilitate Sui Southern Gas Company Limited to liaise with the contractor as and when required.
- f. The contractor will provide list with updated CVs and photograph/valid CNIC (photo copies) of the staff employed for bill printing/supervision etc. In case contractor hires or fires any member of its staff, the contractor will inform SSGC department office immediately.
- g. Contractor will depute full-time Manager/Supervisor at bill printing premise to resolve the printing issues/non-printing of bills & will be available in bill printing



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premise during working hours (and non-working hours/weekends/holidays if required).

3. Submission of Report by Contractor.

The contractor shall submit report to the SSGC department Office immediately after completion of Bill printing of each billing group, giving detail of discrepancies during sorting of bills, No. of Bills printed and No. of bills not printed giving reasons for non-printing along with not-printed or wrong bills.

The contractor shall also hold quarterly performance management meetings with SSGC personnel to highlight quarterly progress of delivered targets vs agreed targets.

4. Quantum of Work.

The contractor shall have sufficient and effective trained staff fully conversant with the area of work and adequate facilities to print the gas bills for given respective Zones / Regions / group. However, during the term of contract Sui Southern Gas Company Limited may increase or decrease quantity of printed bills and notices up to 15% on approved rates.

5. Performance of Work.

- a) The Contractor shall execute the whole and every part of the work in the most substantial and professional manner strictly to the Company's satisfaction and will strictly observe the working hours determined by the Company (SSGC) from time to time.
- b) The contractor shall not sublet or assign the contract or any part thereof.
- c) For rendering the aforesaid services, the contractor shall engage on his own, such staff, as he may consider necessary to perform his obligations under this Agreement. However, the Contractor shall ensure that the personnel deputed by him/her at the Company's premises are of sound health, bear good moral character who have never been involved in any criminal activities or such other offences. In case of any error or omission the contractor will investigate the matter and take disciplinary action against the defaulter Manager/Supervisor/staff and intimate to the Company accordingly.
- d) In case of changeover of manpower employed by the Contractor or fresh recruitment, the Contractor shall inform the Company in writing at least three working days in advance. No manpower shall be employed and allowed to resume work, until and unless valid SSGC ID Cards issued.
- e) Sui Southern Gas Company Limited reserves the right to carryout internal routine quality checks and independent audits on contractor's works and penalize for un-satisfactory performance:
 - i. In the first instance, SSGC will issue a written warning letter.



- ii. On the 2nd instance, SSGC will issue a 2nd warning letter and will impose a fine up to 10 times the amount of printing charges.
 - iii. On the 3rd instance, SSGC will issue a final Warning letter and impose a fine up to 25 times.
- f) Undelivered gas bills (to regions) will be treated as Non-printed bills and the penalty up to 10 times of approved rates of the printed bill will be deducted from the Bill printing contractor's bills.
- g) The preferred level of education of Manager is at least Graduation but not less than Matriculation for printing staff. The contractor must check / verify the documents of its staff before employment of Manager / Inspector / Supervisor.

6. Termination of Contract

a. Termination under Trial Period.

During the period of initial three months, SSGCL may terminate the contract if the performance of the contractor is found unsatisfactory. SSGCL will be the sole judge of contractor's performance during the initial period, which will not be challenged by the contractor.

b. Termination for Convenience

Sui Southern Gas Company Limited and the contractor would have the right to terminate the contract with three months advance written notice. However, along with the notice of termination cogent reasons will be furnished from either party. Efforts would be made to resolve with mutual consent, any matter causing submission of such notice, and termination of contract of convenience. In the event of resolution of the matter, notices will be withdrawn.

c. Termination on un-satisfactory performance

If in the sole judgment of the Company the performance of the contractor is found un-satisfactory or not up to the desired level of the Company, the Company may terminate the contract without serving any notice.

d. Termination of contract on violation

If the contractor violates any condition of the contract, the Company reserves the right to terminate the contract without serving any notice.

SSGC reserves the right to cancel the contract in case the contractor fails to perform satisfactorily. Written notice will be served to the contractor prior to cancellation of the contract.



7. (a) Bid Bond

The Bidder is required to furnish Bid Bond, in the form of a Pay Order or Cash Deposit Receipt (CDR) or Demand Draft issued only by a scheduled commercial bank operating in Karachi, equivalent to PKR 250,000/- (PKR Two Lacs Fifty Thousand Only). No Bid shall be considered without a Bid Bond and no cash or cheque or a guarantee issued by an insurance company shall be accepted.

The Bid Bond shall be valid for a period of 150 days from the date of Bid opening. Bid Bonds of the unsuccessful Bidders shall be returned as soon as possible, but not later than 150 days after the date of Bid opening. The successful Bidder's Bid Bond shall be retained by Company until execution of a Contract for the Work / Services defined in these documents and the submission of a Performance Bond prior to the execution of the Contract.

In the event that the successful Bidder refuses or fails to execute a Contract within fifteen (15) days of the issuance of a Letter of Intent, Company shall be at liberty to forfeit the Bid Bond.

(b) Performance Bond

- (i) The bidder shall furnish a performance bond in the form of Pay Order / Demand Draft / Bank Guarantee from a schedule commercial bank operating Karachi acceptable to the SSGC in an amount equal to Ten (10%) percent of the contract value. This bond shall cover the faithful performance of the contract and discharge of all obligation and responsibilities specified in the contract documents. Failure to furnish the Performance Bond before execution of the contract will entitle the SSGC to consider the bidder as having abandoned the contract and to this effect forfeit the performance Bond. The Performance Bond shall remain valid after three (03) billing months of completion of the work / contract. The Performance Bond shall be in accordance with the format defined in the tender documents, or in the shape of pay order / Demand Draft.
- (ii) In case of non-performance of the contract by the contractor or termination of the contract by the Company due to un-satisfactory performance or substandard work of the contractor, the Company will forfeit the performance bond of the contractor.
- (iii) Tenure of the contract is for the period of six months, incase of termination of contract by the contractor due to any reasons, the Company will forfeit the performance bond of the contractor.

8. Unit Price

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

- a. All computer and storage hardware, printers, documentation, coordination, all software (and its updates) related to the entire service and reporting charges.



- b. All incidental expenses.
- c. All unforeseen expenditures.
- d. All incidental expenses for providing uniform and I.D cards to Bill Printing / Inspection Staff.
- e. All taxes levied by Federal / Provincial / Local Government on bill printing work from time to time. However, General Sales Tax be charged separately on invoice value, at the applicable rate promulgated by the government from time to time.
- f. Bill printing contractor will submit the cost on given format.
- g. Stationary paper ream and offset printing charges.

SSGC conducted a standard cost analysis of unit rate based on comprehensive market survey. Variation of unit rates from standard rate will result in rejection of bid.

9. Payment

Payment shall be made after the verification of Bills on monthly basis within 30-days of submission of the bill by the contractor. The contractor shall not be paid any other remuneration/benefit whatsoever in money or in kind during the tenure of this contract or on its termination. Bills must be submitted within three months of execution of work.

The Company reserves the right to deduct an amount from the payment of the contractor as fine incidental for non-printing of gas bills / letters or for the non-performance of any term of the contract or for the delayed bill printing by the contractor.

10. Force Majeure

In case of delay or failure by a party to fulfill terms & conditions of this contract or delay whether by reason of indemnity or otherwise for or in respect of failure to carry out the work due to civil strife, civil commotion, curfew, strike, inordinate law and order situation in the area, pandemic and act beyond the control of the party then such party shall not be liable for such delay or failure.

11. Important Terms & Conditions of the Contract

This contract shall be applicable from Nov 10, 2025 till Nov 09, 2026 extendable for another 1 + 1 year (i.e. till Nov 09, 2028) on same financial and technical terms and conditions with mutual consent provided services are delivered as per required levels of satisfaction.

The contract shall exclusively be for printing of Gas Bills for Domestic, Commercial and Industrial Bills and letters/hand bills (like disconnection notices or special letter for customer) and such other printing of Bills /Letters & Hand Bills as Sui Southern Gas Company Limited (SSGCL) may deem appropriate from time to time.



ajd

The contractor shall be paid for the unit rates as quoted and approved by SSGCL. The contract may however be terminable by SSGCL, if the performance of the contractor is not satisfactory. SSGCL shall serve notice to the contractor and if the contractor fails to improve, SSGCL in its sole discretion will terminate the contract without further recourse or reference.

The contractor will submit certified monthly bills for work executed. The bills will be paid within 30-days of submission for the actual quantity of printed bills/notices for the particular month, provided all mandatory and relevant information/documents are submitted to process the bills.

SSGCL during pendency of contract may increase the quantity of work up to fifteen percent (15%) and the contractor would carry out work at the approved rates.

Deduction shall be made from the bills of the contractors for all Domestic bills not printed. Similarly, deductions will be made where duplicate bills have been issued by SSGCL after the due date, as in such cases bills will be deemed not to have been delivered. In such cases deduction shall be made if non-delivery due to not printed is in excess of 0.10% of the total monthly bills delivered.

The bills will be collected by SSGC department personnel from Bill printing contractor from main Billing printing Section at Karachi for Karachi, Interior Sindh & Baluchistan bills within one day of issue date (excluding Sundays/Public Holidays).

The Bill printing contractor will ensure printed bills forwarded to SSGC personnel in good condition free from mutilation.

The Bill printing contractor will establish for the purpose of carriage and printing of bills, a proper organizational set-up with checks and counter-checks to ensure that the work is carried out diligently and faithfully as per provisions.

In the event of late printing of bills, the contractor would pay to SSGCL, the late payment surcharge accrued as a result of non/late delivery. The decision of SSGCL in such cases shall be final & binding on the contractor. All such late payment surcharge shall be recovered from the bills of the contractor.

