

Standard Bidding Document

FOR PROVISION OF JANITORIAL SERVICES AT SNGPL REGIONAL OFFICE AND STORE MARDAN (Non-Consultancy Services)

National

Single Stage-Two Envelope

CORRIGENDUM # 1	CORR-P117109-001
Initiation Date	September 16, 2026



September 16, 2026

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **SNGPL - Mardan Region (Sui Northern Gas Pipelines Limited (SNGPL))** has reserved Funds for the procurement planned for FY **2026-27**. The **SNGPL - Mardan Region (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 **"FOR PROVISION OF JANITORIAL SERVICES AT SNGPL REGIONAL OFFICE AND STORE MARDAN"** with the reference of **"P117109"**
2. The **SNGPL - Mardan Region (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/117109>**.
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 **Tuesday, October 6, 2026 11:00 AM**. E-bids will be opened on the same day at **Tuesday, October 6, 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).

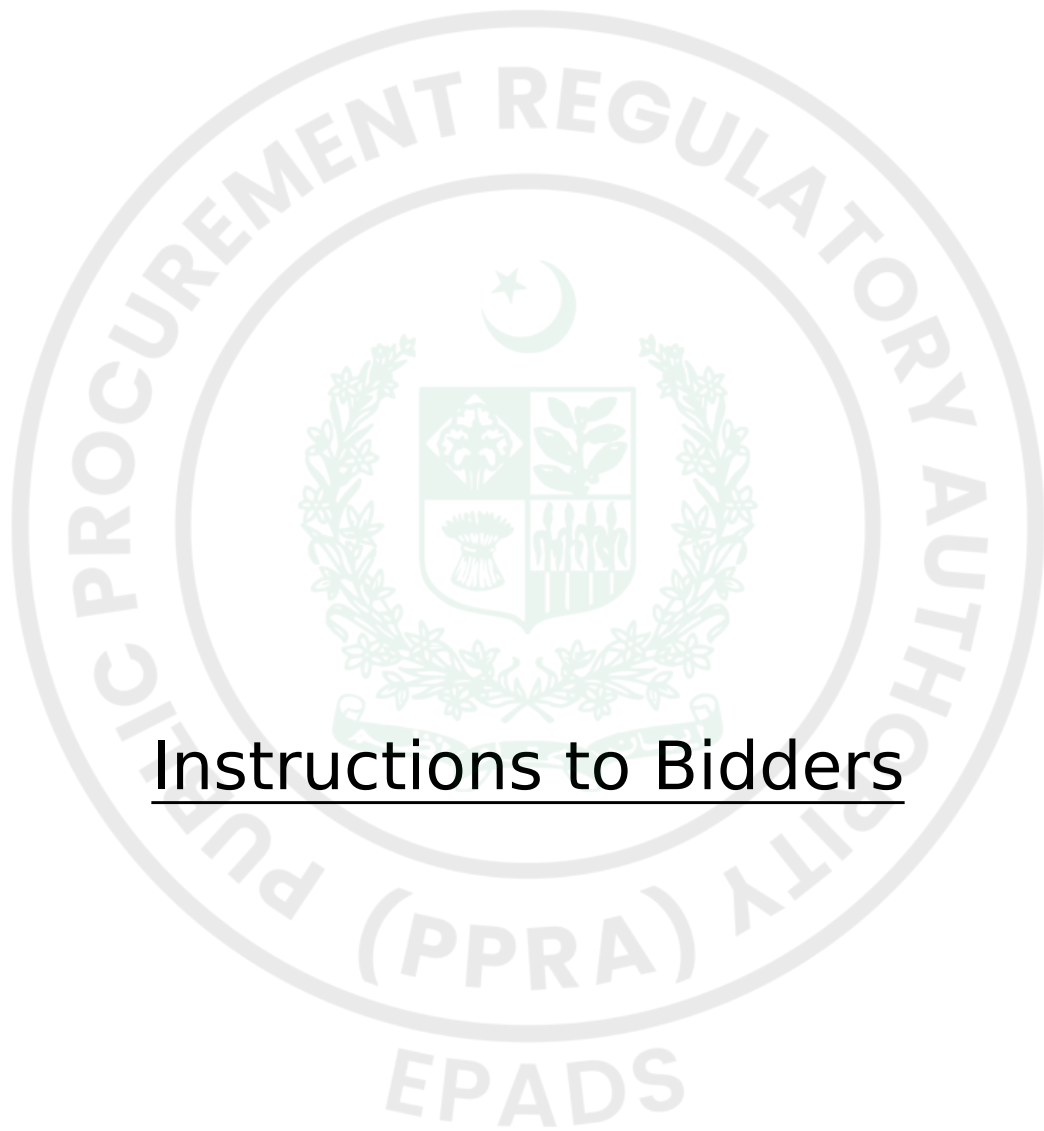
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Instructions to Bidders

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. Fraudulent & 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 severally 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 Fraudulent & 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 its bid, 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 Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance 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 in the 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

