Standard Bidding Document

PROVISION OF JANITORIAL SERVICES ADMIN: ISD: 4.16
(Non-Consultancy Services)

National

Single Stage-Two Envelope

September 10, 2026

SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL)),Senior Officer Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory
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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL))** has reserved Funds for the procurement planned for FY **2026-27**. The **SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the “ **PROVISION OF JANITORIAL SERVICES ADMIN: ISD: 4.16**” with the reference of **"P114991"**

2. The **SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/114991**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Wednesday, September 30, 2026 11:00 AM**. E-bids will be opened on the same day at **Wednesday, September 30, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on

https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. **Fraudualent & Corrupt Practices**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severely liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Eligible Countries
Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section VI Bidding Forms
Section VII Fraudaulent & Corrupt Practices
Section VIII – Material & Non-material deviation
Section IX General Conditions of Contract (GCC)
Section X Special Conditions of Contract (SCC)
Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or permitted.
The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. **Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority’s website. The procuring agency shall promptly publish the addendum at the procuring agency’s website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to BDS, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004,
The Procuring Agencyis required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids inaccordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. **Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. **Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. **Examination of Terms and Conditions, Technical Evaluation**

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed inthe bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS**,** it shall reject the bids.

27. **Correction of Errors**

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. **Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. **Evaluation of Bids**

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6;**

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

30. **Determination of Most Advantageous Bids**

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. **Abnormally Low Financial Bids**

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. **Rejection of Bids**

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. **Single Responsive Bid**

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. **Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. **Criteria of Award**

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. **Procuring Agency’s Right to reject All Bids**

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. **Notification of Award**

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. **Signing of Contract**

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. **Performance Guarantee**

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. **Corrupt & Fraudulent Practices**

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. **GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on "procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL))**

The subject of procurement is: **PROVISION OF JANITORIAL SERVICES ADMIN: ISD: 4.16**

Expected commencement date: **Tuesday, December 1, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P114991**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Tuesday, September 15, 2026

Pre-Bid Meeting: Thursday, September 17, 2026 12:00 AM
Venue: Regional Gas Distribution Office Plot No28-30, Sector I-9/2

BDS Clause Number 5

Any addendum, in case issued, shall be published on **SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL))** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid: No

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of:

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for 90+28 = 118 days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Wednesday, September 30, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Wednesday***

Date: ***Wednesday, September 30, 2026***

Time *:* ***11:30 AM***

BDS Clause Number 19

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Banker's Cheque, Call at Deposit, Demand Draft**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievence against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	
Company (Public Limited)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
Name & Address of your firm (Please enclose a valid copy of Registration Certificate).	Yes
The Firm has an experience of at least 03 years of providing quality Janitorial Services to Govt Dept/Semi Govt. Org./MNC/Large Scale Companies of national repute preferably at their Multistoried offices. The bidder must have successfully executed similar type of Janitorial Contract for At Least One Year during the last Three Years preferrably for Multistoried Office buildings measuring not less than 50,000 Sq. Ft. covered area. The detail is required as per "Detail of Experience Annexure"	Yes

Name(s) and address of bankers along with bank statement of your firm’s account for last One (01) year. Please also attach certificate from your Bankers stating Financial position of your firm.	Yes
The firm should provide undertaking in writing about detail of any Legal Dispute including arbitration / litigation etc. involving your firm, if yes please provide name & address of the firm with name of focal person on firm letter pad.	Yes
Undertaking on non-judicial stamp paper of Rs. 100/- that the firm has never been black listed by any of the Government or Semi Government / Multinational Organization (As per format attached as "Non Blacklisting Annexure".	Yes
The firm should provide Undertaking in writing (on firm letter pad) that in case of award of any Contract for Janitorial Services, they will provide Experienced, Trained, Medically Fit janitors, who are between 18 to 57 years of age& supervisor between 25 to 57 years of age.	Yes
Provision of Undertaking on non-judicial stamp paper of Rs. 100/- that the firm will abide by all prevailing Government / Minimum wage payments / Labour Law’s, Rules & Regulations.	Yes
The firm will also provide undertaking on firm letter pad about Monthly Salary Disbursement Certificate, confirming that they have paid monthly salary to all staff members deployed at all locations before submitting his monthly services bill by 5th of each month.	Yes
Please confirm that in case of an award of a contract you will arrange to provide a Performance Bond not less than 10% of the total annual contract value Excluding GST. (Undertaking required on firm’s letter head).	Yes
In case of award of Contract, please confirm the responsibilities to ensure HSE measures as per SNGPL HSE procedures, in view of the environmental health safety laws and regulations which are available at www.sngpl.com.pk. (Undertaking required on firm’s letter head).	Yes