In case of dispute or difference of opinion under these terms & conditions, the decision of SSGCL shall be binding on the contractor.

The contractor will enter into an agreement with SSGCL within 15-days of receipt of letter of intent/award. The failure of the contractor to do so shall result in revocation of the award and forfeiture of the bid security.

The contractor shall fully indemnify SSGCL against any claims or losses to third party and work compensation arising against SSGCL, as a result of and during performance of work by the contractor under labor laws or otherwise.

The contractor shall be responsible for the behavior, conduct and performance of its employees and shall save SSGCL harmless from any claims arising thereto. The contractor shall not keep in his employment any person deputed at SSGC who is medically unfit and/or suffering from any contagious disease.

For rendering the aforesaid services, the contractor shall engage such staff as he may consider necessary to perform his obligations under this Agreement. However the Contractor shall ensure that the personnel deputed by him to work at Company's /customer's premises are of sound health, bear good moral character and have never been involved in any offences comprising moral



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turpitude.

The staff engaged by the Contractor shall be own employees of the contractor and under no circumstances shall be Company's employees and Company shall not undertake any responsibility whatsoever for the staff employed by the contractor. In this respect the Contractor hereby undertakes to indemnify and hold the Company harmless against any claim, demand or legal proceedings initiated by any authority or any person/s employed by the Contractor in respect of unpaid wages, Workman's Compensation claims, or any other legal benefits arising out of their employment with the Contractor. If at any time the Company is called upon to pay any compensation, damages or other charges on account of any death or injury to the Contractor's employees, the amount so paid or payable by the Company shall be deducted from the monthly bills or other dues of the Contractor.

- i. The Contractor shall supervise and deal with his staff directly and also ensure that all requirements of various Labour laws as may be applicable to him or his establishment are complied with. All remunerations, legal benefits and allowances including but not limited to cost of living allowances, leave, overtime, bonus, etc., payment to the Contractor's staff and contributions on their behalf to the Employees Old Age Benefits Institution and Social Security if applicable, shall be entirely the Contractor's own responsibility and the Company shall have no obligation on any such account. If at any time the Company is required to pay any amount/s to any person or authority in this regard the Company shall be entitled to recover the said amount/s from the Contractor through deduction from pending bills.
- ii. On completion of printing of bills in a certain area/group, the contractor shall submit compliance report to SSGC department in charge of SSGCL mentioning the number of bills printed, number of bills faulty or not printed return the undelivered bills with reasons thereof within 48-72 hours. Submission of compliance report of each group/area is mandatory, in case of non-compliance a penalty of Rs. 5000/- per instance may be levied by the SSGCL.
- iii. That upon termination of this contract, it will be the responsibility of the contractor to immediately withdraw his employees / workmen, printing hardware, servers, spare parts owned by the vendor from SSGC's premises and return all bill stationary to SSGC.



iv. SCHEDULE OF PRICES

The bidder shall provide bid with complete information.

v. SIGNING OF AGREEMENT

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

vi. BID VALIDITY

Bids shall remain valid for acceptance for a period of one hundred and twenty (120) days from the date of bid opening.



Annex. "A"

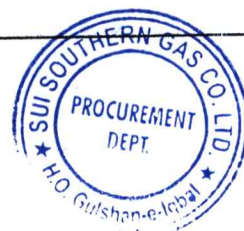
SSGC GAS BILL PRINTING SOLUTION

TECHNICAL SPECIFICATIONS

Printers Make	All Heavy Duty Production Laser Printers having Minimum 120 PPM must be of a reputable make and robust to undertake heavy printing jobs. Damaged and deprecated old printers are not acceptable to SSGC.
Print Method	Laser - Min. Resolution 1000 dpi cut-sheet paper
Printer/Printing Management	<ul style="list-style-type: none"> • Network ready • Simplex / Duplex printing capable • Capability to view the job size; supports multiple job queues, total number of pages, repeat task and reprint manager. • Must have capability to run bill formatting software. • Should be able to print a collated set allowing a number of different document types to be printed in the required order. • Should be able to print images (static and dynamic), graphics, graphs and text on cut sheet or fan fold paper or roll-feed paper or continuous sheet of all standard sizes. • Should have the ability to print separation or perforation marks on bills. • Should have reliable MICR, Bar Code and QR Code printing capability. • Should retain recent jobs to allow for the easy reprinting should a page be damaged during printing. • Should have document sorting and folding options.
Printing Solution	<ul style="list-style-type: none"> • Should have a console for job scheduling, controlling and monitoring. • Should incorporate features like bar-code printing, bill text, specific messages and advertisements in Urdu and English etc. • Should include all required software. • Should be able to print meter read images, graphics and graphs. • The printing system must have document composition software that will: <ul style="list-style-type: none"> ▪ Accept ASCII Billing Data ▪ Format the data for printing allowing different fonts/typefaces to be used for different data fields. ▪ Merge an electronic form with variable data • Forms may contain English and/or Urdu • Forms should be stored within the printing system. • In the event of a printer hardware failure, the operator must be able to redirect a job that resides within the printing system to an alternative/back-up printer, without going back to the host computer. • A log should be kept of all jobs printed; this should be a file that can be offloaded.
Printer Controller	<ul style="list-style-type: none"> • Standard Server with internal as well as external storage and backup drive. • Color display • Keyboard and mouse • Ethernet Interface (minimum 100MB / sec) • Printer Interface Card • Surge Protector • Simple network management protocol (SNMP) gateway
Client Environment Support	All Windows OS
Native Environments	TCP/IP
DLs & Data Formats	Adobe PostScript 3, PDF, PCL 5c, TIFF, ASCII.
Throughput Materials (printing and finishing)	<ul style="list-style-type: none"> • Weights: Min. 80 Imported A5 blank paper • Sizes: All standard sizes
Printing Facility	Complete bill printing to be done primarily at designated area in SSGC premise as per contract terms or at vendor's premises during disaster events or any other event as required by SSGC.
Guaranteed Print Volume	A minimum print volume of 3.3 million bills per month to be assured as guarantee (Total quantity for all locations).
Equipment Printing Load	<ul style="list-style-type: none"> • Bill printing services will be delivered six days a week. • Average print volume to be assured as guarantee in an eight-hour shift: However, in special situations, SSGC may request to run in eight-hour two shifts.



Pre-Printed Stationery	Stock of offset wood free, low dust pre-printed cut-sheet certified branded paper printed in four colors on each side (or as required by SSGC) for bills of grade not less than 80 gm on Imported A4 paper should be maintained for at least three months. Continuous quality and match to specifications of pre-printed stationery should be ensured.																																
Consumables	Consumable items for the printing solution should be maintained for at least three months at SSGC's bill printing center.																																
Contract Validity	The bill-printing contract will be for one year (from May 10 th 2025 till May 09 th 2026) renewable for further two years (1 + 1) (i.e. till May 09 th 2028) with same technical and financial terms and conditions and with mutual consent. (SSGC reserves the right to call fresh bids for this requirement before or after expiry of the contract).																																
Support	Round the clock technical support to be provided.																																
Vendor's Responsibility	<ul style="list-style-type: none">• The Vendor will be required to provide, install and maintain heavy duty, high resolution and network ready laser printers with complete job management at the Controller/Console to meet present and next one year bill printing needs. The Vendor will also be required to provide, install and maintain back up network ready laser printers capable of handling the bill printing requirements at each location.• Timely printing of bills as per schedule provided by SSGC time to time.• Timely repair and maintenance of the printers and other attached peripherals installed by the vendor for the printing solution.• Supplying of all consumable items for the printers and attached peripherals installed by vendor for the printing solution.• Providing bill printing stationery as per SSGC requirement.• Maintaining at least three months stock of all consumables at the respective location(s).• Providing skilled and qualified individuals/operators to support the printing Solution at the respective location(s).																																
SSGC's Responsibility	SSGC will provide space, electrical power and cooling for installation of printers and other required equipment e.g. seating arrangement for the Vendor's staff at the respective location(s) and would only pay the agreed bill/notice printing cost. No other cost or expenses will be borne by SSGC.																																
Preprinted stationary and bill printing Quality	<p>All printed bills should meet SSGC bill printing criteria, any bill not meeting SSGC bill printing quality criteria will be rejected by SSGC QC bill printing operations staff and no cost will be paid by SSGC for rejected bills.</p> <p>Bill printing and preprinted stationary quality criteria:</p> <ul style="list-style-type: none">a. Bill printing should be with black color, sharp, clear and readable.b. Bill printing should be done within the margins as per SSGC defined preprinted stationary layout.c. Color shades in preprinted stationary should not deviate more than +/- 2%d. Preprinted stationary should be printed in 4 colors on each side with good quality ink, dim or low quality stationary will be rejectede. Cut sheet stationary margins should not deviate more than +/- 1 mm																																
Paper quality	<p>Offset, wood free, low dust preprinted stationary, two side printed on A5 size / minimum 80 gsm Imported Cut-Sheet certified and branded paper in four colors from well-known companies</p> <table><thead><tr><th>Characteristics</th><th>Units</th><th>Quality Spec</th><th>Test Method</th></tr></thead><tbody><tr><td>Basis Weight</td><td>Gsm</td><td>80</td><td>ISO 536</td></tr><tr><td>Thickness</td><td>Um</td><td>99</td><td>ISO 534</td></tr><tr><td>Moisture</td><td>%</td><td>5</td><td>ISO 287</td></tr><tr><td>CIE Whiteness</td><td>#</td><td>158</td><td>ISO 11475</td></tr><tr><td>ISO Brightness</td><td>%</td><td>94</td><td>ISO 2470</td></tr><tr><td>ISO Opacity</td><td>%</td><td>94</td><td>ISO 2471</td></tr><tr><td>Roughness</td><td>ml/min</td><td>140</td><td>ISO 8791-2</td></tr></tbody></table>	Characteristics	Units	Quality Spec	Test Method	Basis Weight	Gsm	80	ISO 536	Thickness	Um	99	ISO 534	Moisture	%	5	ISO 287	CIE Whiteness	#	158	ISO 11475	ISO Brightness	%	94	ISO 2470	ISO Opacity	%	94	ISO 2471	Roughness	ml/min	140	ISO 8791-2
Characteristics	Units	Quality Spec	Test Method																														
Basis Weight	Gsm	80	ISO 536																														
Thickness	Um	99	ISO 534																														
Moisture	%	5	ISO 287																														
CIE Whiteness	#	158	ISO 11475																														
ISO Brightness	%	94	ISO 2470																														
ISO Opacity	%	94	ISO 2471																														
Roughness	ml/min	140	ISO 8791-2																														
Preprinted stationary art work	SSGC will provide two sets of art works for both sides of the bills each month as per business requirement.																																
SSGC Bills Electronic Mail Delivery solution	Vendor should install and provide email delivery solution for SSGC bills in PDF format to SSGC customers and ensure dynamic selection of the content for the email body and the attachment. Vendor solution should be able to generate documents that can be tailored to a variety of combinations to meet SSGC electronic communication needs of SSGC bills delivery.																																
PC Servers to run the printing Solution	Bidder will use two such PC Systems (one as production while the other as backup). These PCs will be used to run the bidder info print manager Software to provide centralized output management for SSGC's bill printing requirement.																																



