



**Sui Southern Gas  
Company Limited**

Ref: SSGC/SC/PT/PQ/EPADS/14249-Ext / 2026  
Date 31 March 2026

## **Extension # 1**

### **PREQUALIFICATION APPLICATION OF AIR TRAVEL AGENTS FOR SSGC (AS PER DETAILS ATTACHED)**

#### **Tender Enquiry No. SSGC/SC/PT/PQ/EPADS/14249**

Dear Sir,

This refers to above mentioned tender enquiry, the bid submission / opening date has been extended up to "16 April 2026 at 11:30 Hrs." instead of existing.

All other terms & conditions will remain unchanged.

Inconvenience caused is highly regretted please.



For General Manager (Procurement)



M/S \_\_\_\_\_  
\_\_\_\_\_

## ***Pre-Qualification for Air Travel Agents***

### **Under Single Stage One Envelope Bidding Procedure**

Supplier must be active in FBR Active Taxpayer List (ATL)

**Tender Enquiry No. SSGC/SC/PT/PQ/14249**

### **INVITATION TO BID**

#### **Section I**

Sui Southern Gas Company Limited (SSGC) is Pakistan's leading integrated gas Company. The company is engaged in the business of transmission and distribution of natural gas in franchise area of Sindh & Balochistan.

Sui Southern Gas Company Limited (SSGC) intends to carry out the services related to *Pre-Qualification for Air Travel Agents for SSGC (As per Criteria/scope of work) (Under Single Stage One Envelope Bidding Procedure)*.

The tender documents comprise the following:

<b>Section - I</b>	Invitation to bid
<b>Section - II</b>	Instructions to bidders
<b>Section - III</b>	Scope of Services
<b>Section - IV</b>	Pre-Qualification Criteria With Forms
<b>Section - V</b>	IMS Manual/Blacklisting Mechanism

Bids will be submitted online on EPADS Portal on or before **13-04-2026 at 1130** hours. The bids will be publicly opened at **1200** hours on same day online on EPADS in the presence of bidders and / or their authorized agents who may wish to attend.

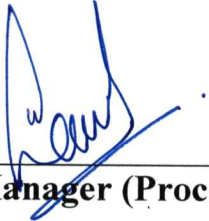
Bids not conforming to the conditions stipulated in the tender documents may be rejected.

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

The Company reserves the right to reject any or all offers without assigning any reason.

The Company will appreciate confirmation by fax, addressed to General Manager (Procurement), Fax No. 99231583 of your intention to submit the bid.

The advertisement is also published in PPRA ( [www.ppra.org.net](http://www.ppra.org.net) ) & SSGC ( [www.ssgc.com.pk](http://www.ssgc.com.pk) ) websites respectively.



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For **General Manager (Procurement)**

**SECTION - II**

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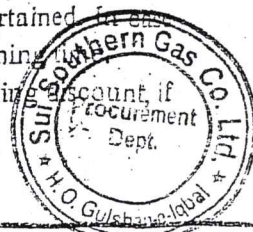
**INSTRUCTIONS TO BIDDERS**



## SECTION - II

### Instructions to Bidders

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 signed 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. [mmte@ssgc.com.pk](mailto:mmte@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 a 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 / 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.



## Scope of Work for Prequalified Air Travel Agents

### 1. Prompt Services & 24/7 Support:-

- Provide travel services round the clock, with at least two employee reachable by phone after office hours.
- Act promptly to organize travel arrangements on short notice for Karachi-based staff, meeting participants, and staff from other areas.
- Provide polite, responsive, and efficient service.
- Maintain high service standards, ensuring compliance with all requirements.

### 2. International & Domestic Air Tickets:


- Reserve lowest available fare with confirmed itineraries.
- Issue and deliver accurate electronic tickets with detailed itineraries and fare breakdowns (basic fare, taxes, commission, and total airfare).
- Respond to queries and advise on ticketing deadlines to avoid cancellation charges.
- Make reservations without favoring any particular airline, provide options from all airlines.
- Update and advise on special offers and discounted fares when appropriate.
- Ensure all tickets are handed over or sent via email/WhatsApp to authorized focal persons.