Successful Bidder shall be solely responsible for payment of Social Security & EOBI and all other relevant payments to Govt agency for his workers deployed at SNGPL premises. The Company may at any time of the contract period ask the Bidder to provide copies of duly paid Challans of Social Security & EOBI and all other relevant payments to Govt. agencies for Janitors deployed. (Undertaking required on firm's letter head). SNGPL has the right to cross check / verify the authenticity of document	Yes
The firm should provide undertaking in writing on firm letter pad that it will disburse Payment of minimum wages to Janitorial staff as per labour laws and instructions / notifications of Federal and Provincial Government will be implemented / ensured by Bidder for which evidence may have to be provided by the Bidder.	Yes
The firm must provide an undertaking on letter pad to the effect that none of his Contract with SNGPL during last 3 years has been terminated prematurely or under termination by SNGPL on the basis of non-compliances.	Yes
The Successful bidder shall provide integrity pact as per Standard Bidding document	No

Evaluation Criteria

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %
100

Technical Marks	60
Passing Marks	42
Technical Evaluation Criteria	
Type of business (Qualitative)(Doc Required) Please tick (as applicable to your firm and attach a copy of relevant documents as mentioned against each. i) Sole Proprietorship Registration Certificate & Copy of NIC (02 Marks) ii) Partnership__________ attach copy of partnership deed (06 Marks) iii) Limited Company__________ (copy of Memorandum & Articles of Public or Private Association)(10 Marks) **(10)**	10
No Of Operational Branches in Pakistan (Qualitative)(Doc Required) Name(s) of your Operational Branches / Offices in Pakistan if any, giving their complete address and telephone numbers with focal person name and date of establishment. ______________________.2 marks for each branch subject to maximum of 10 marks **(10)**	10

Professional Equipment (Qualitative)(Doc Required) Detail of Professional Equipment’s / Machinery related to Janitorial Works (List to be provided with Machine Title & Capacity). The equipment so declared may be examine by SNGPL at any time during business hours. **(10)**	10
Experience (Qualitative)(Doc Required) List of Existing Clients for the last 3 calendar years i.e. 2023, 2024 & 2025 mentioning their Registered Title Name, Address, Telephone No, and Focal Person. Marking based on covered area will be awarded as per details in "Detail of Experience Annexure" **(30)**	30

Required Services

Lot Title : Janitors & Material

Bid Security : 600000 PKR

Position	Delivery Schedule	Quantity
Janitors (Male / Female)	**Address:** Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory **Schedule:** 15 days **Quantity:** 21/Person/Month	21/Person/Month
Supervisor - Housekeeping	**Address:** Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory **Schedule:** 15 Days **Quantity:** 01/Person/Month	1/Person/Month
Service charges	**Address:** Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory **Schedule:** 15 Days **Quantity:** 01/Service Charges/Month	1/Service Charges/Month

Position	Delivery Schedule	Quantity
Cost of Material as per	**Address:** Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory **Schedule:** Days15 **Quantity:** 1/Material/Month	1/Material/Month

Related Services :

No

Services Specifications

Lot Title : Janitors & Material

Position: Janitors (Male / Female)

Specifications / Requirements:

Duty hours from Monday to Saturday 7AM – 4PM. (01 hours is included for lunch) for 06 days a week on monthly basis, on no work no charge basis. 04 Janitors and 01 supervisors shall be provided up to 07 PM 01 Female Janitor Two Janitors shall be provided on Sunday Age of Janitors 18-55 years. 02 (two) number of sets of uniform for each Janitor including cap and shoes will be provided at commencement of contract. Service charges including all types of operating costs, Statutory payments such as EOBI, Social security, and income tax etc.

Position: Supervisor - Housekeeping

Specifications / Requirements:

Provision of Supervisor of Janitorial staff Duty from Monday-Saturday 7am- 4pm (01 hour is included for lunch) for 06 days a week on monthly basis, having suitable educational background experience and mobile phone, uniform including shoes. etc. Age of Supervisor 25-57 years.

Position: Service charges

Specifications / Requirements:

Service charges including all types of operating costs, Statutory payments such as EOBI, Social security, and income tax etc.

Position: Cost of Material as per

Specifications / Requirements:

Cost may please be quoted as per "Cost of Material List Annexure" • The cost of material / items required "Once/One Time Only" during the contract such as at serial 4(27) to 4(34) may be splitted to span over twelve months. For example, if cost of 15 Liquid Soap Dispenser per year is Rs.12000/-, then price quoted here should be (i.e. Rs.12000 / 12 month = Rs.1000 per month) • Please note that the successful bid shall be responsible to provide all material / services (Sr. 4(1) to 4(34) at quoted rates during period of the contract irrespective of the market prices

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Scope of Work

1. **Jobs to be done on daily basis:-**

a. Cleaning, swabbing and mopping of the entire office premises including corridors, stair cases, offices, wash rooms, transit mess rooms, etc. and using phenyl where necessary.

b. Vacuum cleaning of all the carpets by heavy duty electric vacuum cleaners.