Annex. "B"

SUI SOUTHERN GAS COMPANY LIMITED
MARKING CRITERIA

MANDATORY REQUIREMENTS:

- A) Bank Statement of Last Twelve Months.
 B) Registration with NTN and SST Copy of certificates should be enclosed.
 C) Declaration of non-involvement in litigation / arbitration
 D) Updated CVs and valid CNICs of technical staff to be deployed at SSGC should be included in the technical proposal
 E) Disaster Recovery Plan of the bill printing services in case if primary bill printing site is unavailable for any reason.
 F) Evidences for outsourced bill printing services to bidders' clients should be provided on their client letterheads. Bids from Material/Goods vendors having no experience in outsourced bill printing shall not be entertained.

Sr. No	Description	Allocated Marks	Maximum Marks
<u>TECHNICAL STABILITY</u>			
1.	<u>Organization Profile:</u>		
	i. Type of Firm: <ul style="list-style-type: none"> Multinational = 6 marks Private Limited = 3 marks Proprietorship/ Partnership = 2 marks 	6	10
	ii. Years in Business: <ul style="list-style-type: none"> 15+ Years = 4 marks 10 – 15 Years = 2 marks 1-10 Years = 1 mark 	4	
2.	<u>Experience of the Organization:</u>		
	i. Number of bulk bills / notices printing clients in last five years including complete package i.e. Printers, Papers, Printing of Bills, Software Management and Packing as per required monthly volume and quality): Documentary Evidence is required on Client's letterhead. <ul style="list-style-type: none"> 5 & above Companies in 5 years = 15 marks 3-4 Companies in 5 years = 10 marks 1-2 Companies in 5 years = 5 marks 	15	25
	ii. Capacity of the Bidders (Brochure / Technical Specs of proposed Production Printing solution should be attached) to print bulk bills/notices <ul style="list-style-type: none"> Capacity to print 200,000 or more bills / notices per day = 10 marks Capacity to print max 180,000 bills / notices per day = 5 marks Capacity to print max 170,000 bills / notices per day = 4 marks 	10	



Sr. No	Description	Allocated Marks	Maximum Marks
3.	<u>Proposed Solution:</u>		
	i. Type of Solution: <ul style="list-style-type: none"> Offset Printing/ In-house Layout Designing/Variable Printing = 10 marks Variable Printing & In-house Layout Designing = 7 marks Variable Printing = 4 marks 	10	10
4.	<u>Expertise of proposed team :</u>		
	i. Overall team strength in outsourced Bills / Notices Printing and related services that would be deployed at SSGC: <ul style="list-style-type: none"> 7 & Above team members = 10 marks 5-6 team members = 6 marks 3-4 team members = 2 marks 	10	25
	ii. Relevant Bulk Bill / Notices Printing Experience of Lead Technical Resource that would be deployed at SSGC: <ul style="list-style-type: none"> 7+ years experience = 8 marks 5-7 years experience = 5 marks Less than 5 years experience = 2 marks 	8	
	iii. Relevant Bulk Bill / Notices Printing Experience of Technical Staff that would be deployed at SSGC: (Printer's Engineers & Technicians): <ul style="list-style-type: none"> 7+ years experience (@ 1 mark for each technical staff) = max 7 marks 4-7 years experience (@ 0.5 mark for each technical staff) = max 4 marks Less than 4 years (@ 0.25 mark for each technical staff) = max 1 mark 	7	
5.	<u>Post-service support client's satisfactory certificates (after successful completion) clearly highlighting bulk bill / notices printing services (On client's letterheads only) along with date and stamp. Material/hardware purchases and hardware warranty services will not be considered for marking:</u>		
	<ul style="list-style-type: none"> 7+ clients certificates = 10 marks 6-7 clients certificates = 8 marks 3-5 clients certificates = 6 marks 1-2 clients certificates = 4 marks 	10	10
<u>FINANCIAL STABILITY</u>			
6.	<u>TURN OVER PER ANNUM FOR LAST F.Y</u> <u>(Last three years' submitted tax return copies are needed for averaging purposes)</u>		
	<ul style="list-style-type: none"> Rs. 180,000,001 or above = 10 marks Rs. 150,000,001 to Rs. 180,000,000 = 6 marks Rs. 120,000,001 to Rs. 150,000,000 = 3 marks 	10	20
	<ul style="list-style-type: none"> Validity and completeness of last three years audited financial statements (Documentary Proof Required) 	10	
	TOTAL		100
	Qualifying Marks		70



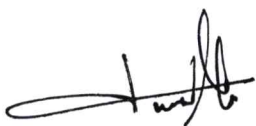
NOTE:

1. Minimum technical qualifying marks are 70 (Seventy).
2. In pursuant to clause 18 of PPRA rules, if any applicant provides false information, that bidder will be subject to disqualification. Hence all documentary evidence submitted by applicants must be correct & genuine.
3. All the information provided shall be supported with documentary evidence duly signed & stamped, otherwise no credit/points will be given.

**SSGC GAS BILL PRINTING SOLUTION
BILLS PACKING SPECIFICATIONS**

Packing Box	Maximum 4000 bills per carton
Packing Quality Matters	<ul style="list-style-type: none">• No damaged container or boxes• High quality wrapping materials• Strength and durability of your chosen packaging• Re-packing is not acceptable• Protection from weather affects• Strips are must• Wrapped in compression sacks• Proper labeling or marking printing.

We shall appreciate to receive your quote at the earliest. In case of "No offer" please specify reason(s) for the same.



Muhammad Naveed
CM (IT)



Jamil Ur Rehman
GM (IT)



Mir Ismail D. Baloch
Dy. General Manager (Billing)
Sui Southern Gas Co. Ltd.

Muhammad Kamran
GM (Billing)



(Specimen)

FORM-I

INVITATION TO BID

Registered Business Name _____

Registered Business Address: _____

Telephone: _____ Fax: _____

The General Manager (Procurement),
Material Management Department,
SSGC House, (2nd floor),
Block-14, Sir Shah Suleman Road,
Gulshan-e-Iqbal, Karachi-75300.

PROPOSAL FOR GAS BILL PRINTING SOLUTION

Dear Sir,

We hereby apply to be qualified with Sui Southern Gas Company Limited as a vendor of Gas Bill Printing Solution.

We authorize SSGC or its authorized representatives to conduct any investigation to verify the statements, documents and information submitted by us and to clarify the financial and technical aspects of our Proposal from any source.

The name, positions and contact of persons who may be contacted for further information are as follows:

1. _____
2. _____

We declare that the statements made and the information provided in our Proposal are complete, true and correct in every detail. We also declare that our firm has never been black listed by any Government Department, Semi-Government Department, Private Company or Corporation. It is also confirmed that our firm has been/has not been involved in litigation/arbitration with our clients.

Sincerely,

Name/Designation/Signature
of Authorized person



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(Specimen)

FORM-II

GENERAL INFORMATION

Name of Company: _____

Type of Company: _____

(Multinational, Limited Company/Corporation or Partnership/Others)

Year of incorporation: _____

Head Office Address: _____

Telephone Nos. _____ Fax Nos. _____

E-mail Address: _____

Karachi Office Address: _____

Telephone Nos. _____ Fax Nos. _____

E-mail Address: _____

(Copy of Registration and Ownership Certificate should be attached)

**Name/Designation/Signature of
authorized person**

All the information provided shall be supported with documentary evidence duly signed & stamped, otherwise no credit/points will be given.



(Specimen)

FORM-IV

LIST OF PUBLIC SECTOR COMPANIES WHERE SIMILAR BULK BILL
PRINTING SOLUTIONS HAVE BEEN PROVIDED

S.No.	Name & Address of Company	Name/Designation of Contact person	Tel. No. & Fax No.	Date of Providing the solution	No. of bills or documents printed each month	Make/Model & No. of printers installed

Name/Designation/Signature
of Authorized person

All the information provided shall be supported with documentary evidence duly signed & stamped, otherwise no credit/points will be given.