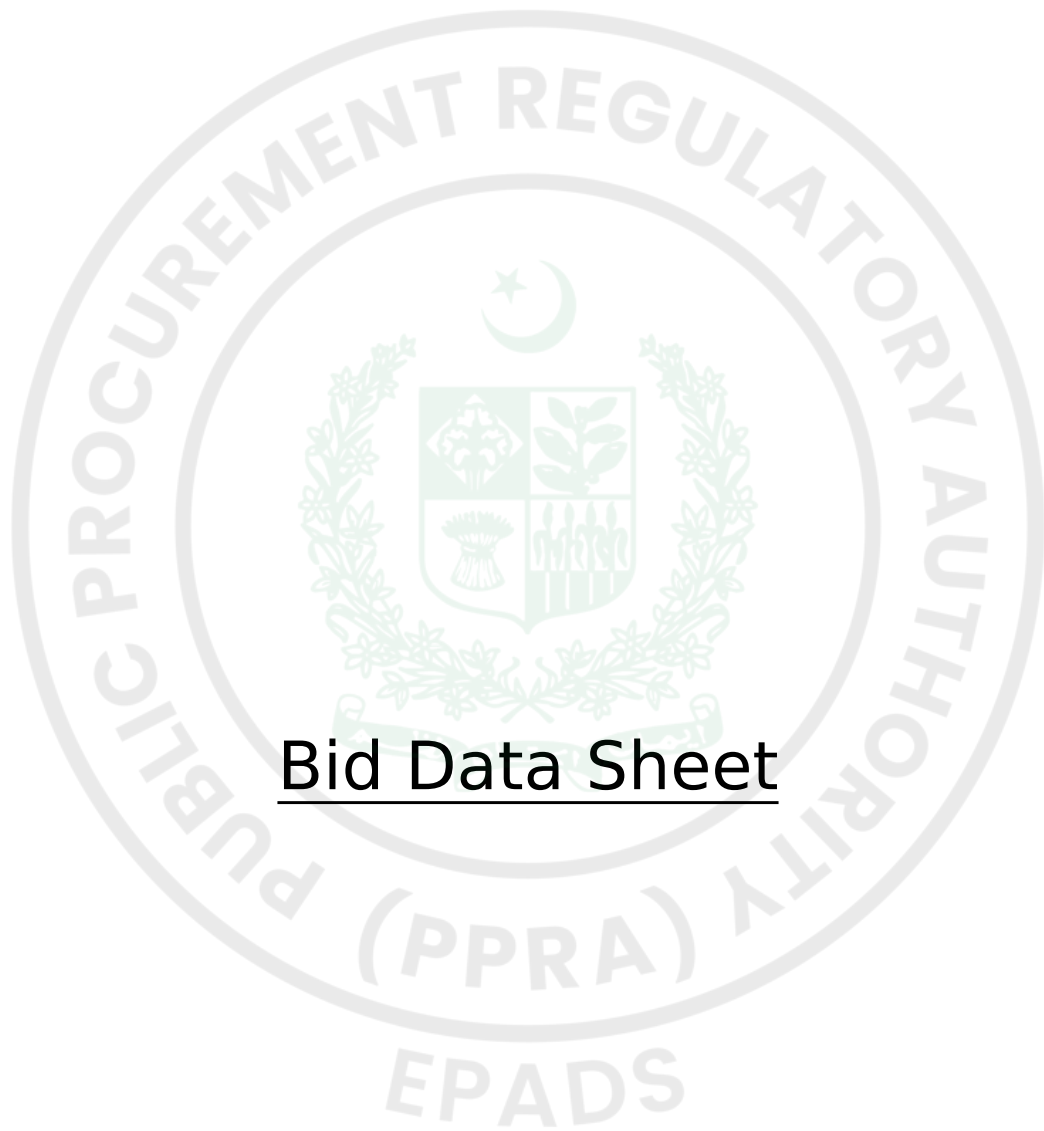
H. Blacklisting/ Debarment

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 - Mardan Region (Sui Northern Gas Pipelines Limited (SNGPL))**

The subject of procurement is: **FOR PROVISION OF JANITORIAL SERVICES AT SNGPL REGIONAL OFFICE AND STORE MARDAN**

Expected commencement date: **Wednesday, October 14, 2026**

BDS Clause Number 2

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

Name and identification number of the Contract: **P117109**

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: Friday, September 25, 2026

BDS Clause Number 5

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

BDS Clause Number 6

List of documents required along with the bid:

1. Name & Address of your firm (Please enclose a valid copy of Registration Certificate).
2. The Firm has an experience of at least 03 years of providing quality Janitorial Services to Government Department / Semi Govt. Organizations / Multi National Organizations / 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 for Multistoried Office buildings measuring not less than 50,000 Sq. Ft. covered area.
3. 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
4. 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.
5. 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
6. The firm should provide Undertaking in writing that in case of award of any Contract for Janitorial Services, they will provide Experienced, Trained, Medically Fit janitors, who are between 18 to 55 years of age & supervisor between 25 to 57 years of age

7. The firm should provide Undertaking in writing that they will abide by all prevailing Government / Labour Law's, Rules & Regulations.

8. The firm will also provide 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.

9. 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 PST. (Undertaking required on firm's letter head).

10. 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).

11. In case of award of Contract, the Bidder shall be solely responsible for payment of Social Security & EOBI and all other relevant payments to Government 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 Government agencies for Workers / Janitors deployed at Company premises. (Undertaking required on firm's letter head).