c. Cleaning and washing thoroughly all toilet commodes, urinals, wash basins, kitchens and paper baskets using a branded material such as vim etc.

d. Mopping at the car parking and motorcycles stands in all designated parking areas.

e. Collection, storage and disposal of **hazardous and non-hazardous** garbage at proper place as per EPA rules & regulation.

f. Cleaning of all side passages inside and outside the Office building.

g. Sprays of good quality/ smell air-freshener will be made in office rooms.

h. Spray of disinfectants such as use of phenyl will be made in the toilets / urinal in order to kill insects and germs.

i. Placing of naphthalene balls and air-freshener (Tikki type such as Roomi etc) in each wash room to avoid smell.

j. spot cleaning whenever required in the office premises.

k. Any other work relating to Janitorial Services on time to time basis.

l. Placing of En-fold Tissues and Liquid Soap in Washrooms.

m. Removal of drain blockage inside building.

n. Washing/cleaning of Trash cans/bins

o. Cleaning the inside of walls including stairs, lobby etc

p. Cleaning of view mirrors/door glasses.

2. **Jobs to be done on fortnightly basis:-**

a. Cleaning of all glass windows, ventilators, partitions and blinds within the entire building with proper cleaning material.

b. Cleaning of all electrical fittings/shades, switch boards, fire extinguisher,

c. Mosquito spray of good quality and fragrance.

d. Cleaning of blinds / window’s glass / panels.

3. **Jobs to be done on monthly basis:-**

a. Wax polishing of marble floors/stairs with machines as per requirement.

b. Cleaning and polishing of all metal fittings in the premises.

c. Cleaning of false ceiling through proper equipment

Schedule of Penalties: Penalties would be imposed on account of non performance of different jobs as elaborated here under:

Violation Penalty

1. Non wearing of uniform by any Janitor as observed during duty Rs. 100/- per Janitor per day

2. Non wearing of shoes by any Janitor Rs. 100/- per Janitor per day

3. Non compliance of job to be done on daily basis. Rs. 100/- per Janitor per day

4. Non compliance of jobs to be done on fortnightly /

as per requirement basis. Rs. 1000/- per Janitor per month

1. Material & necessary equipment not provided or not found present Rs. 300/- per complaint

(if complaint is not resolved within 01 hour)

Note:

- **Deduction mentioned at Sr # 3, 4 & 5 will be calculated @ No. of janitors deployed at relevant area (s) where required Job(s) is/are not done.**
- The work to be carried out as per instructions/notes mentioned within stipulated period and as per Company Admin Officer's instructions.

IMPORTANT NOTES / CONDITIONS:

1. Evaluation of Financial Bids will be carried out on the basis of **"Total Cost per Month Including All Taxes**

2. Bidder must quote the salary of janitorial staff as per labour laws and instructions / notifications of Federal & Provincial Government regarding minimum wages. Quotation will be rejected if salary quoted is less than the notified minimum wages at the

closing date of tender enquiry. If minimum wages rate is revised by the Government, during currency of the contract, the increase in wages shall be implemented through an amendment to the contract. No additional profit margin etc shall be given to the Bidder for passing on the increase in minimum wage rate to janitorial staff.

3. Above required strength of janitorial staff i.e (01 supervisor 20 Males sweepers and 01 Female sweeper) is a tentative / current requirement. However, the Company reserves the right to decrease the total number of individuals including (janitors/sweepers) during currency of the contract, by 15% of the advertised tender quantities. However, decrease beyond 15% may be subject to concurrence by the Bidder.

4. The required Janitorial Material for each commencing month should be provided by the Bidder till 25th of proceeding month to the Janitorial Supervisor, which would be checked by our Admin Officer and supply sheet will be counter signed accordingly.

5. The Bidder will provide an undertaking on stamp paper worth Rs. 100/- with his bid documents that he will abide by all prevailing Government / Labor Law's rules and regulations including payment of EOBI, Social Security and all other relevant payments at prevailing rates and payment of minimum wages to janitorial staff along with evidence.

6. Payment of minimum wages to Janitorial staff as per labour laws and instruction / notifications of Federal and Provincial Government will be implemented / ensured by Bidder with provision of evidence.

7. The contractor will be required to make all out efforts to process / pay salaries to janitorial staff through documented channels i.e., bank accounts / electronic means by making arrangement on fast track basis after commencement of the contract. The contractor will have to provide Salary Transfer evidence (Bank account /electronic means transfer) on monthly basis to concerned Admin I/C in the form of a list showing the payroll / amount of salary transferred to respective janitorial staff in their Bank Accounts or other electronic means like Easy paisa / Jazz cash etc. latest by 5th of the following month

8. In cases where Cash disbursement of salary is indispensable due to justifiable reasons, evidence of salary payment bearing both original thumb impression as well as signatures of janitorial staff in the presence / witness of the respective Admin Incharge.