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(Specimen)

FORM-V

**DETAIL OF STAFF HAVING EXPERIENCE TO MANAGE THE OFFERED
SOLUTION AT CLIENT'S LOCATION**

S.No.	Name	Designation	Education/Technical Qualification	Years & Type of Experience	Name of Client with Period where served

**Name/Designation/Signature
of Authorized person**

CV / Resume of the staff / executive shall be submitted with the bid as documentary evidence, otherwise no marks will be given. Valid CNICs of the technical staff proposed for this contract should also be attached with technical proposal.



SSGC GAS BILLS PRINTING SPECIAL TERMS & CONDITIONS

REQUIREMENTS

SSGC desires to outsource its utility bill printing function whereby all the printing would be done either on-site at SSGC's Head office or at the vendor facility. The successful bidder would also be responsible for delivery of the bills at regional offices i.e. **Hyderabad, Larkana, Nawabshah, Sukkur and Quetta.**

- Vendors should show the similar outsource bill printing setup as mentioned in FORM-IV.
- The bill printing setup will be based either inside SSGC Head office premise or at the vendor facility with the distribution of all printed bills.
- In case of vendor facility.
 - Variable data printing must not be sub contracted to third party, due to data confidentiality and the integrity of organization
 - Printing facility address must be registered office of bidder, SSGC has rights to visit printing facility at any time without any intimation
 - Vendor has to sign the NDA agreement.
- A full backup of printers, server hardware and software including consumables should be deployed along with the main setup to handle any disaster situation and smooth bill printing / distribution. In the bid document, Bidders will have to submit their Bill Printing Disaster Recovery Plans at an alternate location to the production site in order to mitigate service continuity risk due to reasons from either side. Annual Bill Printing DR drills shall be performed on mutually decided schedule.
- Successful bidder to organize quarterly performance reviews with SSGC's IT department and present quarterly performance delivered vs contract expectations in dashboard format.
- Minimum Bills print Capability should be 170,000 bills / day.
- Three months bill print stationary stock should be maintained onsite.
- A three months stock of toners spares parts and consumables will be maintained by the successful bidder on site.
- Company must be well established and doing bulk bill printing business in Pakistan for minimum 06 years.
- Vendors should provide maintenance of their printers (a) Maintenance contract with Printer Manufacturer or (b) Maintenance contract with the local Authorized partner, copy of contract with manufacturer or authorized partner of the printers shall be submitted with the bid.
- Vendor will depute Manager/Supervisor at bill printing premise to resolve the printing issues/non-printing of bills & will be available in bill printing premise during working hours.
- All Printers should not exceed 70% Utilization at no more than 2 shifts/day of 8 hours each.
- Vendor's bill printing solution must have capability to print gas utility bill meter read images for all SSGC customers. Solution should also offer printing of QR (Quick Response) codes on utility bills as per SSGC's requirement.



- Vendor will be also responsible to install and provide electronic delivery solution for SSGC bills in PDF format through email. Solution should ensure dynamic selection of the content for the email body and the attachment. Vendor's electronic delivery solution should be able to generate documents that can be tailored to a variety of combinations to meet SSGC electronic communication needs of SSGC bills electronic delivery to SSGC customers.
- Vendor's solution for electronic delivery should be able to deliver approximate 170,000 bills per day, email body should be customized as per SSGC requirement. The bill in PDF format should be able to dynamically created SSGC provided advertisement image as per SSGC requirement of directed advertisement.
- Vendors should be able to print all types of single color customer notifications/notices, Stationery on A5 size minimum 70gm cut sheet.
- Vendor will provide list with latest photograph/CNIC (photo copies) of the staff employed for bill printing/supervision etc.
- Vendor shall submit report to the SSGC department Office immediately after completion of Bill printing of each billing group, giving detail of discrepancies during sorting of bills, No. of Bills printed and No. of bills not printed giving reasons for non-printing along with not-printed or wrong bills.
- Vendor shall have sufficient and effective trained staff fully conversant with the area of work and adequate facilities to print the gas bills for given respective Zones / Regions / group. However, during pendency of contract Sui Southern Gas Company Limited may increase or decrease quantity up to 15% on approved rates.
- In case of exactly same commercial offer from two or more technically compliant vendors, the vendor who has scored highest in technical verification will be given preference for final selection.
- **PRICE:** Vendors should quote per bill printing cost for mentioned option. The price should include cost of stationery/consumable items and all other charges/duties/taxes etc. (GST should not be included).
- **VALIDITY:** Proposal and price (in Pak Rupees) should remain firm and valid for at least 120 days.
- **PENALTY:** If the Vendor would fail to meet the printing target dates an amount of **0.1%** of the billing, amount (for the delayed bills) per day maximum up to 10% of the contract value would be charged from the Vendor for the number of days delayed.
- Successful bidder shall submit monthly invoices after completion of monthly printing as per actual count of printed bills/letters.
- **In case of dispute or difference of opinion under these terms & conditions, the decision of SSGCL shall be binding on the contractor.**



Section - V
Special Conditions of Tender Document
Tender Enquiry No. SSGC/SC/

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

- 1- Contractor to submit the following within 15 days after issuance of Letter of Intent (LOI).
 - a. Performance Bank Guarantee
 - b. Stamp Papers
 - c. Insurance Policy
 - d. Any other Document as mentioned in the LOI
- 2- Formal contract will be made on Non-Judicial stamp paper of value @ Rs 0.35 per hundred rupees of contract value, as per prevailing rate by Government of Sindh & Balochistan. The stamp duty will be borne by the contractor and also submit the copy of challan of stamp paper. **Further as per Government of Sindh Board of Revenue notification NO.CIS/SWB/BOR/R&T-17/2022-808 dated 08-06-2022 all judicial and non-judicial stamp paper of the denomination of rupee five hundred and above shall be exclusively on e-stamp.**
- 3- All kinds of Government Taxes, Duties and Levies against any item of the contract, shall entirely be the responsibility of the Contractor. Income Tax will be deducted as per applicable Law under the prevailing Government Rules. Rate of Income Tax deduction in relation to submission of Income Tax certificate from the Contractor should also be stipulated.
- 4- Bank Guarantee (Bid Bond Guarantee/Performance Bank Guarantee) will be made on Non-Judicial stamp paper at the prevailing rate as specified by the respective Provinces. Further the bidder/contractor submitting the Bid Bond guarantee/Performance Bank guarantee being prepared by the State Bank's schedule banks should ensure that there should be no deletion/insertion/alteration/modification of any terms in the Bid Bond/PBG guarantee format as given in the tender document or else bid will be liable for rejection.
- 5- If the letter to proceed (LTP) by user deptt. is not issued within six months after issuance of letter of intent (LOI), both the parties are at liberty to terminate/revoke the LOI without any claim of loss or damage to the other party.
- 6- The completion period of the said work shall start with effect from the issuance of Letter to Proceed, which in case of work exigencies could be issued prior to signing of formal agreement.
- 7- In case of services and works tenders:
Bids determined to be substantially responsive will be checked by the Procuring Agency for an arithmetic error. Errors will be corrected by the Procuring Agency as follows;
 - a. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern ; and
 - b. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rates as quoted will govern, unless in the opinion of the Procuring Agency there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern and the unit rate will be corrected.
- 8- The bidder shall fill in rates and prices for all items of the works / services described in the BOQ. Item against which no rate or price is entered by a bidder will not be paid for by the Procuring Agency when executed and shall be deemed covered by rates and prices for other items in the BOQ. **Any Bidder who change / amend the BOQ or Price Schedule (description, Quantity, UOM etc.) will render the bid as conditional bid and will be liable for rejection.**
- 9- **Method For Submission of Bid Bond (Under Single Stage Two Envelope Bidding Procedure):**
In case of Single Stage Two Envelope Tenders the fixed bid bond as per clause#09 of General Terms & Conditions to be placed in the Technical Proposal. However, if the bid bond is placed in the financial proposal will also be considered. Without submission of bid bond (either in Technical proposal or financial proposal) the bid will be rejected.
- 10- Bid bond submission (2%) of the bid amount as mentioned in the clause 9 of General Terms & Conditions, to be treated as null & void, however other contents of clause 9 will remain unchanged. The submission of fixed amount of Bid security is appearing in the Schedule of Requirement/Bid Form.



