

**Terms & Conditions For Low Value Works / Services Other Than Ditching Backfilling**  
**(Less Tan Rs. 500,000/-)**

**1. 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.

**2. Assignment:**

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

**3. 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, terminate the Contract in whole or in part.

- (a) If the Contractor 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 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 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 specifying the default(s) and the Contractor 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, without compensation to the Contractor, if the Contractor 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, 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'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.

**4. Liquidated Damages:**

If the Contractor 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. The liquidated damages shall also be applicable for the Works / Services terminated under Clause 3.

The payment of liquidated damages shall not relieve the Contractor 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.

**5. 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)

**Signature of Bidder with Stamp**

invasion, hostilities, revolution, epidemics, riots (other than among the Contractor'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 for any damage or loss caused by Force Majeure directly or indirectly.

**6. Safety of Employees and Works:**

The Contractor 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 shall comply with any and all personnel safety regulations. Any person of the Contractor violating the safety rules shall be removed by the Contractor from site and replaced without delay.

**7. Insurance:**

The Contractor shall be responsible for obtaining a Contractor'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 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's activities on and off the site.

**Insurance will be required where ever applicable:**

**8. Payments:**

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

The Contractor 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 filling of claim.
- (c) Failure of the Contractor to make payments properly to Sub-Contractors.
- (d) Damage to another Contractor.

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 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, 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.

**9. Blacklisting of Suppliers and Contractors:**

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 who either constantly fails to perform satisfactorily or found to be

**Signature of Bidder with Stamp**

indulged in corrupt and fraudulent practices as defined below:

- 9.1 Corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official/company.
- 9.2 If the supplier/contractor found responsible for the detriment of the company during proceedings of procurement/contract, process or its execution.
- 9.3 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.
- 9.4 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.

**10. Rebate / Discount:**

Price given in the Bid Form and BOQ is firm which shall take into account all relevant factors including discount, if any. Discount / escalation given separately will not be considered.

11. Contractor must submit stamp papers, insurance cover etc. within 15 days after issuance of Letter of Intent.
12. 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.
13. 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.
14. If the letter to proceed (LTP) 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.
15. 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.
16. In case of services and works tenders:  
Bids determined to be substantially responsive will be checked by the Procuring Agency for an arithmetic errors. 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.
17. 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.

**Signature of Bidder with Stamp**

# Sui Southern Gas Company Limited

ST-4/B, Block 14, Sir Shah Muhammad Suleman Road, Gu[shan-e-Iqba] Karachi-75300 , Pakistan.

Phone: 92-21-99021000 Exts: 1259 / 1279 / 1223 Fax: 92-21-99231583

## BILL OF QUANTITIES (BOQ)

For Three (3) Quotation Cases

M/S. Address : (As per NTN/SST)	Quotation #	
	Quotation Date	
	Valid upto	
Phone #	NTN / SST #	
Fax # / Email:	GST #	

DESCRIPTION OF REQUIREMENT					
S. No.	Description of Work	UOM	Qty	Unit Price	Value
TOTAL AMOUNT IN FIGURES:					

**Completion Period:** \_\_\_\_\_ from issuance of LTP. All 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. 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.

### **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 shall prior to commencement of Work, obtain the written authority and instructions of the Company.

### **Bid Validity : Ninety (90) Days**

- The quoted unit price and corresponding total amount shall be inclusive of all duties & taxes and discount (if any) except General Sales Tax.(GST) & SST / BST.
- Sales Tax will be applicable as per GST act and subsequent amendments of time to time. GST will be reimbursed to manufacturer and importers only subject to production of paid invoice.
- Instructions to bidders and Terms and Conditions are available overleaf/ on last page.

**Signature of Bidder with Stamp**