12. The firm should provide undertaking in writing that 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.

13. The firm must provide an undertaking 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.

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;

Main Newshehra Road, Near Industrial Regional Office, Mardan, Mardan (District), Mardan Division (Division), Khyber Pakhtunkhwa (KP) (Province).

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

The deadline for Bids submission is: **Tuesday, October 6, 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 : **Tuesday**

Date: **Tuesday, October 6, 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, Bank Guarantee**

21.

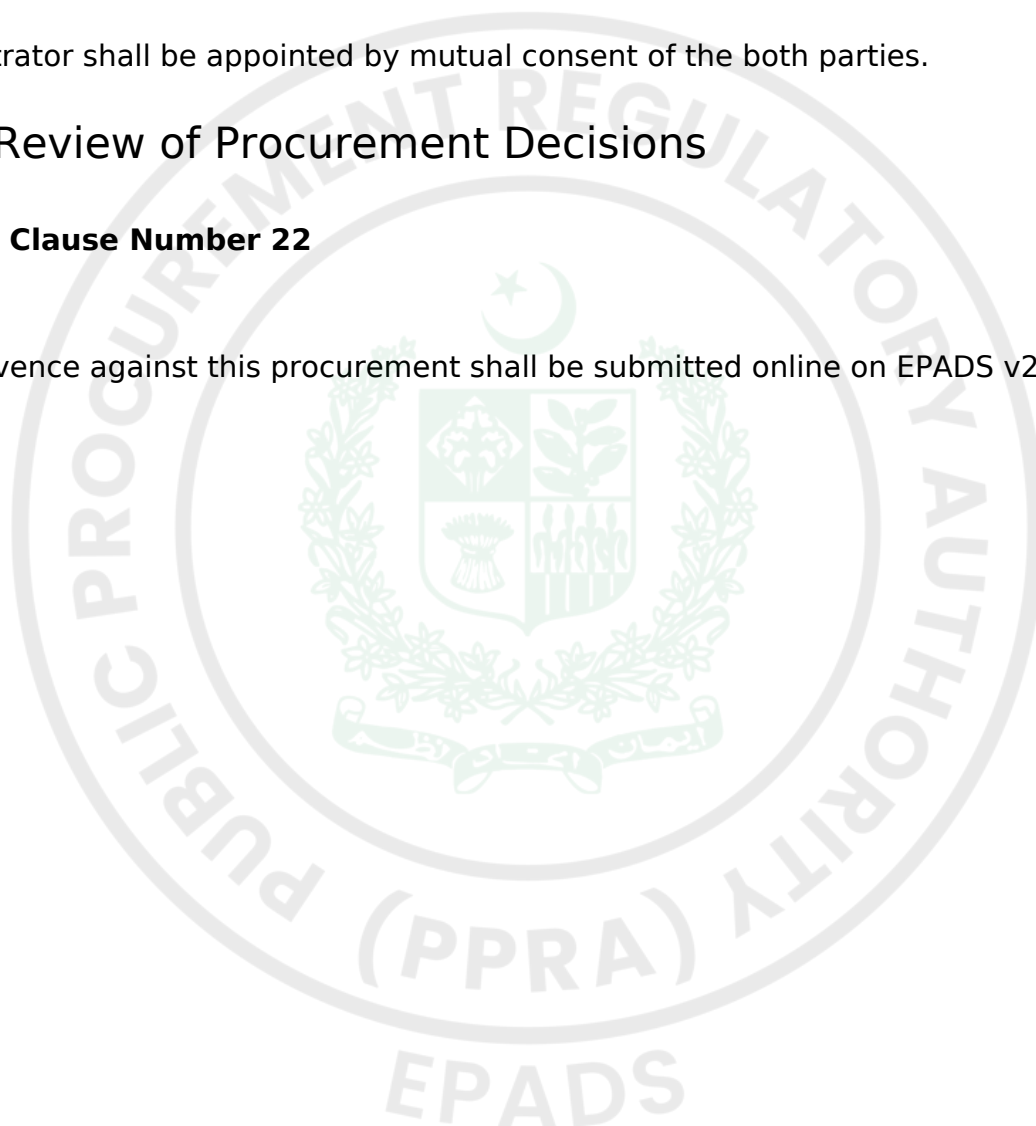
51.1

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
Sole Proprietorship	NADRA CITIZENSHIP (CNIC/NICOP)
Partnership Firm	FBR (NTN)
Company (Private Limited)	FBR (GSTN)
Company (Public Limited)	KPK (KPRA) Registrar of Firms

Evaluation Criteria

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %	
100	
Technical Marks	42
Passing Marks	29
Technical Evaluation Criteria	
Technical Evaluation (Quantitative)(Doc Required)	42

Required Services

Lot Title : PROVISION OF JANITORIAL SERVICES AT SNGPL REGIONAL OFFICE AND STORE MARDAN

Bid Security : 204000 PKR

Position	Delivery Schedule	Quantity
Provision of Janitorial Staff	Address: Main Nowshehra Road, Near Industrial Regional Office, Mardan, Mardan (District), Mardan Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 27 Days Quantity: 11/person	11/person
Provision of cleaning materials	Address: Main Nowshehra Road, Near Industrial Regional Office, Mardan, Mardan (District), Mardan Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 12 Months Quantity: 12/month	12/month

Related Services :