### 3. Flights Information

- Provide clear and concise information on flight schedules, boarding times, and airport services.
- Updates any flight delays, cancellations, airport closures, and gate changes using internal and external systems.

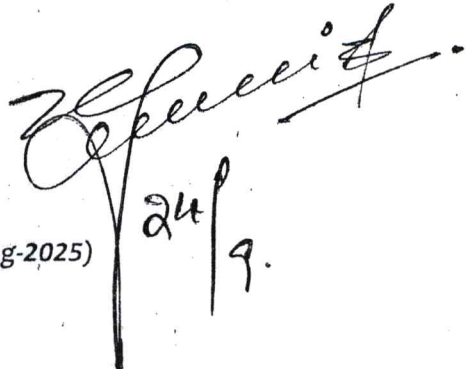
### 4. Invoice & Expenses

- Provide computerized generated invoices in the name of SSGC.
- Include complete airfare details (basic fare, taxes, commission, and total airfare).
- Provide monthly expenses reports between the 1<sup>st</sup> to 5<sup>th</sup> every month.

  
Deputy General Manager  
(Admin Services)

  
Acting General Manager  
(Admin Services)

Dated:- 24-September-2025


  
Anees (TD/PEP/AS)  
Ref # 04 (AA/TD/PQ/Aug-2025)

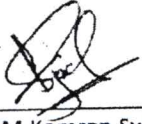
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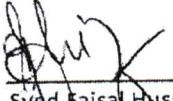
1. Minimum requirement of marks to Pre-Qualification 65 Marks.
2. In pursuance to clause 18 of PPRA rules if any applicant provides false information he will be subject to disqualification. Hence, all documentary evidence submitted by applicants must be correct and genuine. Furthermore, in absence of documentary evidence, no marks will be awarded.
3. The successful pre-qualified contractor shall not be in position to transfer the Pre-Qualification. Hence Pre-qualification is neither transferable not assignable.
4. The pre-qualification profile submitted by contractor will be valid for 120 days.
5. The Pre-Qualification period is three years; The requirement will be floated to the successful pre-qualified bidder through an open framework agreement, in accordance with Clause 16-A of the PPRA Rules, which states: "The Procuring Agency shall arrange the procurement through framework agreements of recurrent or common use items, services including maintenance services, and those commodities whose market prices fluctuate during the term of the agreement, for a maximum period of three years".
6. Any bidder not fulfilling mandatory requirement and does not submit the mandatory documents at the time of submission of profile; the profile will not be considered for pre-qualification and be rejected.
7. SSGC reserves the right to cancel the pre-qualification at any time during the tenure of pre-qualification without assigning any reason.
8. In absence of any document of mandatory requirement the profiler will not be considered and will not be evaluated further for pre-qualification process.

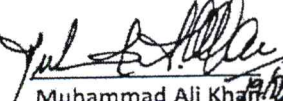
Special Notes:-


1. In order to assess the performance and past quality standard of the supplier/ vendor with SSGC, and if the supplier/ vendor is served with letter/ email pertaining to "non-performance/late delivery/ supply of substandard material" during last three years, two (02) marks for each letter/ email served (maximum up to ten (10) marks) will be deducted from overall score obtained by the supplier/ vendor.
2. In the event supplier/ vendor qualify SSGC pre-qualification as per pre-defined evaluation criteria, but served with letter/ email pertaining to "non-performance/late delivery/ supply of substandard material" 3 times/ "non-participation for consecutive 3 times" during pre-qualification tenure, on the fourth default/ non participation their Pre-Qualification will be cancelled and will not be allowed to further participate in the company's requirement.