- a) All the bidders are advised to furnish fixed bid security (Original Instrument) as per amount appearing in Schedule of Requirement/Bid Form, failing which their bid will be rejected.
- b) The submission of fixed amount of bid security is also mandatory for all the bids valuing Rs.500,000/- or less.
- c) The word lowest bidder or the lowest evaluated bid has been substituted to read as **most advantageous bid**.
- 11- Bid shall remain valid for acceptance for period of (120) days from the date of public opening of the bids & Bid Bond validity is for 150 days.
- 12- In case the local agent requires to offer bid form more than one Principal / Manufacturer, it is mandatory to purchase separate tender document for each Principal / Manufacturer, failing which the bid submitted with the original tender document will only be accepted and the bid with photocopy of tender document will be rejected.
- 13- **Blacklisting Mechanism of Suppliers and Contractors and their Local Agent:**
Black listing mechanism is attached separately in the tender documents which will become an integral part of Tender Documents and now be followed / enforced in true letter & spirit and **supersede the Black listing terms as mentioned in the General Terms & Conditions**.
- 14- Original counter slip of token which is issued with tender document to be attached on the TOP of envelope at the time of bid submission"
- 15- The **Successful** Contractor(s) / Supplier(s) / Consultant(s) shall submit a copy of Professional Tax Certificate with their Invoices / Bills failing which the payment will not be released.
- 16- **Contracts of Contractors**
In the event the contractor is not willing to extend the CONTRACT for further term(s) / Period(s) under the same terms & conditions and the quoted price as defined in the bid documents, the contractor is liable to intimate in writing to SSGC at-least 3 (Three) months in advance prior to completion of the existing contract term / period, failing which, action will be taken as per tender terms.
- 17- **Insurance**
In addition to the Clause 22# -**Insurance**, of General Term and Condition, when The **Successful** Contractor(s) / Supplier(s) will submit Insurance Policy to SSGC, the Insurance Company (policy issuer) should be registered with SECP, otherwise the insurance policy will not be considered / rejected at contractor's risk and cost. The insurance coverage period will be according to the work completion period as mentioned in the contract / tender documents.
- 18- **Fixed Bid Security – Alternative Bid**
A bidder cannot submit two bids/offers with a single fixed bid security/pay order. However, the alternative bids/offers with separate fixed bid security/pay order can be accepted, failing which the bids will be liable for rejection.
- 19- **Bid Bond & PBG (Performance Bank Guarantee) for Proprietary Tenders**
In case of proprietary Tenders, the Bid Bond & Performance Bank Guarantee (PBG) are not required / Applicable.
- 20- SSGC will not pay invoices if they are turned in after 6 months of work completion / material delivered.
- 21- It is mandatory for the bidders to follow all the terms and conditions given in the tender documents without any addition / deletion / amendment and submit the bid accordingly. Therefore, in this context, the bidders are requested not to give their own terms and conditions as it tantamount towards the conditional bid. Otherwise their terms and conditions will not be considered and the Purchase Order / Contract will be awarded based on only as per SSGC tender terms and conditions.
- 22- The bidders/contractors are required to provide their only one Bank Account number (IBAN number) on the 'FORM-X' attached duly signed & stamped as one time information, which shall be firm (not changeable) for all the future payment transactions.
- 23- **Payment:**
The supplier after delivery of goods and its acceptance shall submit invoice to Finance Department of the Company, containing following information i.e.
- Purchase order No. & date
 - Items
 - Quantity
 - Price
 - Invoice value
 - Point of delivery
 - Delivery challan indicating delivery date, etc.
 - 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.

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. Subsequent to the issuance of LOI, successful bidder has to submit 10% Performance Bank Guarantee of the contract value unless and until specified in the tender document.
26. Company reserve the right to award the Purchase Order /LOI to most advantageous bidder.
27. 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).
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. 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.
30. **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.
31. 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.
32. 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.
33. 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



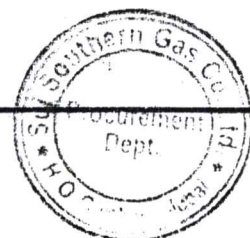
SECTION - V

General Terms & Conditions**1. Definitions and Interpretation:**

1.1

In these tender documents (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the Tender requires otherwise.

- a) **Company** means the Sui Southern Gas Company Limited; a Company registered under statutes of Pakistan and includes any successors-in-interest or assignees.
- b) **Engineer** means the Engineer(s) nominated by the Company to look after and supervise the Work.
- c) **Representative of the Company** means a duly authorized person appointed by the Company or as specified in the "Special Conditions of the Contract" to perform the assigned duties.
- d) **Bidder** means any person or persons, firm or company bidding for the Work.
- e) **Contractor** means the persons, firm or company whose Tender (as hereinafter defined) has been accepted by the Company and includes the Contractor's representatives, sub-Contractors, successors and permitted assignees (Prior to the execution of the Contract the word "Contractor" also means a Tenderer or Bidder submitting a proposal in accordance with the Tender Documents).
- f) **Agent or Representative** means person(s) appointed by the Contractor to perform duties as set forth in the Contract.
- g) **Laborers/Workmen** means such laborers/workmen and staff as may be employed by the Contractor for purpose of carrying out the Work.
- h) **Sub Contractor** means any firm or person having a direct Contract with the Contractor. Nothing contained herein however, shall be deemed or be construed to impose upon the Company, any obligation, liability or duty to a sub-contractor or to create any contractual relation between any sub-contractor and the Company.
- i) **Work** means whole of the Works / Services or part thereof to be executed in accordance with Tender / Contract documents, whether temporary or permanent and whether original, altered substituted or additional.
- j) **Contract Documents** shall consist of duly executed Articles of Agreement, the Tender Documents and the Tender submitted by the successful Bidder including modifications thereto incorporated in the documents before and after the execution of the Contract.
- k) **Contract Price/Value** means the sum named in Schedule of (SOR) / BOQ subject to additions thereto or deductions there from as may be made under the provisions hereinafter contained.
- l) **Plant** means all machineries, equipment, materials, appliances or things of whatsoever nature required in or about the execution, completion or maintenance of the Work, but does not include such equipment, materials, appliances or things intended to form part of the permanent Work.
- m) **Temporary Works** means all temporary works of every kind required in or about the execution, completion or maintenance of the Work.
- n) **Drawings** means the drawings referred to in the Contract documents and any modification of such drawings.
- o) **Location** means the land and other places on, under in or through which the Work is to be executed or carried out and other lands or places provided by the Company for the purpose of the Contract.
- p) **Approved/Approval** means approved/approval in writing by Company's representative or as specified in "Special Conditions of Contract".
- q) **Tender/Bid** means the offer tendered by the Bidder for the Work governed by the Contract.
- r) When the terms Acceptable, Satisfactory, Proper, or other such general qualifying terms are used in the Contract, it shall be understood that reference is made to be sole ruling and the sole judgment of the Company.
- s) The Word Equivalent or Equal where used in these documents in the general sense shall not mean Similar but shall mean "Conforming to, Like, of Kind/Quality and Function". "Proprietary Items" and "Trade Names" are used for the purposes of establishing a standard of "Kind, Quality and Function" and "Equipment" items, articles, things or materials will be approved, if held to be "Equivalent" by the Company.
- t) **Approved Banker** wherever occurring in this Contract shall mean a Scheduled Commercial Bank operating in Karachi and acceptable to the Company.



- u) **Specification(s)** means the standard codes of practice and other specifications issued with the Tender and any notification such as specifications approved in writing by the Company and other specifications as may from time to time be furnished or approved in writing by the Company.
- v) **Month** means calendar month of the Christian era.
- w) **Time Schedule** is a graphical illustration of the time span of various Work activities defining starting and completion dates.
- x) **Bonds** mean Bid Bond, Performance Bond or Bank Guarantee and other instruments of security furnished by the Bidder of his surety in accordance with the Tender/Contract.
- y) **Completion Date** means the date on which the Work has been completed in accordance with the Contract so that it can be utilized for intended purpose.
- z) **Day** means a day of 24 hours mid night to mid night.
- aa) **Completion Period** means the time allowed for the execution of the Work.

1.2 Words importing the singular only also include the plural and vice-versa where the Contract so requires.

1.3 The marginal headings or notes in these Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the Contract.

1.4 If there is any conflict between the Special Conditions and the General Conditions, the Special Conditions shall modify, supplement and supersede the General Conditions.

2. **Examination:**

Bidders shall visit/inspect/examine the Work & Location and shall fully acquaint themselves with the nature and requirements of Work/Services, access to Work/Location, availability of materials, weather, law and order and local conditions etc. before submitting their Bids. Submission of the Bid shall be prima facie evidence that the Bidders have fulfilled this requirement and shall be binding upon him.

3. **Conflict between Drawings/Specifications/SOR:**

In case of any conflict between drawings/specifications, SOW/TOR and SOR/BOQ, with regard to the quality of any item, the Contractor / Consultant shall base his quotation for the better quality. In case of any deficiency in the drawings/details, the Contractor / Consultants shall seek clarification from the Company. Submission of Bids/rates on the basis of incomplete drawings/details shall be Contractor / Consultant's sole responsibility.

4. **Additions, Deletions:**

The Company reserves the right to make addition (Upto 15 %) and delete the quantity from the Work defined in SOW/TOR/SOR/BOQ as deemed necessary before or after the execution of the Contract. All such additions and deletions shall only be authorized in writing by the Company.

5. **Schedule of Requirement:**

The quantities specified in the SOR/BOQ are estimated and are intended to serve only as a guide to the Bidders. Payments shall be made on the basis of actual Work quantum done as measured. No claims or adjustments shall be entertained/allowed on account of increase or decrease in the Scope of Work which has not been duly authorized by the Company through the issue of change orders as stipulated in the relevant provision.

6. **Rate:**

The Bidder shall quote all item rates and lump sum prices as shown in the "SOR/BOQ". Bidders shall fill in the rate / price for each item in the SOR/BOQ. In case of any discrepancy between item rate and the amount, the quoted item rate will prevail. The quantities given in the SOR/BOQ are estimated ones and are subject to variations. That is, there could be increase or decrease. Nevertheless, the item rates quoted by the Bidder shall remain fixed and no escalation whatsoever shall be permissible. The rates / prices quoted by the Bidder shall be workable. The Bidder shall be required to furnish a complete rate analysis of any item in the SOR/BOQ as considered necessary, by the Company.

7. **Escalation:**

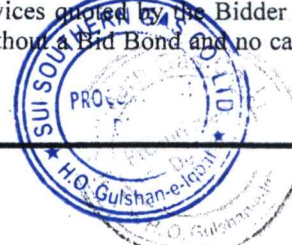
It may be clearly understood that this tender does not contain a price variation clause and therefore, all unit prices quoted shall be firm, irrevocable fixed and valid until completion of the Contract and will not be subject to variation on any account.