No



Services Specifications

Lot Title : PROVISION OF JANITORIAL SERVICES AT SNGPL REGIONAL OFFICE AND STORE MARDAN

Position: Provision of Janitorial Staff

Specifications / Requirements:

ITEM NO	DESCRIPTION OF WORK	UNIT	QUANTITY
			(NOS.)
1	Provision of Janitors	Per Month	10
	Duty hours from Monday to Saturday 7am – 4pm.		
	(01 hours is included for lunch) for 06 days a week on monthly basis.		
	02 Janitors shall be provided up to 07 PM		
	Out of 10 Nos. janitors, 01 Muslim male janitor must be provided for cleaning of Masjid.		
	Age of Janitors: 18- 55 years.		
	02 (two) set of uniform for each Janitors including cap, shoes and Sweaters will be provided at commencement of contract. Company Identity Card is mandatory.		
	Deployment location of Janitors		
	1. Regional Office Mardan (Male Janitors:09)		
	2. Regional Store Mardan (Male Janitors: 01)		

ITEM NO	DESCRIPTION OF WORK	UNIT	QUANTITY
			Total No. of Janitors: 10 Nos.
2	Provision of Supervisor of Janitorial staff	Per Month	1
	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: Provision of cleaning materials

Specifications / Requirements:

ITEM NO	DESCRIPTION OF WORK	UNIT	QUANTITY (NOS.)
1	Toilet Rolls 2 ply Good Quality.	No.	60
2	N-Fold Paper Towel	No.	80
3	Soup (LUX) Medium size	No.	60
4	Liquid Soup	Liters	6
5	Room Fresheners (Tikki)	No.	30
6	Disinfectants Naphthalene Balls	Kgs.	0.5

ITEM NO	DESCRIPTION OF WORK	UNIT	QUANTITY (NOS.)
7	Plastic garbage bags with various sizes	Kgs.	3.5
8	Rubber Gloves	No.	15
9	Phenyl Liquid	Liters	12
10	Broom Hard	KG	7
11	Dettol	Liters	1
12	Commode Cleaner (Harpick or Equivalent) (500 ml each)	No.	24
13	Acid to be used for blockage cleaner	Liters	5
14	Glass cleaner (Kiwi or equivalent)	Bottle	4
15	Vim Powder	KG	3
16	Insect Killer Sprays (Morten , Finis)	No.	15
17	Floor Hard Brush, Size 15"	No.	3
18	Duster Fine for Glasses 18" x 18"	No.	20
19	Provision of Twisted loop Dust Mops with Long Handle (Commercial Grade)	No.	24
20	Wipers Commercial grade	No.	6
21	Wipers Small size for Washrooms	No.	3
22	Waste Lifting Plastic Tray	No.	4
23	Plastic Net Brush	No.	3
24	Dust/Garbage Bins for all wash rooms (At the time of commencement of Contract)	No.	30

ITEM NO	DESCRIPTION OF WORK	UNIT	QUANTITY (NOS.)
25	Dispenser for Paper Towel (Once) (At the time of commencement of Contract)	No.	10
26	Provision of Outdoor Trash Cans (Full size) (04 Nos. Green Color & 02 Nos. Yellow Color) (At the time of commencement of Contract)	No.	6
27	Liquid Soup Dispensers. (At the time of commencement of Contract)	No.	12
28	Plunger for commode cleaning (At the time of commencement of Contract)	No.	2
29	Electric Spray Machine, 20 Liters (At the time of commencement of Contract)	No.	1

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, lift lobbies, ablution area 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 stand at main building and two side area of parking.
- 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

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

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 Contractor and 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 - Mardan Region (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Administrative Officer Main Nowshehra Road, Near Industrial Regional Office, Mardan, Mardan (District), Mardan Division (Division), Khyber Pakhtunkhwa (KP) (Province).

The Supplier is:

The title of the subject procurement is: FOR PROVISION OF JANITORIAL SERVICES AT SNGPL REGIONAL OFFICE AND STORE MARDAN

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 - Mardan Region (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Administrative Officer Main Nowshehra Road, Near Industrial Regional Office, Mardan, Mardan (District), Mardan Division (Division), Khyber Pakhtunkhwa (KP) (Province).

+92-333-496-9496

murtaza.tanoli@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 - Mardan Region (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Administrative Officer
Main Nowshehra Road, Near Industrial Regional Office, Mardan, Mardan (District), Mardan Division
(Division), Khyber Pakhtunkhwa (KP) (Province).

+92-333-496-9496

murtaza.tanoli@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 **10.00% to 10.00%** 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, Bank Guarantee

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.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

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.: **P117109**

To: **SNGPL - Mardan Region (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Administrative Officer Main Nowshera Road, Near Industrial Regional Office, Mardan, Mardan (District), Mardan Division (Division), Khyber Pakhtunkhwa (KP) (Province).**

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 - Mardan Region (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Administrative Officer Main Newshehra Road, Near Industrial Regional Office, Mardan, Mardan (District), Mardan Division (Division), Khyber Pakhtunkhwa (KP) (Province).**

(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., **FOR PROVISION OF JANITORIAL SERVICES AT SNGPL REGIONAL OFFICE AND STORE MARDAN (P117109)** 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.