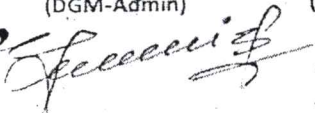
  
Ali Jawad J. Ansari  
(DGM-Admin)

  
M Kamran Syed  
(A/GM-Admin)

  
Syed Faisal Hussain  
(DSM-Finance)

  
Muhammad Ali Khan  
(GM - Procurement)

  
Muhammad Saleem  
(Group Head & A/SGM IA)

  
Dated:- 09-September-2025

Mandatory Requirements

1. Copy of Banker Certificate & Bank Statement for the last one year.
2. Copy of NTN Registration / Certificate and Sindh Sales Tax Registration & Professional Tax (Valid).
3. Copy of Income Tax Return last year.
4. Copy of Audit Report for last year.
5. Registered with IATA.
6. Declaration of non-involvement in litigation/arbitration / black listed,  
(Certificate of this effect on RS.100/=non-judicial stamp paper to be provided)

**EVALUATION CRITERIA SHEET**  
**PREQUALIFICATION APPLICATION FOR AIR TRAVEL AGENTS**

S.No	Description	Allocated Marks	Max Marks	Name of Agents
1	<b>General Information</b>			
1.1	<b>Nature of Company</b>	2	4	
	• Individual	2		
	• Partnership / Joint Venture	4		
	• Private Limited			
2	<b>Registrations / Company Status</b>			
2.1	IATA Registration More than 03 Years	5	15	
2.2	Registration Department of Tourism and Services (DTS)	3		
2.3	DTS Registration More than 05 Years	2		
2.4	Passenger Sale Agent, (PSA)	3		
2.5	Affiliation with Global Business Management Company	2		
3	<b>Services</b>			
3.1	Branch offices location (01 Mark for each City)	3	12	
3.2	24/7, 365 days open office even on gazette holidays.	3		
3.3	Travel Desk Contract with other firms (02 marks for each contract)	6		
4	<b>Details of Employee's</b>			
4.1	Managers (02 marks each)	4	16	
4.2	Ticket Reservation officers well trained & professional (01 marks each)	4		
4.3	Certification / Courses related travel industry field (01 marks each Person)	4		
4.4	Visa Officer (Processing Visa Applications) (01 marks each)	2		
4.5	Office Staff Courier / Computer literate staff	2		
5	<b>Travel Management Software's (GDS &amp; Airline ID's) and other Facility</b>			
5.1	International Reservation Systems (02 marks for each systems)	6	18	
5.2	Domestic Reservations ID's (01 marks for each systems)	5		
5.3	Online Travel Agency (OTA), Review all travelling & expense details.	6		
5.4	Fax / Internet facility	1		
6	<b>Pre-Qualified / Contracts with Other firms (1 marks for each firm)</b>	5	5	
7	<b>Experience (Turnovers and Yearly Completion of Jobs)</b> Turnovers and Yearly completion of jobs during the last 01 years with Government Departments, Autonomous Bodies, Financial Institutions/Banks, Corporate agencies, Embassies, International NGOs, etc. Supported by documentary evidence.			
7.1	Rs. 25,000,000 to 40,000,000	7	15	
7.2	Rs. 40,000,001 to 50,000,000	10		
7.3	Rs. 50,000,001 and above	15		
8	<b>Liquid Assets in the form of in Cash or Over Draft facility (OD), Last Year.</b>			
8.1	Rs. 2,500,000 to 4,000,000	7	15	
8.2	Rs. 4,000,001 to 5,000,000	10		
8.3	Rs. 5,000,001 and above.	15		
	<b>Total Marks</b>		100	

Ali Jawad J. Ansari  
(DGM-Admin)

M Kamran Syed  
(A/GM-Admin)

Syed Faisal Hussain  
(DGM-Finance)

Muhammad Ali Khan  
(GM - Procurement)

Muhammad Saleem  
(Group Head & A/SGM IA)











