

SECTION-II**INSTRUCTIONS TO BIDDERS****1. 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 and irrevocable and shall not be subject to escalation on any account, whatsoever.

2. Bid Instructions

The bid shall be prepared in accordance with the following instructions:

2.1 Examination

Bidders shall visit/inspect the Work sites and shall fully acquaint themselves with the nature and requirements of Work, form and nature of sites, access to sites, 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.**

2.2 Clarifications

Each Bidder shall be deemed to have satisfied himself before submitting as to the correctness and sufficiency of its tender/offer and the rates quoted, which rates shall, cover all its obligations under the Contract and all matters and things necessary for proper completion and maintenance of the Work. The Bidder may submit questions/queries regarding these documents to the Company in writing within a period extending upto 10 (ten) days after issuance of the tender enquiry. Replies shall be issued to all Bidders in writing and will be on record as addenda to the ensuing Contract. The Company will not be responsible for verbal clarifications. The bid submission time will however not be extended on this account.

2.3 Validity

Bids shall remain valid for acceptance for a period of **One Hundred and Twenty (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.

2.4 Cost of Preparation of Bid

Bidders will not be reimbursed for costs of any kind, whatsoever, incurred by them in connection with the preparation and the submission of their bids.

2.5 Bill of Quantities and Rates

The quantities specified in the Bill of Quantities (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 as measured. No claims shall be entertained on account of increase or decrease in the scope of work. The Bidders shall ensure that their bids are not front-end loaded, which may lead to rejection of their bids.



2.6 Sub-Contracting

The Bidder shall include a list of works which he intends to sub-let to sub-contractors. Sub-contractors proposed by the Bidder are subject to Company's approval.

2.7 Bid Documents

Bidders shall note that the tender documents including plans, drawing and specifications, furnished for tendering purposes are not to be used for any purpose other than tendering on this specific job and shall not be reproduced without the written permission of the Company. All such documents issued for tendering shall be returned with the bid duly stamped.

2.8 Organization Chart

An Organization chart proposed for the conduct of the Work shall be submitted after issuance of LTP (if required). The chart shall clearly show permanent members of the Bidders supervisory staff that the Bidder proposes to deploy on the work sites for the performance of the Work.

2.9 List of Equipment

The Bidder shall submit after issuance of LTP (if required), a complete list of equipment proposed to be used in carrying out the Work including make and type of all such equipment.

2.10 Time Schedule

The Bidder shall submit after issuance of LTP (if required), a detailed work programme in the form of a bar chart showing planned schedule of various activities required to complete the entire work (as per Scope of Work) within the stipulated completion period by deploying adequate manpower.

2.11 Additions, Deletions and Amendments

The Company reserves the right to add, to delete from and/or amend the work defined in Scope of Work/BOQ as deemed necessary before or after the execution of the contract. All such additions deletions and amendments shall only be authorized in writing by the Company's representative.

2.12 Signing Authority

Bidders shall return all tender documents (including drawings) duly signed on all pages by an authorized representative of the Bidder and shall also carry official stamp of the Bidder's firm.

2.13 Postal Address

The Bidder shall give below office telephone, telex and fax numbers including complete postal address at which correspondence may be sent and all notices may be legally served in connection with his bid and/or ensuing contract with the successful Bidder.



Telephone Nos: _____

Telex No: _____

Fax No: _____

Address: _____

2.14 Disqualification/Rejection of Bids

Failure to comply with any instruction in the tender documents would render the bid liable to disqualification and rejection.

2.15 Unit Work Rates

If the bid of the successful bidder is seriously unbalanced in relation to SSGC estimate of the cost of work to be performed under the contract, the SSGC may require the bidder to produce detail price analyses for any or all items of the Bill of Quantities to demonstrate the internal consistency of those prices with the construction method and schedule proposed. After evaluation of price analyses, the SSGC may require that the amount of Performance Bond set forth in the tender document be increased at the expense of successful bidder to a level sufficient to protect the SSGC against any and all Financial Loss in the event of default of the successful bidder under the contract.

2.16 Check List

Bidder shall, interalia, ensure the following before submitting the bid:

- All pages of the bid including drawings have been signed and stamped.
- Bid Bond for the specified amount has been enclosed.
- List of equipment and detailed work programme required under 2.9 & 2.10, Section II, is enclosed.
- Postal address, telephone, telex and fax Nos. (if available have been given in Clause 2.13, Section II).
- Total amount of Bid has been mentioned in 9c, Section VII, Tender Form.
- Duly authorized representative has signed (alongwith witness) at the end of Tender Form, Section VII.