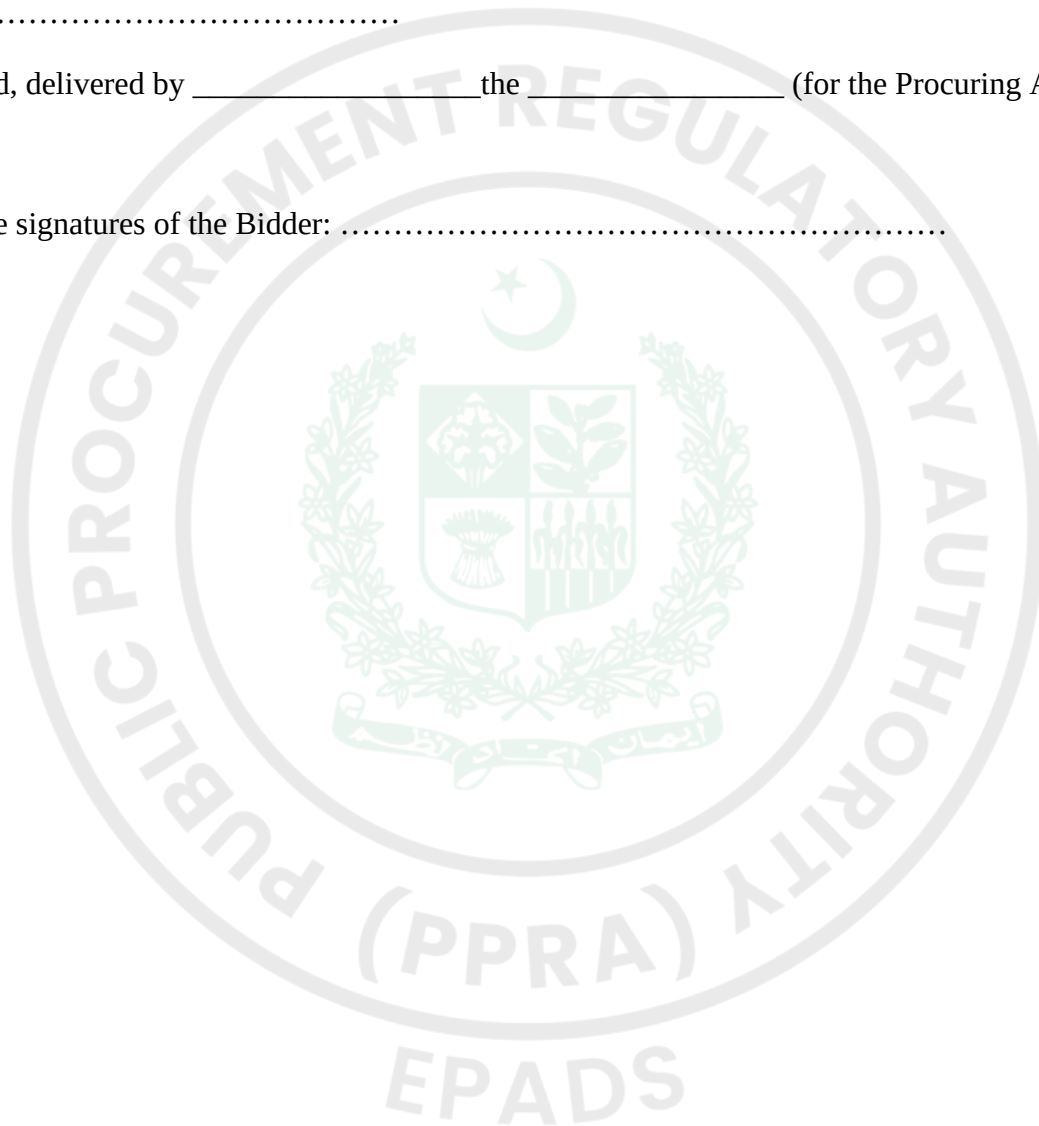
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

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 BY THE 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 times 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 - Mardan Region (Sui Northern Gas Pipelines Limited (SNGPL)), Senior Administrative Officer Main Nowshehra Road, Near Industrial Regional Office, Mardan, Mardan (District), Mardan Division (Division), Khyber Pakhtunkhwa (KP) (Province).**