8. **Validity:**

Bids shall remain valid for acceptance for a period of (120) days from the date of bid opening. If the last date falls on a holiday, the validity will be extended to the first Company working day thereafter.

9. **Bid Bond (Earnest Money):**

The Bidder is required to furnish Bid Bond strictly in accordance with the prescribed format, in the form of a Pay Order, Demand Draft or Bank Guarantee issued only by a scheduled commercial bank operating in Karachi, for an amount fixed bid bond as specified of tendered Work / Services quoted by the Bidder in favor of Sui Southern Gas Company Limited. No Bid shall be considered without a Bid Bond and no cash or cheque or a guarantee issued by an insurance company shall be accepted.



The Bid Bond shall remain valid for a period of 150 days from the date of Bid opening. Bid Bonds of the unsuccessful Bidders shall be returned as soon as practicable, The successful Bidder's Bid Bond shall be retained by Company until execution of a Contract for the Work / Services defined in these documents and the submission of a Performance Bond prior to the execution of Contract.

In the event that the successful Bidder refuses or fails to provide (PBG) and Stamp papers for contract within fifteen (15) days of the issuance of a Letter of Intent, Company shall be at liberty to forfeit the Bid Bond.

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

In case when bidder submit alternate bids a separate bid bond for each bid is required otherwise bid will be liable for rejection. In case of Single Stage Two Envelope bidding system (bid bond will be enclosed with "Financial" bid, unless and until specified separately in Tender terms).

The bid bond may be forfeited if a bidder withdraws the bid during validity period specified by the bidder or if successful bidder fails to:

- Accept purchases order/LOI,
- Furnish performance guarantee in accordance with clause 10 of General Terms & Conditions,
- Extend Services as per requirement and completion Period.

10. Performance Bond:

The Bidder shall furnish a Performance Bond strictly (if the bid increases to Rs. 500,000/-) in accordance with the prescribed format in the form of a bank guarantee issued by a scheduled commercial bank operating in Karachi for an amount equivalent to 10 (10) percent of the Contract value. Failure to furnish the performance Bond before execution of the Contract will entitle the Company to consider the Bidder as having abandoned the Contract and the forfeit the Bid Bond. The Performance Bond shall remain valid till after three (03) month of completion of the work.

The Company's right to recover damages from the Bidder for breach of Contract shall not be limited to the value of the Performance Bond. In the event of the Bidder failing to execute a formal Contract or to submit the Performance Bond in the manner aforesaid and in the period specified, the Company shall be entitled to appropriate the earnest money submitted by the Bidder with his tender without prejudice to its right to claim any further loss or damage which may result to it by reason of the aforesaid default of the Bidder as if Contract is actually executed for the purpose of such claims.

The Bidder shall extend the validity period of the Performance Bond for such period(s) as required for the Contract performance.

The performance bond of the successful bidder will be released after successful completion of work.

11. Retention Money:

The amount to be retained from payments shall be equal to the specified percent of certified value of Work which would be released after the maintenance period.

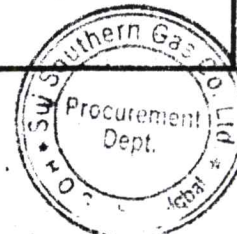
12. Completion Period:

Subject to any requirements as to completion of any portion of the Work before the completion of the whole of Work, the Work shall be completed within the specified completion period. The Work shall not be considered as completed until the Company has certified in writing that it has been completed. Should extra, altered or additional Work of any kind, or any other cause of delay, which in the opinion of the Company could not have been foreseen by the Contractor / Consultant requires extension in completion time, then on the written request of the Contractor / Consultant, the completion period as provided in the Contract shall be extended by the Company. All such extensions shall be allowed in writing by the Company's representative.

13. Signing / Execution of Contract / Agreement:

Formal signing / execution of Contract / Agreement shall be completed within fifteen (15) days of receipt of "Letter to Proceed". The Company shall prepare the Contract in accordance with the prescribed format (Contract Form, and Articles of Agreement) for the purpose and the successful Bidder shall be communicated the date and time by the Company for the execution of Contract.

The successful Bidder shall provide the stamp paper, of value at the rate of thirty five (35) paisa per every hundred Rupees or part thereof of the amount of the Contract, or at the prevailing rate as specified by the Government of Pakistan.



In case the agreement is executed for services i.e Janitorial, Canteen, Landscaping, Maintenance Contract etc.... will be for One year extendable for further Two terms of one year each unless specified in Special Term & conditions.

14. Award / Evaluation Criteria:

Company reserves the right to settle the final award of job to the technically compliant and lowest evaluated and commercially responsive bidder.

Evaluation may be carried out both on item or on group of items/single or multiple package basis depending upon the nature of requirement exclusively at the discretion of the company to ensure economic procurement.

15. Commencement & Execution of Work:

Notwithstanding any delay in the preparation / execution of the Contract the successful Bidder shall commence mobilization / preparations and under take the Work within (15) days after receipt of the Letter to Proceed.

The Contractor / Consultant shall prior to commencement of Work, obtain the written authority and instructions of the Company.

16. Change in Orders:

The Company may at any time, by a written notice to the Contractor / Consultant, make changes within the general Scope of Work of the Contract.

Upon notification by the Company of such change, the Contractor / Consultant shall submit to the Company an estimate of costs for the proposed change (hereinafter referred to as a change) within ten (10) calendar days of receipt of notice of the change, and shall include an estimate of the impact (if any) of the change on the completion date (s) under the Contract, as well as detailed schedule for the execution of the change, if applicable.

The Contractor / Consultant shall not perform changes in accordance with above, until the Company has authorized a Change Order in writing on the basis of the estimate provided by the Contractor / Consultant.

Changes mutually agreed upon as a change shall constitute a part of the Work under this Contract, and the provisions and conditions of the Contract shall apply to said change.

17. Assignment:

The Contractor / Consultant shall not assign, in whole or in part, its obligations to perform under the Contract except with the Company's prior written consent.

18. Termination of Contract:

The Company may decide to terminate the Contract in one of the following situations:

(i) Termination for Default:

The Company may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor / Consultant, terminate the Contract in whole or in part.

- (a) If the Contractor / Consultant fails to complete the contracted Works / Services within the time period(s) specified in the Contract or any extension thereof granted by the Company.
- (b) If the Contractor / Consultant fails to perform any other obligation(s) under the Contract.
- (c) If the Company during the completion period of the Contract has reason to believe that the Contractor / Consultant will not be able to fulfill the obligations under the Contract.

Prior to the exercising of any right by the Company to terminate the Contract, the Company shall issue notice to the Contractor / Consultant specifying the default(s) and the Contractor / Consultant shall submit an explanation within seven (07) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory and / or the default(s) continues, the Contract may be terminated by the Company.

(ii) Termination for Insolvency:

The Company may at any time terminate the Contract by giving written notice to the Contractor / Consultant, without compensation to the Contractor / Consultant, if the Contractor / Consultant becomes bankrupt or otherwise insolvent. Notwithstanding the above such termination will not prejudice or affect any right of action or remedy which as accrued or will occur thereafter to the Company.



(iii) **Termination for Convenience:**

- a. The Company may by written notice sent to the Contractor / Consultant, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the company's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.
- b. The Works that are complete and ready for Commissioning within thirty (30) days after the Contractor / Consultant's receipt of notice of termination shall be at the Contract prices and on the existing Contract terms. For the remaining Works, the Company can also opt to have any portion thereof completed and commissioned at the contract prices and on the other contract terms.

19. Liquidated Damages:

If the Contractor / Consultant fails to complete the Work or perform the Services specified in the Contract within the stipulated period / scheduled time specified in the Contract, the Company, without prejudice to any other remedies, shall deduct from the bills or any other due payments / guarantees, as liquidated damages, a sum equivalent to 0.1 % per day of the value the Contract, until actual completion of the Work or performance of the Services. However if delay of over 100 days takes place (i.e. equal to 10%), the Company reserves the right to terminate the Contract at the risk and cost of Contractor / Consultant. The liquidated damages shall also be applicable for the Works / Services terminated under Clause 16.

The payment of liquidated damages shall not relieve the Contractor / Consultant from performing and fulfilling all its obligations under the Contract and nor shall the rights and entitlements of the Company be affected or reduced in any manner.

20. Force Majeure:

The parties will not be considered to be in default in the execution of their contractual obligations or any of them to the extent that the execution of such obligations or any of them is delayed or omitted by cause of Force Majeure. Each party will advise the other party by written notice within 07 days of the occurrence of any such case of Force Majeure. The term Force Majeure employed herein shall mean acts of public enemy, wars (whether declared or not) invasion, hostilities, revolution, epidemics, riots (other than among the Contractor / Consultant's own employees) fires, floods, earth quake, commotion, disorder and other causes similar in kind to those herein mentioned, not under the control of either party, which makes the performance of this agreement unfeasible and which by the exercise of due diligence the party seeking excuse from performance is unable to overcome.

The Company shall not be liable to the Contractor / Consultant for any damage or loss caused by Force Majeure directly or indirectly.

21. Safety of Employees and Works:

The Contractor / Consultant shall be responsible to take all necessary precautions for the safety of employees on or off the Work, and shall comply with all applicable safety laws and codes to prevent accidents or injury to persons on about or adjacent to the places where the Work is being performed. All statutory rules, orders, regulation from time to time in force relating to taking and observance of all safety precaution governing or which might be deemed to be given during the execution and performance of the Work. The Contractor / Consultant shall comply with any and all personnel safety regulations. Any person of the Contractor / Consultant violating the safety rules shall be removed by the Contractor / Consultant from site and replaced without delay.