SECTION - III

SCOPE OF WORK

SECTION-III**SCOPE OF WORK**

Sui Southern Gas Company Limited (SSGC) intends Renovation of Security Office at HQ-3, Hyderabad. The work under the subject tender enquiry comprises Cement-Sand Plaster, Paint, Roof Screeding, CC flooring, Tiles, etc. (Detail attached with Section-VIII).

The Contractor shall supply all finances, manpower, machinery, and material for the execution of the Work.

Contractor shall ensure safe and proper execution of the construction work with proper and sufficient machinery/equipment and adequate manpower and shall complete the work within the Scheduled Time.

“Make” of following Item / Materials shall be as specified hereunder:

Civil Works

- | | |
|------------------------|---|
| 1. Cement (OP / SR) | Lucky, Thatta, Falcon or Equivalent, to be approved by the Company. |
| 2. Fine Aggregates | To be Approved by the Company |
| 3. Coarse Aggregate | To be Approved by the Company |
| 5. Steel Reinforcement | Razaque/Amreli/Metroplitan or equivalent, to be approved by the Company.. |
| 6. Paint | ICI, Berger, Gobis or equivalent, to be approved by the Company. |

All the above shall be of first/prime quality; inferior or No.2 quality of any material shall be rejected by the Company's representative. The Contractor shall remove such rejected material immediately from site as and when instructed by the Company's representative.

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Ghulam Ali Mahar
General Manager
Projects & Construction Dept.



SECTION - IV

SPECIAL CONDITIONS OF CONTRACT

SECTION-IV**SPECIAL CONDITIONS OF CONTRACT****1. Representative of the Company**

Representative of the Company for the purpose of this Contract would be:

Mr. Ghulam Ali Mahar

GM (P&C)

2. Monthly Deduction

Monthly deduction of Rs.25,000 shall be made in case Contractor fails to deploy agreed / specified full time PEC Registered Engineer.

3. Completion Period

The entire work shall be completed within **Two (02) months** from the issuance of Letter to Proceed, which in case of work exigencies could be issued prior to signing of formal agreement.

4. Certificate of Substantial Completion of Work

As soon as the Work shall have been substantially completed and corrected and shall have satisfactorily passed any test that may be prescribed by the Contract, the Contractor shall give the Company a notice of completion calling on the Company to inspect the works, and after inspection the Company shall grant a certificate of substantial completion and period of maintenance of the works shall commence from the date of such certificate provided that the Company may give such a certificate with respect to any part of the works before the completion of the whole of the works and shall upon the written application of the Contractor give such certificate with respect to any substantial part of the Work which has been completed to the satisfaction of the Company and occupied or used by the Company and when any such certificate is given in respect of a part of works, such part shall be considered as completed and period of guarantee and maintenance of such part shall commence from the date of such certificate. However, it shall be a condition precedent to the issue of certificate of "Substantial Completion" that the Contractor shall indemnify the Company against any failure by the Contractor to have carried out and completed the works in accordance with the Contract and shall warrant that the works are completed in every respect and conform to the Contract.

5. Final Completion Certificate

The Contract shall not be considered as completed until a final certificate have been issued by the Company's stating that the works have been completed corrected and maintained to satisfaction provided the Contractor has rectified all the defects mentioned in the "Punch list of Defects" to the entire satisfaction of the Company's representative. The final certificate shall be given by the Company after expiration of the period of maintenance or



if different period of maintenance shall become applicable to different parts of the works the expiration of the last of such period and full effect shall be given to this clause notwithstanding any previous entry on the works or the taking possession working or using thereof or any part thereof by the Company. The retention money of the Contractor shall be refunded after satisfactory completion of maintenance period and after issuance of completion certificate.

6. Liquidated Damages

The rate of liquidated damages shall be **0.1% percent** of the final contract value for each day of delay and limited to a maximum of **ten (10%) percent** of the final contract value.

7. Performance Bond

The performance bond shall be in an amount equal to **Five (5%) percent** of the bid value / contract value and it shall be submitted within **10 days** of receipt by the Contractor of the Letter of Intent. The performance bond shall be released after satisfactory completion of work and issuance of substantial completion certificate.

8. Maintenance Period.

The maintenance period will be **Four (04) months** after the issuance of Substantial Completion Certificate by the Company.