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]*

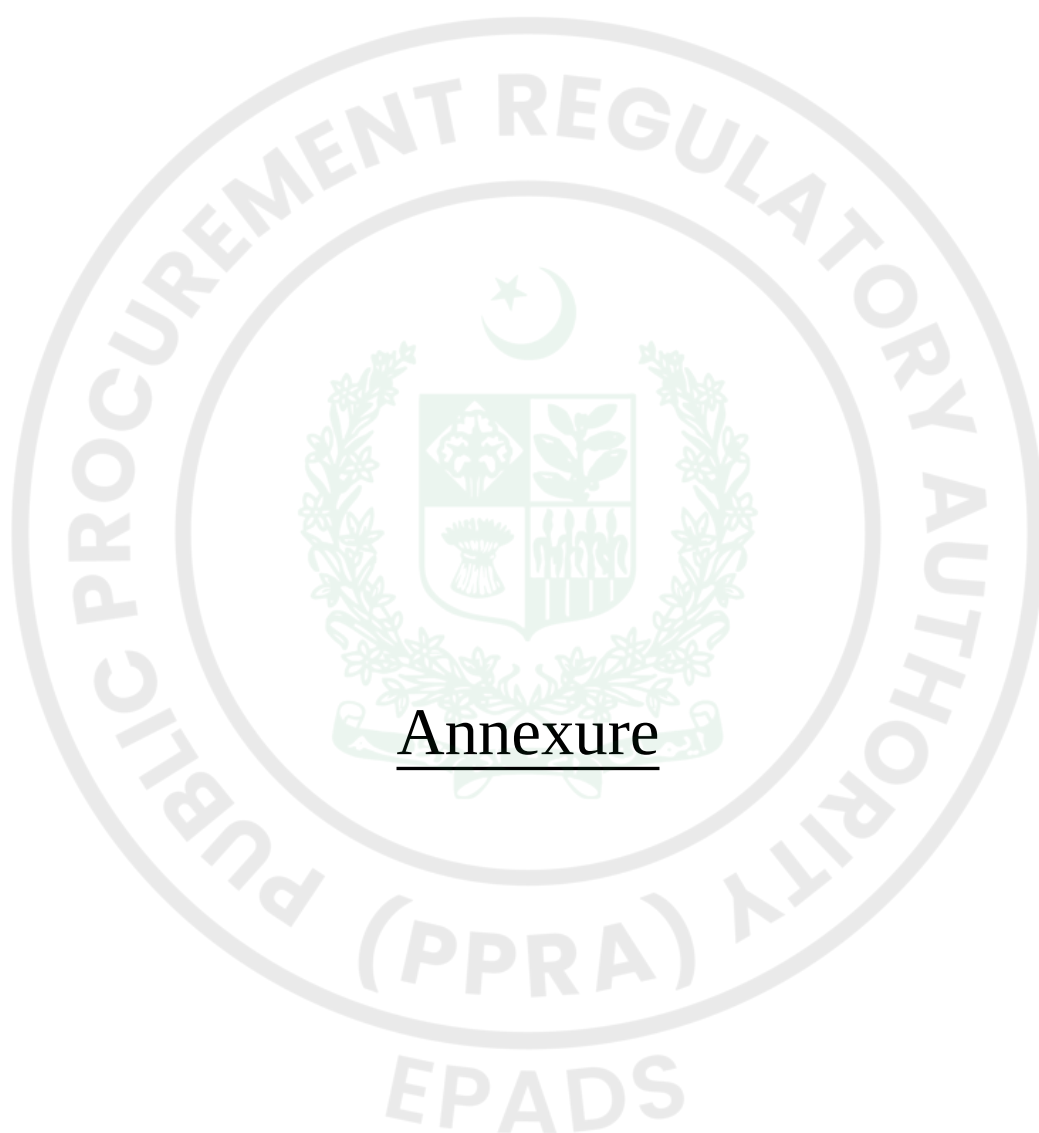
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Annexure-A-I

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure-A-I** (page number: 76)

Annexure-A-II Sheet I & II

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure-A-II Sheet I & II** (page number: 77)

Annexure A-III

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure A-III** (page number: 79)

Annexure A-IV

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure A-IV** (page number: 81)

Annexure A-V Sheet I to V

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure A-V Sheet I to V** (page number: 82)

Annexure-B Sheet I & II

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure-B Sheet I & II** (page number: 87)

Annexure-B-I

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure-B-I** (page number: 90)

Annexure B-II Sheet I to VI

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure B-II Sheet I to VI** (page number: 91)

Annexure B-III

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure B-III** (page number: 97)

Annexure B-IV

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure B-IV** (page number: 98)



Procurement Forms







Additional Forms and Documents

SUI NORTHERN GAS PIPELINES LIMITED
TECHNICAL EVALUATION CRITERIA FOR THE PROVISION OF JANITORIAL SERVICES

Evaluation criteria to judge technical ability of firms are divided into two sections i.e. Evaluation Criteria and Questionnaire.

Firm securing less than 70% marks in Technical Evaluation will not be considered technically responsive and its Financial Bid will not be opened.

**TECHNICAL EVALUATION CRITERIA
FOR PROVISION OF JANITORIAL SERVICES**

Technical Evaluation Criteria is divided into two sections i.e. Part 'A' (Screening Scheme) and Part 'B' (Evaluation Marking Scheme). Answers to all questions are compulsory.

Part 'A' Screening Scheme:-

Question from serial # 1 to 13 in the attached Questionnaire (Annex - A-II, Sheet-I) are Critical and positive affirmation to each of the same is mandatory. A reply, which does not satisfy the requirement of questions, may disqualify the Firm for further consideration. A Firm passing through Part-A (**Screening Scheme – Critical Factors Annexure-A-II-Sheet-I**) shall further be evaluated in detail as per criteria specified in part 'B' (**Evaluation marking scheme, Annexure-A-II, Sheet-II**). All such firms who do not qualify Part 'A' shall not enter in the next phase of evaluation.

Each Company must have an experience of at least 3 years of providing efficient Janitorial Services to Government Departments / Semi Govt. / Multi-National Organizations / Large Scale Companies of national repute preferably at their Headquarters. Application(s) received from any Parties / Firms having less than three (3) years of experience will not be considered for qualification.

Part 'B' Evaluation Marking Scheme

Firms securing at least 70% marks out of total marks (i.e. 60) will stand qualified and all those firms securing less than 70% will not be eligible for opening financial bid.