9. Contractor shall ensure timely payment of salaries to janitorial staff, not later than 5th of the following month, without depending upon payment against his previous monthly bills of janitorial services.

10. If minimum wage rate is revised by the Government during currency of the contract, the increase in wages shall be implemented through an amendment to the contract. No additional profit margin etc. shall be given to the contractor for passing on the increase in minimum wage rate to security staff.

11. Any additional Services of Janitorial Worker / Supervisor required after office hours and on Sunday / Holiday will be paid extra on account of daily overtime on prorata basis as per actual overtime sheet. Similarly, in case of absence of the said janitorial staff, deduction will be made on prorata basis from the Bidders bill.

12. The Bidder must maintain sufficient stock of all items required for Janitorial Services. Substandard material and services would be liable to deduction of bill on prorata basis/ market rates.

13. The Bidder shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Bidder employees at the site. The Bidder shall preserve peace and protect persons and property on site. SNGPL reserves the right to direct the Bidder to remove an employee from the worksite for failure to comply with the standards of conduct. The Bidder shall immediately replace such an employee to maintain continuity of services at no additional costs to SNGPL.

14. At the time of monthly invoice / bill processing, GST will be added as per applicable rates and Bidder will submit GST invoice along with monthly bill, accordingly.

15. Income Tax will be deducted at source from monthly bills as per Government’s applicable rates.

16. The Commercial / Sales Tax invoice of the respective month will be generated based on total working days of the respective month i.e. Excluding Sundays and will be processed for payment, accordingly. Deductions on account of absenteeism will also be calculated on the basis of total working days of the respective month.

PAYMENTS:

1. The Company will make payment of bills within 30 days upon receipts from Bidder firm through Crossed Cheque / or through online modes directly to their banking account.

2. Bills in duplicate duly verified by the Bidder or his / her authorized representative should be submitted latest by**7thof the subsequent month.** Any delay in submitting the bill will result in corresponding delay in payment for which Bidder will be responsible.

3. Except as otherwise expressly provided in the Contract all "Taxes" including but not limited to , income tax, stamp duty, toll taxes etc. imposed upon the Bidder, its assignee or any of their employees in connection with the Contract by Federal or Provincial Government shall be on account of the Service Provider Agency. Firm / Agency shall indemnify Company against any liability in respect of such taxes.

4. All direct taxes, levies, charges, dues or contributions payable to Government, local Authority or any Corporation etc. shall be paid by the "Bidder", being his sole liability.

5. General Sales Tax will be applicable as per law.

6. Janitorial Firm will be obligated to pay the salaries to his employees i.e Janitorial staff deputed at SNGPL premises under the Contract **by 5th of the subsequent** month without depending on the clearance of monthly bills from SNGPL.

7. The Bidder will also provide monthly Staff Salary Disbursement Certificate, Confirming that he had paid salary to his all staff deployed at all locations on or before 5th of each succeeding month.

8. The successful Bidder, on whom contract will be placed, shall be bound to provide the services strictly in accordance with the terms and conditions of the contract. The Bidder who, in the sole opinion of the Company (SNGPL) is not performing of his obligations under the contract awarded to him by the Company, penalties may be imposed against him in terms thereof, as per

schedule of penalties described at

9. Period of the Contract shall be initially for ***One Year,*** which may be extended further for period of one year or part thereof on existing terms and conditions/rates as per mutual agreement of both parties.

10. In case of Contract, the Bidder shall be solely responsible for payment of Social Security & EOBI etc for the workers engaged against the Contract being statutory obligation of the Bidder for his/her employees and provide copies of duly paid Challans of Social Security & EOBI for workers / janitors engaged against the Contract on monthly basis, latest **by 20th of following month**.

11. The Bidder shall depute/provide trained, medically fit workers/janitors. The workers including supervisors so provided should have valid Computerized National Identity Card (CNIC).

12. The workers including supervisors must wear proper & clean uniform with shoes during the duty hours/time.

13. The Bidder shall arrange job related training of the workers periodically and submit report.

14. The Bidder shall provide High Quality Janitorial Services as per requirement of the Company**.**

15. It is Bidder's responsibility to take measures as per general procedure of **HSE** in view of the Environmental Health safety laws and regulations, which is available at **www.sngpl.com.pk**

16. The Bidder will obtain third party insurance cover for its manpower against work related accidents involving injuries / fatalities and provide copy of Insurance Policy document to SNGPL within 45 days of award of Contract.

17. The Bidder will provide protective gear to its workers to avoid accident resulting in injuries / fatalities.

18. The Bidder will not with hold any part of salary, benefits property or documents of his personnel in order to force such personnel to continue and he will not be engaged in or support human trafficking.