22. Insurance:

The Contractor / Consultant shall be responsible for obtaining a Contractor / Consultant's All Risk Policy (CAR) against risks to the Works and shall make good at his own cost, all losses or damages whether to the Works or to the lives, persons, whether under the workmen's compensation Act or Third Party Risk, or property of others from whatsoever cause arising out of or in connection with the works either during the progress of the works or during the period of maintenance provided by this Contract.

The Contractor / Consultant shall arrange insurance approved by the Company fully to cover workmen compensation and other claims arising out of sickness, injury or death of his personnel working at site and also to cover theft, loss of or damage to the Company's material in his possession and to indemnify the Company for third party claims for damage done or said to have been done to those persons or their property as a result of the Contractor / Consultant's activities on and off the site.



Insurance will be required where ever applicable:

Company's Address:

**GENERAL MANAGER (PROCUREMENT)
SUI SOUTHERN GAS COMPANY LIMITED,
2ND FLOOR, HEAD OFFICE, ST-4/B, B-14,
SIR SHAH SULEMAN ROAD,
GULSHAN-E- IQBAL,
KARACHI –PAKISTAN.**

Contractor / Consultant's Address:

23. Dispute Resolution:

If any dispute shall arise as to the interpretation of this Contract or any matter or thing arising there from, the same shall be settled as far as possible by way of amicable resolution. Failing such settlement, the dispute may be referred for arbitration to two Arbitrators, one to be nominated by each Party. The appointed Arbitrators shall before proceeding on the reference appoint an Umpire. The Award given by the Arbitrators or the Umpire as the case may be shall be final and binding on the Parties. The proceedings shall be governed by the Pakistan Arbitration Act, 1940 and any statutory modification thereof. The venue of arbitration shall be Karachi.

All costs of Arbitration shall be borne by the Parties themselves, unless otherwise ordered by the Arbitrator. Notwithstanding the existence of any difference or dispute, or the commencement or continuance of any arbitration proceedings, Works to be done or Services to be provided under this Contract shall not be suspended or discontinued by the Contractor / Consultant nor shall any payment be withheld by the Company except the difference of the amount in dispute, which is the subject matter of such proceedings.

24. Income Tax and Duties:

All kinds of Government Taxes and Duties (income tax, custom duties, etc.) also the provincial sales tax as per provincial law, against any item of the contract, shall be entirely the responsibility of the Contractor / Consultant. Income Tax will be deducted as applicable under the prevailing Government Rules. Rate of Income Tax deduction in relation to submission of Income Tax certificate from the Contractor / Consultant should also be stipulated.

All Foreign Service providers are required to obtain Advance Ruling from the Federal Board of Revenue (FBR) under Section 206A of the Income Tax Ordinance 2001 (Pakistan's Income Tax Law). The advance Ruling issued by FBR covers application of Income Tax Ordinance 2001 to Transaction proposed or entered in to Foreign Service Provider".

25. Payments:

Payment will be made within 30 days after completion of works.

The Contractor / Consultant shall submit to the Company during the execution of the Work on-account bills along with a statement / details of executed Work.

The rates and prices in such on-account bills and statement of Work shall be in accordance with those in the SOR/BOQ so far as such rates and prices are applicable and on the approved rates and prices for other items of Work. All payments against on-account bills shall be treated as provisional payments and will be subject to final adjustment.

The Company may withhold payment or on-account of subsequently discovered evidence, nullify the whole or part of any certificate to such extent as may be necessary to protect itself from loss on-account of:

- (a) Defective Work not remedied.
- (b) Claims filed or reasonable evidence indicating probable filing of claim.
- (c) Failure of the Contractor / Consultant to make payments properly to Sub-Contractor / Consultants.
- (d) Damage to another Contractor / Consultant.

When the grounds are removed payment shall be made for amounts withheld because of them.

Payments in respect of extra / additional Work will be made on the basis of the original Contract rates and the Contractor / Consultant will not be entitled to any extra compensation / payment including idle charges because of such delays.



The making and acceptance of the final payment after successful completion of Work shall constitute a waiver of all claims by the Company other than those arising from faulty Work appearing after final payment and of all claims by the Contractor / Consultant, except those previously made and still unsettled.

Supplier (s) are required to submit signed and stamped acknowledgement slip, Sale Tax return, Annex "C" & Annex "I" (whichever applicable) in which Sales Tax (of relevant Sales Tax invoice) is paid.

26. Blacklisting of Suppliers and Contractor / Consultants:

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

- 26.1 Corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official/company.
- 26.2 If the supplier/Contractor / Consultant found responsible for the detriment of the company during proceedings of procurement/contract, process or its execution.
- 26.3 Misrepresentation of facts (by providing fake documents, concealing / mis-reporting facts pertaining to the bid) in order to influence the procurement process or the execution of the purchase order/contract.
- 26.4 Collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the company of the benefits of free and open competitive.

27. GOP's Obligation:

The contract shall be governed by the Law of Pakistan. The Contractor / Consultant is obligated to comply with all regulations and ordinance in force or to be passed by the Government of Pakistan in connection with Labor legislation during the course of the work to be performed. Any additional financial charges on account of revision in minimum wages by GOP will be company's responsibility while the contract is in operation.

This contract embodies the entire understanding of the parties hereto on this subject and there are no commitment, terms, conditions or obligations, oral or written, express or implied, other than those contained herein.

28. Late Bid:

Sealed bids shall be mailed/submitted/dropped in tender box placed at Tender Room, CRD Building, and SSGC Head Office, In accordance to the time specified in invitation to bid & tender notice (which ever applicable), Bids are to be delivered on or before closing time after which all bids submitted after the time prescribed shall not be entertained and will be returned without being opened. In case bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.

29. Rebate / Discount:

Unit rate (s) given in the Bill of Quantities shall take into account all relevant factors including discount if any. Discount given separately at the time of bid opening will not be considered.

30. Joint Ventures:

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

31. Correction / Amendments in Quoted Price:

Any overwriting in BOQ / SOR is not allowed. In case of type of any amendment / correction required in unit price / total amount the same has to be strikeout and re-written with corrected figures, properly signed & stamped out, in order to avoid an ambiguous bid.



FINANCIAL

PROPOSAL



**BILL OF QUANTITY/FINANCIAL BID
OUT SOURCING OF GAS BILL PRINTING**

1. Gas bill printing at SSGC Head Office.

S.NO.	DESCRIPTION	QUANTITY FOR ONE YEAR	UNIT RATE PER BILL	TOTAL AMOUNT FOR ONE YEAR
1.	Cut Sheets for Bill printing	39,600,000 (39 Million Six Hundred Thousand) approximately		
2.	Customer Notices	2,000,000 (2 million) approximately		

Gas bill printing detail at SSGC Head Office.

S.NO.	REGION	QUANTITY FOR ONE YEAR
1.	Karachi Region	24,000,000 (approximately)
2.	Hyderabad	12,000,000 (approximately)
3.	Quetta	3,600,000 (approximately)

Customer Notices detail at SSGC Head Office.

S.NO.	REGION	QUANTITY FOR ONE YEAR
1.	Karachi Region	900,000 (approximately)
2.	Hyderabad	600,000 (approximately)
3.	Quetta	500,000 (approximately)

Note:

1. The quoted unit price and corresponding total amount shall be inclusive of all duties and taxes including special excise duty (SED) except General Sales Tax (GST)/SST.
2. Bidder are essentially required for quote their rates on bid form. Rates quoted on other than bid form will not be entertained.
3. Bid Bond & Performance Bond as should be General Terms & Conditions.

Signature of Bidder _____

Name _____

Name of Company _____

Date _____



TENDER ENQUIRY NO. SSGC/SC/13911

SECTION-V

SCHEDULE OF REQUIREMENT

AND

BID FORM

Sr. NO.	DESCRIPTION OF ITEMS / PART NOS. (1)	QUNATITY (3)	UOM (4)	UNIT PRICE (5)	TOTAL AMOUNT 6=3X5
1	<u>GAS BILLS</u> [1] SC053250 CUSTOMER NOTICES FOR KARACHI REGION (AS PER DETAILS) <u>Delivery Schedule:</u>	700,000.00	Each		
2	<u>GAS BILLS</u> [2] SC053270 CUSTOMER NOTICES FOR HYDERABAD REGION (AS PER DETAILS) <u>Delivery Schedule:</u>	500,000.00	Each		
3	<u>GAS BILLS</u> [3] SC053290 CUSTOMER NOTICES FOR BALUCHISTAN QUETTA REGION (AS PER DETAILS) <u>Delivery Schedule:</u>	400,000.00	Each		
4	<u>OUT SOURCING GAS BILL PRINTING FOR KARACHI REGION (AS PER BOQ)</u> [4] SC083300 <u>Delivery Schedule:</u>	24,000,000.00	Each		
5	<u>OUT SOURCING GAS BILL PRINTING FOR HYDERABAD REGION (AS PER BOQ)</u> [5] SC083310 <u>Delivery Schedule:</u>	12,000,000.00	Each		
6	<u>OUT SOURCING GAS BILL PRINTING FOR BALUCHISTAN QUETTA REGION (AS PER BOQ)</u> [6] SC083320 <u>Delivery Schedule:</u>	3,600,000.00	Each		

Fix Bid Bond Amount in PKR: 250,000



NOTE :

- (i) The quoted unit price and corresponding total amount shall be inclusive of all duties & Taxes, excluding Sales Tax as per provincial laws.
- (ii) Incase of supply of material alongwith services GST will be exclusive of quoted rate of material.
- (iii) Bidders are essentially required for quote their rates on bid form / BoQ.
- (iv) Prices given in the bid form and BOQ shall take into account all relevant factors including discounts, if any. Discount given separately at the time of bid opening will not be considered.
- (v) Any Bidder who change/amend the BOQ or Price Schedule (description, quantity, uom etc.) will be render the bid as conditional bid and will be liable for rejection.