NOTE:

1. The bidders securing below 70 percent will not be considered technically responsive.
2. In pursuance of clause 18 of PPRA rules, if any applicant provides false information he will be subject to disqualification. Hence, all documentary evidence submitted by applicants must be correct & genuine.
3. All the information provided shall be supported with documentary evidence duly signed & stamped, otherwise no credit/points will be given.
4. Successful applicants (meeting passing criteria) will be eligible for opening Financial Bids.

Seal & Stamp of Bidder

Registered Office:

Sui Northern Gas Pipelines Limited,
21- Kashmir Road, Lahore, Pakistan.
+92-42-99082000-06

www.sngpl.com.pk

Mardan Regional Office:

Main Nowshehra Road, near
Industrial State, Mardan, Pakistan.
+92-937-880019

SUI NORTHERN GAS PIPELINES LIMITED
QUESTIONNAIRE
TECHNICAL EVALUATION OF JANITORIAL FIRMS

Part-A—(Screening Scheme) Less Critical Factors

Sr. #	CONTENTS	REMARKS	
		Documents Attached	
		Yes	No
	CRITICAL FACTOR		
1	Name & Address of your firm (Please enclose a valid copy of Registration Certificate).		
2	The Firm has an experience of at least 03 years of providing quality Janitorial Services to Government Department / Semi Govt. Organizations / Multi National Organizations / 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 for Multistoried Office buildings measuring not less than 50,000 Sq. Ft. covered area. The detail of experience is required as per format attached as Annex-A-III along with certificates.		
3	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.		
4	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.		
5	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 Annex-A-IV)		
6	The firm should provide Undertaking in writing that in case of award of any Contract for Janitorial Services, they will provide Experienced, Trained, Medically Fit janitors, who are between 18 to 55 years of age & supervisor between 25 to 57 years of age .		
7	The firm should provide Undertaking in writing that they will abide by all prevailing Government / Labour Law's, Rules & Regulations.		
8	The firm will also provide 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 5 th of each month.		
9	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 PST . (Undertaking required on firm's letter head).		
10	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).		
11	In case of award of Contract, the Bidder shall be solely responsible for payment of Social Security & EOBI and all other relevant payments to Government 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 Government agencies for Workers / Janitors deployed at Company premises. (Undertaking required on firm's letter head). SNGPL has the right to cross check / verify the authenticity of documents		
12	The firm should provide undertaking in writing that 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.		
13	The firm must provide an undertaking 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.		

Firm's Stamp:

Registered Office:
Sui Northern Gas Pipelines Limited,
21- Kashmir Road, Lahore, Pakistan.
+92-42-99082000-06

www.sngpl.com.pk

Mardan Regional Office:
Main Nowshera Road, near
Industrial State, Mardan, Pakistan.
+92-937-880019

SUI NORTHERN GAS PIPELINES LIMITED
TECHNICAL EVALUATION CRITERIA OF JANITORIAL FIRMS

Part-B—(Evaluation Marking Scheme) Less Critical Factors

S. No.	CONTENTS	Marking Scheme	Remarks
14	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 ii) Partnership_____ attach copy of partnership deed. iii) Limited Company_____ (copy of Memorandum & Articles of Public or Private Association).	02 06 10	
15	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	
16	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	
17	List of Existing Clients for the last 3 calendar years i.e. 2023, 2024 & 2025-26 mentioning their Registered Title Name, Address, Telephone No, and Focal Person. Marking based on covered area will be awarded as per details in Annex-A-III copy attached.	30	
1 . The bidders securing below 70% marks will not be considered technically responsive. 2 . In pursuance of clause 18 of PPRA rules, the bidders providing false information will be liable for their disqualification. Hence, all documentary evidence submitted by applicants must be correct & genuine. 3 . All the information provided shall be supported along with documentary evidence duly signed & stamped, failing which no points will be awarded.			

Signature:

Firm's Stamp:

Registered Office:

Sui Northern Gas Pipelines Limited,
21- Kashmir Road, Lahore, Pakistan.
+92-42-99082000-06

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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-20225-26										

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 or above	10

Name: _____

Signature & Stamp: _____

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 or above	10

Name: _____

Signature & Stamp: _____

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: _____

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	SUI NORTHERN GAS PIPELINES LIMITED	DOC. # SNGPL-GPR013-F001	
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Contractor / Supplier / Vendor HSE Statement		Page 1 of 5	04-02-21

Annex- 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]

<u>Material/Chemical:</u> (Production/Non-production)	Paint Solvent Sealer	Treatment Chemicals Lubricants, Oils, Greases Gasoline	Janitorial Material Other (specify) _____ Other (specify) _____
<u>Facilities/Construction:</u>	Ditching Electrical Paint Structural	Roofing Mechanical HVAC	General Contractor Arch/Engin/Consulting Other (specify) _____
<u>Services:</u> (Includes Environmental Services)	Janitorial Security Maintenance	Emergency Response Env. Consulting Paint Booth Cleaning	Waste Management Other (specify) _____

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Annex- A-V

Containerization:	5 gal. Or less Drums Bulk Tanks	Type of Contract:	Commodity Management On-site Manager Provided Total Cost Contract
-------------------	---------------------------------------	-------------------	---

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:	

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Annex- 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	
<u>Other (specify)</u>	
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.