19. The Bidder shall be liable to pay compensation to his staff / labour in case of any major injury disability and fatality category wise as under:

20.

a.	In case of major injury (Injury leading to Temporary Disablement)	Payment of ½ of the monthly wages till the recovery of temporary disablement or for a maximum period of one year, whichever is less.
		Payment of 1/3 of the monthly wages till the recovery of chronic ill health / disease or for a maximum period of 5 years, whichever is less
b.	In case of Disability (Permanent)	Rs.500,000/-
c.	Fatality	Rs.500,000/-

Failure to comply against HSE initiative at operational sites will lead to blacklisting of a Bidder through following disciplinary actions.

d.	1st Violation	Warning Letter
e.	2nd Violation	Deduction of Rs.100,000/-
f.	3rd Violation	Deduction of Rs.500,000/-
g.	4th Violation	Suspension of firm for 6 months
h	5th Violation	Blacklisting as per procedure mentioned in clause No.13.

GENERAL:

Any other duty assigned on daily / monthly / quarterly basis to carry out your contractual obligations.

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**
The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**
The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**
The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**
Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is:PROVISION OF JANITORIAL SERVICES ADMIN: ISD: 4.16

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer
Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory
+92-336-405-5563
m.adeel@sngpl.com.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder’s Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory
+92-336-405-5563
m.adeel@sngpl.com.pk

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be ………………….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.00%** to **0.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Banker's Cheque, Call at Deposit, Demand Draft

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer’s fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator’s fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

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

Bid No.:***P114991***

To: **SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory**

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:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

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 (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of __________ 20_____ between **SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **PROVISION OF JANITORIAL SERVICES ADMIN: ISD: 4.16 (*P114991*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

   1. This form of Contract;
   2. the Form of Bids and the Price Schedule submitted by the Bidder;
   3. the Schedule of Requirements;
   4. the Technical Specifications;
   5. the Special Conditions of Contract;
   6. the General Conditions of the Contract;
   7. the Procuring Agency's Letter of Acceptance; and
   8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by ___________________the _________________ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

………………………………………………

Signed, sealed, delivered by ___________________the _________________ (for the Procuring Agency)

Witness to the signatures of the Bidder: ………………………………………………

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee 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 consultations 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 GoP, except that which has been expressly declared pursuant hereto.

[Name of 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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 right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

Performance Guarantee Form

Performance Guarantee Form

To: **SNGPL Admin Department Islamabad (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Officer Regional Gas Distribution Office Plot No28-30, Sector I-9/2, Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date}

Annexure

HSE STATEMENT Annexure

The Contractor/Supplier/Vendor shall prepare and maintain information including a clear method statement, regarding Contractor/sub-contractor activities, which outline the work to be undertaken and the method(s) for minimizing and maintaining environmental impacts, OH&S Hazards and maintaining compliance with HSE regulations. To assist in organizing and maintaining information, background information sections have been included (section I, II, III). Sections can be modified or

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **HSE STATEMENT Annexure** (page number: 82)

Non Blacklisting Confirmation Annexure

Please attache the document at eligibility section required

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Non Blacklisting Confirmation Annexure** (page number: 87)

Details of Experience Annexure

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Details of Experience Annexure** (page number: 88)

Indemnity Annexure

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Indemnity Annexure** (page number: 89)

Break Down Cost Details / Cost of Material List Annexure

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Break Down Cost Details / Cost of Material List Annexure** (page number: 90)

Procurement Forms

Historical Contract Non-Performance, and Pending Litigation and Litigation History

The firm should provide undertaking in writing about detail of any Legal Dispute including arbitration / litigation etc. involving your firm, if yes please provide name & address of the firm with name of focal person on firm letter pad.

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 92)

Financial Capacity and Net Worth Evaluation Form

Name(s) and address of bankers along with bank statement of your firm's account for **last One (01) year i.e** (July-2025 to June 2026). Please also attach certificate from your Bankers stating Financial position of your firm.

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 94)

Additional Forms and Documents

Reference: ADMIN: ISB : 4.16 **Annexure–A-V**
Sheet I

The Contractor/Supplier/Vendor shall prepare and maintain information including a clear method statement, regarding Contractor/sub-contractor activities, which outline the work to be undertaken and the method(s) for minimizing and maintaining environmental impacts, OH&S Hazards and maintaining compliance with HSE regulations.

To assist in organizing and maintaining information, background information sections have been included (section I, II, III). Sections can be modified or deleted as required when requesting a method statement from Contractors / subcontractors.