**SUI SOUTHERN GAS COMPANY LIMITED**

**UNDERTAKING OF COMPLIANCE WITH INTEGRATED MANAGEMENT SYSTEM (IMS) MANUAL AND BLACKLISTING MECHANISM**

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 the 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. That the bidder has also read, understood, and accepted the **Blacklisting Mechanism of Sui Southern Gas Company Limited (SSGC)**, available at:  
[https://www.ssgc.com.pk/web/wp-content/uploads/2024/09/blacklisting\\_mechanism\\_2024.pdf](https://www.ssgc.com.pk/web/wp-content/uploads/2024/09/blacklisting_mechanism_2024.pdf)
6. Any type of violation of the tender terms and non-performance will result in the enforcement of the Blacklisting Mechanism, which will be dealt with in accordance with the Blacklisting Rules/Mechanism.
7. This affidavit is made in good faith and for the purpose of affirming our commitment to health, safety, environmental standards, and compliance with the **Integrated Management System (IMS) Manual** and the **Blacklisting Mechanism** of Sui Southern Gas Company Limited (SSGC), as well as all other applicable policies and procedures of SSGC.

Signed at \_\_\_\_\_ [City] on this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Details: \_\_\_\_\_

(Company Stamp / Seal Mandatory)

Witnessed by:

Signature of Witness: \_\_\_\_\_  
Name of Witness: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_  
Name of Witness: \_\_\_\_\_  
Date: \_\_\_\_\_





## Checklist for Bidders

Enquiry #: 14249

Opening Date: \_\_\_\_\_

Time: \_\_\_\_\_

M/s, \_\_\_\_\_

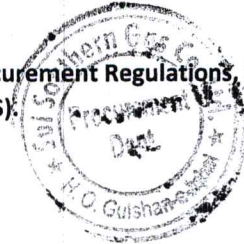
Please ensure before submitting the bid, that following information/ Documents have been submitted / providing along the bid. Kindly Check ( ) appropriate box.

Sr. No.	Checklist Item	Action Required	(Yes/ No)
1	<b>Tender Document Availability on SSGC website &amp; EPADS</b>	Ensure the bidder participates via EPADS.	
		Download the tender document from EPADS.	
		Fill the BOQ/ Bid Form/ Schedule of Requirement correctly.	
		Submit the bid on EPADS before the deadline; otherwise, bid will be rejected.	
2	<b>Physical Bid Bond Submission</b>	Submit the physical bid bond to the Tender Room (SSGC HO) before the bid submission. And upload Scanned copy of Bid bond on EPADS.	
		If Bid Bond in original not submitted, the bid will be rejected.	
3	<b>Bid Submission Deadline</b>	Confirm all documents (electronic and bid bond in original) are submitted before the specified bid submission deadline.	
4	<b>Signature and Stamp</b>	Ensure all documents are signed and stamped as required and uploaded on EPADS or else bid will be rejected	
5	<b>Additional Documents (if any)</b>	Verify if any other documents specified in Tender document are included in the bid on EPADS	
6	<b>Tender Fees</b>	Rs. 0 (Free)	
7	<b>Technical literature</b>	Original Technical literature is enclosed, if any duly signed & stamped	
8	<b>Any change in your current address, Phone Fax no &amp; Email etc. intimated</b>	Bidders are required to intimate Procurement dept. for any change in Current address, email, contact information etc. in tender documents	
9	<b>Bid validity</b>	Bid Validity as specified is mentioned	
10	<b>Delivery / Completion period</b>	Delivery / Completion period has been specified as per tender terms	
11	<b>Corrections/Cutting/Overwriting</b>	All corrections/cutting/overwriting are signed & stamped	
12	<b>Sample</b>	Sample (if necessary) is enclosed as per form attached in Tender Document	
13	<b>Form-X</b>	Form- X Duly Signed & Stamped	

Note:

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

As per SRO296(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