9. Retention Money

The retention money shall be equal to **Five (05%) percent** of the certified value of work which would be released after the maintenance period and rectification of punch list defects, to the satisfaction of the Company.

10. Mode of Payment

The Payment shall be made to contractor as per actual executed quantities of work.

11. Survey Equipment

The contractor shall provide all the required survey equipment at site. The survey instrument / equipment shall be in good condition and shall be available at site for use by the Company.

12. Quality of Cement

Cement shall be procured from the approved local factories only complying with B.S. 4027. Imported cement shall not be used under any circumstances.

13. Fine Aggregate / Coarse Aggregates (Complying with BS 882)

- i) Approved quality of sand shall be used as fine aggregates.
- ii) Well graded crush stone (3/4" and down) of approved quality shall be used as coarse aggregates.

14. Water and Electricity

Water & electricity requirement for all purposes shall be arranged by the Contractor. Only sweet water complying with ASTM-D 596 shall be used for construction work.



15. Quality of Material, Workmanship and Tests

All material and workmanship shall be of respective kinds described in the contract (drawings, sketches/BOQ/specifications etc) and in accordance with the Company instructions and shall be subjected to tests from time to time as the Company may direct. **There will be no compromise on the quality of workmanship or material.** The Contractor shall provide such assistance, instruments, machines, labor and materials as are required for examining, measuring and testing any work and the quality, weight or quantity of any material used. The Contractor shall supply samples of materials before incorporation in the work for testing and/or approval as may be selected and required by the Company. All samples shall be supplied by the Contractor at his own cost and the cost of carrying out all such tests shall also be borne by the Contractor. In order to ensure quality of construction the Company (besides carrying out other tests as required under the contract) may carry out **chemical tests to find out the ratio of cement and aggregate for the mortar or concrete used in the work.** This shall also be at Contractor's cost. All the requirements related to Electrical Inspector and K.E.S.C / WAPDA for electrical works are required to be completed by the contractor

16. Damage to Property and Persons

The Contractor shall, except if and so far as the Contract provides otherwise, indemnify and keep indemnified the Company against all losses and claims for injuries or damage to any persons or property whatsoever arise out of or in connection with or in consequence of the construction and maintenance of the works and against all claims demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation hereto.

17. Health Safety Environment (HSE)

The contractor will follow the health, safety & environmental conditions as mentioned in Section – IX “HSE Manual”. The Contractor shall also deploy a full time qualified and experience safety manager for strict compliance to company HSE policy.

18. Providing mobile phone facility

Contractor will provide mobile phone facility to his supervisor at site in order to maintain 24 hours contact with Engineer-Incharge during the execution course of the project.

NOTE:

- *In case of any conflict between Special Conditions & General Conditions of the contract, the Special Conditions will govern.*



SECTION-VII**TENDER FORM**

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

Sui Southern Gas Company Limited
Renovation of Security Office at HQ-3, Hyderabad
Ref. No. CIV-SS&CGTO-P&C-2K2623

Dear Sir,

1. Having examined the Site, Drawings, Conditions of Contract, Scope of Work and Bill of Quantities for the subject Work, I/We, the undersigned offer to undertake, complete and maintain the whole of the said Work in conformity with the contract terms the unit rates given.
2. I/We undertake, if my/our tender is accepted, to commence the Work within specified time after receipt of the letter of intent/letter to proceed/signing of contract, and to complete and deliver the whole of the Work contained in the contract within the period specified in the tender document.
3. If my/our tender is accepted, I/We shall provide an irrevocable bank guarantee of a Scheduled Bank (acceptable to the Company) to be jointly or severally bound with me/us in a sum specified hereunder and in Annexure II for the due performance of the contract.
4. I/We agree to abide by this tender for the period of 90 days from the date fixed for opening the same and it shall remain binding upon me/us and may be accepted at any time before the expiration of this period.
5. I/We agree to execute the Work in a manner satisfactory to the Company whose decision shall be final and without appeal on work methods, specifications, and quality of materials, equipment and workmanship.
6. I/We agree to supervise and furnish adequate engineering and supervisory staff, labour force, tools, plants, machinery and finances to perform the Work in time as specified in the agreed Time Schedule to ensure that all will be done in accordance with accepted international engineering standards.
7. Unless and until a formal agreement is prepared and executed, this tender together with the Company's written acceptance shall constitute a binding contract between us.
8. I/We understand that the Company is not bound to accept the lowest or any tender received without assigning any reasons.
9. For ease of reference certain information and special stipulations applicable to the contract within the subject of the tender are set forth herewith:



- a. Name of the Company : Sui Southern Gas Company Limited
- b. Name of Work : **Renovation of Security Office at HQ-3, Hyderabad**
Tender Ref. No. CIV-SS&CGTO-P&C-2K2623
- c. Amount of Bid : Rs. _____
(To be filled in by the Bidder)
- d. Retention Money : **Five (5%) Percent** of all payments made to the Contractor.
- e. Date of award of Work : Date of acknowledgement of Letter of Intent (LOI) by the Contractor.
- f. Mobilization Period : **Two (02) weeks** from the date of issuance of Letter to Proceed
- g. Value of Performance Bond : **Five (5%) Percent** of the Contract / Bid Value.
- h. Completion Period : **Two (02) months** from the date of Letter to Proceed including 2 weeks mobilization period.
- i. Mode of Payment : As per Clause 10, Section-IV, "Special Conditions" of Tender Enquiry.
- j. Maintenance Period : **Four (04) months** from the date of completion.
- k. Liquidated Damages : **0.1% percent** of contract value for each day of delay subject to a maximum of 10%.
- l. Insurance : (CAR) Contract Value + 10%

In the name of _____

Dated this _____ day of _____ 2026.

Signature _____ in the capacity of _____

Duly authorized to sign the tender for and on behalf of _____

Witness

Signature _____

Name : _____

Address : _____

*4. Shariq
CE
P&C



SECTION - VIII

BILL OF QUANTITIES

SECTION VIII

Renovation of Security Office at HQ-3, Hyderabad**Tender Enquiry No. CIV-SS&CGTO-P&C-2K2623****Bill of Quantities**

Item #	Description	Unit	Quantity	Rate	Amount
A	Civil Works				
1	<u>Matt Enamel Paint</u> Providing all material, tools and labour for supplying and painting three (03) coats water based Matt Enamel Finish on internal walls or wherever required including preparation of surface to be painted by removing the existing paint finish, scraping & cleaning, complete in all respects as directed by Engineer Incharge.	Sft	1395		
2	<u>Weathrshield Paint</u> Provide all material, tools and labour for painting three (03) coats of Weathershield on external wall surfaces or wherever required including preparation of surface to be painted, scraping & cleaning, complete in all respects as directed by Engineer Incharge.	Sft	960		
3	<u>Enamel Paint</u> Provide all material, tools and labour for painting three (03) coats of White Enamel Paint on Doors, Windows or wherever required including preparation of surface to be painted, scraping & cleaning, complete in all respects as directed by Engineer Incharge.	Sft	96		
4	<u>Porcelain Tiles</u> Providing all material, labour & tools for applying, laying, levelling and fixing in position 24" x 24" porcelain tiles of approved color & size and quality with bonding adhesive of approved quality and filling of joints using white cement with pigments to match the color of tiles and on the floor or for skirting upto 4", complete in all respects as directed by the engineer Incharge. This item also includes removing of existing tile / CC floor.	Sft	165		
5	<u>Internal & External Plaster</u> Providing all material, tools and labour for laying, applying and curing 1/2" & 3/4" thick plaster in 1:4 cement sand mortar to all internal and external surfaces or where required including vertical / horizontal chamfering splays, jambs, recesses, mouldings, 3/4" x 3/4" "V" type grooves, as per design where required, pattas, edges rebates, as per specifications and as directed by the Engineer.	Sft	220		
6	<u>Katcha Floor</u> Providing and laying CC floor (1:3:6 1-cement ,3 graded screened bajri ,6-crushed stone) 2" thick average including curing ,leveling finishing etc complete as per drawing and as per directed by the Engineer.	Sft	150		
7	<u>Roof Screeding</u> Providing, supplying and fixing all material, labour, and tools for carrying out, but not limited to following works; i) Applying two coats of Waterproofing paint by brush or spraying with approved water proof agent, complete in all respect as per specification and as directed by the Engineer Incharge. iii) laying roof treatment over flat roof by laying 2" thick average CC 1:2:4 laid in required slope, complete in all repect and as directed by the Engineer incharge.	Sft	490		
	Note: The Contractor is advised to visit the site before quoting the rates.				
Total Amount Civil Works (A)					

Ghulam Ali Mahir
General Manager
Projects & Construction Deptt.

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