SNGPL's Personnel to Complete Sections I, II, and III
Suppliers to Complete Sections IV, V, and VI

Section I Your Information: **[type or print]**

Name:	
Phone Number:	
Fax Number:	
Dept Name:	

Section II. Requisition Information: **[type or print]**

Requisition Number:	
Project Number: **(if applicable)**	

Section III. Service or Activity to be Performed: **[Check all that apply]**

Material/Chemical: **(Production/Non-production)**	**Paint** **Solvent** **Sealer**	**Treatment Chemicals** **Lubricants, Oils, Greases** **Gasoline**	**Janitorial Material** **Other (specify)** ___________ **Other (specify)** ___________
Facilities/Construction:	**Ditching** **Electrical** **Paint** **Structural**	**Roofing** **Mechanical** **HVAC**	**General Contractor** **Arch/Engin/Consulting** **Other (specify)** __________
Services: **(Includes Environmental Services)**	**Janitorial** **Security** **Maintenance**	**Emergency Response** **Env. Consulting** **Paint Booth Cleaning**	**Waste Management** **Other (specify)** __________
Containerization:	**5 gal. Or less** **Drums** **Bulk Tanks**	**Type of Contract:**	**Commodity Management** **On-site Manager Provided** **Total Cost Contract**

Reference: ADMIN: ISB : 4.16 **Annexure–A-V**
Sheet II

Section IV. Supplier/Contractor/Vendor Information: **[Circle / Check all that apply]**

Current Supplier/Contractor/Vendor to this Facility

New Supplier/Contractor/Vendor to this Facility

Currently involved in other Facility project(s)

List Project(s): ____

(Complete Information in table below) **[Type or print]**

Name:	
Address:	
City & Province:	
Phone Number:	
Fax Number:	
President/General Manager/ CEO etc:	
Facility Site Coordinator:	
Email Address:	
Phone Number:	
Mobile Number:	
Fax Number:	
Pager:	
24 Hour Emergency Number:	

Reference: ADMIN: ISB : 4.16 **Annexure–A-V**
Sheet III

Subcontractor Information: (List suppliers/contractors/vendors not identified) [type or print]

Type	Firm Name
Architectural	
Mechanical	
Electrical	
Heavy Vehicles	
Industrial Services	
Painting	
Roofing	
Architectural/Engineering / Consulting Firm	
Sampling/Testing	
Chemical Supplier	
Other (specify)	
Scrap/Salvage Dealer	
Waste Disposal	
Demolition Disposal	

Note: It is strongly recommended that you have your subcontractors and suppliers involved at this facility should complete a separate HSE briefing package for the facility's review.

Reference: ADMIN: ISB : 4.16 **Annexure–A-V**
Sheet IV

Section V. Contractor / Supplier / Vendor Method Statement:

Supplier / Contractor / Vendor is financially responsible for on-site HSE remediation actions resulting from incidents involving their employees and subcontractors. To minimize the risk of environmental accidents, please review and initial the items contained in the HSE Management Basics Table below:

Health, Safety and Environment Management Basics	Tick (√)
1. Contractor will ensure that the • Health of its employees is protected. • All activities carried out for the execution of the job are safe. • Compliance is met with all relevant laws and regulations. • All HSE (Health, Safety and Environment) procedures of the Company are implemented. • Safe working environment is provided to its employees.	
2. Contractor will take all necessary steps to minimize the hazards associated with the job. Appropriate personal protective equipment should be provided to the employees where hazards exist.	
3. All incidents resulting in Dangerous Occurrence, minor or major injury, fire, vehicle accident and environmental incident are to be reported to Company within 24 hours.	
4. The contractor is to make his own arrangements for treating injuries to his employees. In the event a contractor employee is injured while working for the Company, it is the contractor's responsibility to notify the Company representative immediately and to report the circumstances of injury.	
5. Contractor's mobile equipment such as trucks, crane, welding machines etc must be maintained in good working condition. Contractor's trucks and other mobile equipment should be operated in such a way that material they are carrying does not fall off the equipment on to the roads. If repairs are required or vehicles become immobilized, arrangements must be made to correct the situation with additional outside help. 6. Prior to the start of work a certificates from a competent authority is to be given to the site in charge by the contractor stating that all mobile heavy equipment are in good working condition. Only licensed and designated qualified people shall operate contractor's equipment.	
7. Company equipment must not be handled or tampered with by contractor. The Company representative may grant permission to the contractor on specific conditions to operate Company equipment if emergency conditions so require.	
8. When doing work involving excavation, contractors must not damage or break into or otherwise open any underground piping. Extreme care must be exercised in this respect while excavating with power driven equipment. If lines are accidentally damaged, notify the Company representative immediately.	
9. All excavation made by contractors must be fenced, barricaded or otherwise protected so as to prevent personnel from slipping or falling into them.	
10. Drawing / Excavation Include safety talk notified for facilitating contract employees ever during transportation by Cos TPT.	
11. The authorized Company executive will issue a permit appropriate for any work to be done by the contractor at Company's designated sites where work permit procedure is applicable. After receiving permit for work the contractor shall be guided by Company rules and applicable laws in performing his work.	
12. Contractors shall provide to all their staff the relevant PPE's as specified by the Company against each job. Contractors staff will do compliance.	
13. Contractor's job sites must be kept reasonably clean and free of rubbish and debris which may create tripping or fire hazard. Upon completion, the contractor shall leave the area in a clean and orderly manner, removing all contractor's debris, equipment, and excess material.	