SIGNAUTRE OF BIDDER: _____

NAME.....: _____

NAME OF BIDDER....: _____

STAMP.....: _____

DATE.....: _____



(On Stamp Paper @ Rs.100 for first Rs.100, 000 and Rs.50 per subsequent Rs.100, 000 of Guarantee Value)

BID BOND FORMAT

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

Tender Enquiry No SSGC / SC /

Dear Sirs,

In consideration of Messrs _____ hereinafter called "The Bidder" having submitted the accompanying bid and in consideration of value received from _____ we hereby agree to undertake as follows:

1. To make un-conditional payment of Rupees _____ upon your return demand without further recourse, question or reference to the Bidder or any other person, in the event of the 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 120 days after said opening and or in the event that the Bidder within the period specified thereof, or if no period be specified with 15 days after prescribed forms are presented to the Bidder of signature the Bidder shall fail to execute such further contractual documents if any as may be required by the Company, or on the Bidders' failure to give the requisite Performance Bond as may be required for the fulfillment of resulting Contract with 10 days of the acceptance of the Bid.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non compliance as aforesaid on the part of the Bidder and to make payment immediately upon receipt of the written intimation.
3. No grant of time or other indulgence to, or composition, or arrangement with the Bidder in respect of the aforesaid Bid with or without notice to us shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments hereunder.
4. The guarantee shall be binding on us and our successors in interest and shall be irrevocable.
5. This guarantee shall remain valid upto _____.

Yours faithfully,

Note: Any extensions / amendments (in all guarantees/bonds) if required shall be made on stamp papers of Rs.50



PERFORMANCE BOND FORMAT

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

Bank Guarantee #
Date of Issue :
Date of Expiry :
Amount :

Tender Enquiry No SSGC / SC /

Dear Sirs,

In consideration of your entering/having entered into Contract No. _____ with M/s. _____ hereinafter called "The Contractor" and in consideration of value received from the Contractor, we hereby agree and undertake as follows:-

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



DECLARATION FORM

(FORMAT OF DECLARATION)

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

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

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

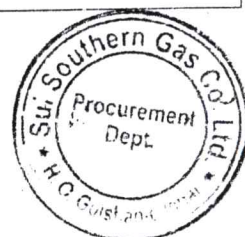
[The Seller/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest,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

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

SIGNATURE & STAMP

NOTE

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



CONTRACT FORM

Contract No. SSGC/SC/

ARTICLES OF AGREEMENT

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

WITNESSETH:

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

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

Article-1 Work and Cost of the Work:

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

Article-2 - Time:

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

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

Article-3 - Contract Documents:

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

- a) The Article of Agreement.



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

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

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

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

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

Signature : _____

Signature : _____

Name : _____

Name : _____

In the presence of :

Signature : _____

Signature : _____

Name : _____

Name : _____

Signature : _____

Name : _____



Supplier code: _____

FORM-X

Bank account details form for all Beneficiaries

(Mandatory requirement for Digital Online Banking)

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

Name of Firm: _____

Address of Firm: _____

CNIC #: _____

NTN #: _____

Bank Name: _____

Bank A/C Title name: _____

Branch code: _____

Bank A/c #: _____

(16 Digits)

Bank IBAN #: _____

(24 Digits)

☐ Information already submitted.

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



Authorized Sign & Stamp

Date: _____

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

ANNEXURE: I

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts.

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

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



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

1	2	3	4	5	6	7	8
Name and surname (in block Letter's)	CNIC no (in case of foreigner Passport No)	Father's / Husband's Name in Full	Current Nationally	Any other Nationality lies)	Occupation	Residenti ally address in full of the registered / principle office address for a subscribe rs other that natural Person	Numbers of shares taken by cash subscribers (in figures and words
			Total numbers of shares taken (in figures and words)				

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

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



Form of Bid-Securing Declaration

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

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

No.: [number of Bidding process]

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

To: [complete name of Procuring Agency]

We, the undersigned, declare that:

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

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

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

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

Name of the Bidder* _____

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

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____

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

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

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



S. F. Khan-VIII

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.

Page 1 of 10
Dated : 12th October 2020
Revision-1 : Dt: 3 Sept 2024



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.

Page 2 of 10

Dated : 12th October 2020

Revision-1 : Dt: 3 Sept 2024



- 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.

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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



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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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-Mannual-1-1.pdf>].
3. That _____ [Supplier Company Name] agrees to comply fully with all the policies, procedures, and responsibilities outlined in the IMS Manual, and will ensure that all relevant employees, contractors, and agents are made aware of and comply with the same.
4. That _____ [Supplier Company Name] acknowledges that failure to comply with the IMS Manual may result in corrective action, including but not limited to financial penalties as per SSGC policy and suspension or termination of business with Sui Southern Gas Company Limited (SSGC).
5. 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: _____



SSTW-05

Ref No _____

Dated _____

M/s _____

SNTN _____

Address _____

NOTICE UNDER RULE 3(1) OF THE SINDH SALES TAX SPECIAL PROCEDURE (WITHHOLDING) RULES, 2011.

Dear Sir,

Kindly note that we are a withholding agent under the Sindh Sales Tax Special Procedure (Withholding) Rules, 2011, and that we shall withhold and deduct the prescribed amounts of Sindh sales tax against your tax invoices in relation to the services provided or rendered by you to us. We hold NTN/FTN

2. We undertake to deposit the withheld/deducted amounts of Sindh sales tax in the Sindh Government's head of account "B-02384" against a SRB-prescribed PSID/Challan (SST-04 or SSTW-04) in the manner prescribed under the aforesaid Sindh Sales Tax Special Procedure (Withholding) Rules, 2011, and we shall provide you a certificate of deduction-cum-deposit in terms of rule 3(9) thereof.

Signature _____

Name _____

CNIC _____

Designation _____

Date _____

Official seal _____





**Sui Southern Gas
Company Limited**

Procurement Department

Standard Advisory to all Bidders

SUB: Sindh Sales Tax Withholding On Services Payment

(Effective from 1 July 2024)

Dear Sir,

Background

Please be informed that:

1. Uptil February 2024, SSGC deducted 20% of Sindh Sales Tax amount from Invoice value payable to a Vendor for services rendered in Sindh & deposit the same with Sindh Revenue Board, while remaining 80% is deposited by the Vendor themselves.
2. From March 2024 – June 2024, SSGC deducted 80% of Sindh Sales Tax amount from Invoice value payable to a Vendor for services rendered in Sindh & deposit the same with Sindh Revenue Board, while remaining 20% is deposited by the Vendor themselves

Amendment in Law

Sindh Revenue Board (SRB) has amended Withholding Rules thereby requiring SSGC to deduct 20% of sales tax amount from Invoice Value.

Revised Procedure for Sindh Sales Tax Withholding

In order to ensure implementation of above amendment, following process is being implemented 01. July 2024:

- 1) 80% Sales Tax to continue to be withheld on 'Past' Invoices only (where Vendor has already deposited 20% Sales Tax in Government treasury provides evidence thereof).
- 2) 20% Sales Tax will be deducted on Current and future invoices (while 80% will be deposited by vendor directly with SRB)

It is needless to mention that only Sindh Withholding Rules have been amended while there is no change in other Rules (income tax withholding Balochistan Sales Tax withholding; etc.)





سوئس سدرن گیس کمپنی لمیٹڈ
پروکیورمنٹ ٹیپارٹمنٹ

تمام ٹھیکیداروں کے لئے معیاری ایٹوائزری
خدمات کی ادائیگی پر سندھ سیلز ٹیکس
(۱ جولائی ۲۰۲۴ سے نافذ العمل)

یس منظر

مطلع کیا جائے کہ:

1. فروری 2024 تک، SSGC نے سندھ میں فراہم کی جانے والی خدمات کے لیے وینڈرز کی انوائس ویلیو سے سندھ سیلز ٹیکس کی رقم کا 20% کاٹ لیا ہے اور اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ وینڈرز بقیہ 80% خود جمع کراتے ہیں۔

2. مارچ 2024 سے جون 2024 تک، SSGC نے سندھ میں فراہم کی جانے والی خدمات کے لیے وینڈرز کی انوائس ویلیو سے سندھ سیلز ٹیکس کی رقم کا 80% کاٹ لیا ہے اور اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ بقیہ 20% وینڈرز خود جمع کراتے ہیں۔

قانون میں ترمیم

سندھ ریونیو بورڈ (SRB) نے ود ہولڈنگ رولز میں ترمیم کی ہے جس کے تحت SSGC کو انوائس ویلیو سے سیلز ٹیکس کی رقم کا 20% کٹوتی کرنا ہوگی۔

سندھ سیلز ٹیکس ود ہولڈنگ کا نظر ثانی شدہ طریقہ کار

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

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

(2) 20% سیلز ٹیکس موجودہ اور مستقبل کے انوائسز پر کاٹا جائے گا (جبکہ 80% وینڈر براہ راست SRB کے ساتھ جمع کرائے گا)

یہ واضح رہے کہ صرف سندھ ود ہولڈنگ رولز اسٹ میں ترمیم کی گئی ہے دیگر رولز (انکم ٹیکس ود ہولڈنگ بلوچستان سیلز ٹیکس ود ہولڈنگ وغیرہ) میں کوئی تبدیلی نہیں کی گئی ہے۔