Reference: ADMIN: ISB : 4.16 **Annexure–A-V**
Sheet V

14. Contractor shall dispose off all the waste generated from its activity in environment friendly manner as described in Pakistan Environmental Protection Act, 1997.	
15. The Contractor / Vendor / Supplier shall provide information regarding OH&S and environmental conditions pertaining to machinery / equipment / product / material / item being procured or services being hired.	

Section VI. Supplier/Contractor/Vendor Certification: [review and sign]

I have reviewed and understand the information contained in this document. I also understand that *SNGPL's HSE* Personnel have the right to inspect our activities and those of our Suppliers/Contractors/Vendors with regards to our on-site activities. I further understand that activities pertaining to service and/or maintenance contracts may only require submission of this form on an annual basis.

Name	
Title	
Signature	
Date	

Reference: ADMIN: ISB : 4.16 **Annexure–A-IV**

UNDERTAKING

We M/s. ______________________, hereby undertake and declare that we have never been ***Blacklisted*** by any Government/ Semi Government / Multi-National Organizations or Companies / Firms.

In case of wrong information submitted by us, Sui Northern Gas Pipelines Limited has right to disqualify us and terminate the Contract, even if it has been awarded.

Signature: ______________________

Name: ______________________

Designation: ______________________

Stamp: ______________________

Ref: ADMIN: ISD: 4.16 **Annexure-A-III**

WORK EXPERIENCE

S. NO	Client Title Name	Address of Building where Janitorial Services Provided	Covered Area of Premises (Sqft.)	Focal Person Name & Phone No.	No. of Floors	Period of Contract			Work Order/ Contract No. (Please also attach copy of the same)	Remarks
						From	To	Period (Month)		
Year-2023										
Year-2024										
Year-2025										

Marking Scheme

Building Having Covered Area (Sqft)	Marks (for one year) Max Marks for one year experience is
10001 to 20000	1
20001 to 30000	2
30001 to 40000	3
40001 to 50000	4
50001 to 60000	5
60001 to 75000	6
75001 to 100000	8
100001 to above	10

Name: ______________________
Signature & Stamp: ______________________

Undertaking / Indemnity for Financial Losses

UNDERTAKING / INDEMNITY

We…………., hereby undertake and indemnity **Sui Northern Gas Pipelines Limited (SNGPL)** against all financial losses, damages, claims or liabilities arising out of the negligence, misconduct or breach of Contract by us or our employees during the performance of the contract.

We further confirm that in case of any loss or damage cause to the company, we shall compensate and make good such loses immediately upon written notice by SNGPL.

This undertaking / indemnity shall remain throughout the terms of the contract and any extension thereof.

Authorized Signature:
Name & Designation:
Date:
Company Stamp

Price Break Down for all 04 items

ITEM NO	DESCRIPTION OF WORK	UNIT	QUANTITY (NOS.)	RATE PER UNIT (Inclusive of Taxes)
1	Duty hours from Monday to Saturday 7AM – 4PM. (01 hours is included for lunch) for 06 days a week on monthly basis, on no work no charge basis. **04 Janitors and 01 supervisors shall be provided up to 07 PM** **01 Female Janitor** **Two Janitors shall be provided on Sunday** Age of Janitors 18-55 years. 02 (two) number of sets of uniform for each Janitor including cap and shoes will be provided at commencement of contract.	Per Month	21 Job	
2	**Provision of Supervisor of Janitorial staff** Duty from Monday-Saturday 7am- 4pm (01 hour is included for lunch) for 06 days a week on monthly basis, having suitable educational background experience and mobile phone, uniform including shoes. etc. Age of Supervisor 25-57 years.	Per Month	01 Job	
03	Service charges including all types of operating costs, Statutory payments such as EOBI, Social security, and income tax etc.	Per Month	01 Job	
04	Cost of Material (Cost of List of Material Annexure)	Total/ Per Month	Total of below mentioned items from 4(1) to 4(34)	
Total of all above four items per month				
Break down of Cost of above-mentioned Material Annexure i.e. Sr. No. 04				
ITEM NO	**DESCRIPTION OF WORK**	**UNIT**	**APPROX QUANTITY**	**RATE PER UNIT (GST Inclusive)**
4(1)	Twisted loop Dust/dry mop refills	Nos.	18	
4(2)	Twisted loops Wet Mops Refills	Nos.	18	
4(3)	Large Size Rough Towel for Wet Mopping	Nos.	05	
4(4)	Toilet Rolls 2 ply (Good Quality)(27*10)	Pkt.	27	
4(5)	Toilet Napkins N-Fold	Pkts	300	
4(6)	Soap (Lux or equivalent) (80 Grms)	Nos.	100	
4(7)	Liquid Soap, Good Quality	Ltrs.	25	
4(8)	Roomi Freshener Tikki	Nos.	60	
4(9)	Dusters rough for dusting (18" x 18")	Nos.	15	
4(10)	Phenyl liquid (Bottle of 2.5 ltrs) perfumed	Nos.	30	
4(11)	Broom hard (600 grams)	Kgs.	15	
4(12)	Broom Soft (200 grams)	Nos.	20	
4(13)	Acid Ltrs.(for wash rooms)	Ltrs.	30	
4(14)	Insects Killer Sprays (Mortein or equivalent 300ml)	Nos.	36	
4(15)	Wipers Commercial Grade	Nos.	15	
4(16)	Commode Brush	Nos.	06	
4(17)	Commode Cleaner (Harpic or equivalent)	Ltrs.	10	
4(18)	Glass Cleaner Glint, Kiwi or equivalent	Nos.	08	
4(19)	Vim Powder (1 Kg each packet)	Nos.	20	
4(20)	Surf (1 Kg each packet)	Nos.	10	
4(21)	Wax Polish (kiwi or equivalent) for stairs	Kgs.	01	
4(22)	Finis Oil(liters)	Ltrs.	02	
4(23)	Air Fresheners (Rose Petal /Freddy or equivalent) for conference room/ lobbies. CFC free.	Nos.	12	

4(24)	Refilling of Automatic Air Fragrance Spray.	Nos.	08	
4(25)	Replacement of Plastic Bags for Out Door Trash Cans Full size - Kg	Kg	5	
4(26	Fumigation / insecticide spray like K-Otherine or equivalent on monthly basis including all T&P required and Anti Dengue Spray with 1. Deltamethrin WP 5% (Anti-Dengue Spray) 2. Temephos 50% EC & 1% SG	Monthly basis	01	
4(27)	Liquid Soap Dispensers (at the time of commencement of contract, Good Quality) One time only	Nos.	15	
4(28)	Towel bath mats – Commercial big size having very good quality – One time only	Nos.	12	
4(29)	Provision of Twisted Loops Dust/dry Mops (Commercial Grade) – One time only	Nos.	15	
4(30)	Dust Bins for all wash rooms (plastic) (One time only)	Nos.	15	
4(31)	Dustbin/garbage bins large size with lid and disposable plastic bags for kitchen (One time only)	Nos.	03	
4(32)	Services charges for scrubbing and polishing of Floors with Scrubber Machine. (Returnable after completion of the contract.)	Nos.	01	
4(33)	Services charges for provision of Dual Water Mopping Bucket (Industrial Grade) with Wringer System including dirty water bucket (1 on each block) with Wet Floor Signs 2 **for Regional Office & 01 for Mess (At the time of commencement of contract).** (Returnable after completion of the contract.)	Nos.	03	
4(34)	Services charges for provision of Outdoor Trash Cans (Full size) (**At the time of commencement of contract.** (Returnable after completion of the contract.)	Nos.	02	

- **The cost of material / items required "Once/One Time Only" during the contract such as at serial 4(27) to 4(34) may be splitted to span over twelve months. For example, if cost of 15 Liquid Soap Dispenser per year is Rs.12000/-, then price quoted here should be (i.e. Rs.12000 / 12 month = Rs.1000 per month)**
- **Please note that the successful bid shall be responsible to provide all material / services (Sr. 4(1) to 4(34) at quoted rates during period of the contract irrespective of the market prices**

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

<table>
<tr><td colspan="4">☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance</td></tr>
<tr><th>Year</th><th>Non-performed portion of contract</th><th>Contract Identification</th><th>Total Contract Amount (current value, currency, exchange rate and PKR equivalent)</th></tr>
<tr><td>[insert year]</td><td>[insert amount and percentage]</td><td>Contract Identification: [indicate complete contract name/ number, and any other identification]
Name of Procuring Agency: [insert full name]
Address of Procuring Agency: [insert street/city/country]
Reason(s) for nonperformance: [indicate main reason(s)]</td><td>[insert amount]</td></tr>
<tr><td colspan="4">Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements</td></tr>
<tr><td colspan="4">☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.</td></tr>
</table>

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)

[insert year]	*[insert amount]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*	*[insert amount]*

☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.

☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.

Year of award	**Outcome as percentage of Net Worth**	**Contract Identification**	**Total Contract Amount (currency), PKR Equivalent (exchange rate)**
[insert year]	*[insert percentage]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Court/ arbitral award decision: *[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]*	*[insert amount]*

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	**Historic information for previous _*[insert number]* years, *[insert in words]* (amount in currency, currency, exchange rate*, PKR equivalent)**				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements[1] for the *[number]* years required above; and complying with the requirements.

[1] If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.