	SUI NORTHERN GAS PIPELINES LIMITED	DOC. # SNGPL-GPR013-F001	
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Annex- 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.	
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.	

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Annex- A-V
Sheet-V

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: MDN: 4.16 / 2026-27

Annexure-B Sheet-I

FINANCIAL BID
SCHEDULE OF REQUIREMENT

ITEM NO	DESCRIPTION OF WORK	UNIT	QUANTITY (NOS.)	RATE PER UNIT	TOTAL AMOUNT Rs.
1	Provision of Janitors Duty hours from Monday to Saturday 7am – 4pm. (01 hours is included for lunch) for 06 days a week on monthly basis. 02 Janitors shall be provided up to 07 PM Out of 10 Nos. janitors, 01 Muslim male janitor must be provided for cleaning of Masjid. Age of Janitors: 18- 55 years. 02 (two) set of uniform for each Janitors including cap, shoes and Sweaters will be provided at commencement of contract. Company Identity Card is mandatory. Deployment location of Janitors 1. Regional Office Mardan (Male Janitors:09) 2. Regional Store Mardan (Male Janitors: 01) Total No. of Janitors: 10 Nos.	Per Month	10	Without PST 	Without PST
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	Without PST	Without PST
3	Cost of Material List Attached as Annexure-B-Sheet-II	Per Month	-	-	
4	Service charges including all types of operating costs, Statutory payments such as EOBI, Social security, and income tax etc.	Per Month	-	Without PST	Without PST
5	Total Cost Per Month without PST	Per Month	-	-	

IMPORTANT NOTES / CONDITIONS:

- 1) Evaluation of Financial Bids will be carried out on the basis of **“Total Cost per Month Excluding PST”** (i.e. Item No. 5 filled in Grey above)
- 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.

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- 3) Above required strength of janitorial staff i.e (01 supervisors 10 Males sweepers) 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 Bidder 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 Bidder 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.
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 In-charge.
Bidder 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.
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 Bidder for passing on the increase in minimum wage rate to security staff.
- 8) 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.
- 9) 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.
- 10) 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.
- 11) At the time of monthly invoice / bill processing, PST will be added as per applicable rates and Bidder will submit PST invoice along with monthly bill, accordingly.
- 12) Income Tax will be deducted at source from monthly bills as per Government's applicable rates.
- 13) 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.

Seal & Stamp of Bidde

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Ref: ADMIN: GM: 4.16 / 2026-27

Annexure-B Sheet-II

LIST OF MATERIAL

ITEM NO	DESCRIPTION OF WORK	UNIT	QUANTITY (NOS.)	RATE PER UNIT	TOTAL AMOUNT Rs.
6	Toilet Rolls 2 ply Good Quality.	No.	60		
7	N-Fold Paper Towel	No.	80		
8	Soup (LUX) Medium size	No.	60		
9	Liquid Soup	Liters	06		
10	Room Fresheners (Tikki)	No.	30		
11	Disinfectants Naphthalene Balls	Kgs.	0.5		
12	Plastic garbage bags with various sizes	Kgs.	3.5		
13	Rubber Gloves	No.	15		
14	Phenyl Liquid	Liters	12		
15	Broom Hard	KG	07		
16	Dettol	Liters	01		
17	Commode Cleaner (Harpick or Equivalent) (500 ml each)	No.	24		
18	Acid to be used for blockage cleaner	Liters	05		
19	Glass cleaner (Kiwi or equivalent)	Bottle	04		
20	Vim Powder	KG	03		
21	Insect Killer Sprays (Morten , Finis)	No.	15		
22	Floor Hard Brush, Size 15"	No.	03		
23	Duster Fine for Glasses 18" x 18"	No.	20		
24	Provision of Twisted loop Dust Mops with Long Handle (Commercial Grade)	No.	24		
25	Wipers Commercial grade	No.	06		
26	Wipers Small size for Washrooms	No.	03		
27	Waste Lifting Plastic Tray	No.	04		
28	Plastic Net Brush	No.	03		
29	Dust/Garbage Bins for all wash rooms (At the time of commencement of Contract)	No.	30		
30	Dispenser for Paper Towel (Once) (At the time of commencement of Contract)	No.	10		
31	Provision of Outdoor Trash Cans (Full size) (04 Nos. Green Color & 02 Nos. Yellow Color) (At the time of commencement of Contract)	No.	06		
32	Liquid Soup Dispensers. (At the time of commencement of Contract)	No.	12		
33	Plunger for commode cleaning (At the time of commencement of Contract)	No.	02		
34	Electric Spray Machine, 20 Liters (At the time of commencement of Contract)	No.	01		
Total/Month					

IMPORTANT NOTES:-

The cost of material / items required once during the contract such as at serial 29 to 34 etc. may be split to span over twelve months for example cost of Hand Spray Pump per year is Rs.120/-, the price quoted here should be (i.e. Rs.120 / 12 month = Rs.10 per month)

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SUI NORTHERN GAS PIPELINES LIMITED

LIST OF JOBS TO BE CARRIED OUT

1. **Jobs to be done on daily basis:-**
 - a. Cleaning, swabbing and mopping of the entire office premises including corridors, stair cases, offices, lift lobbies, ablution area 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 stand at main building and two side area of parking.
 - 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
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:**

<u>Violation</u>	<u>Penalty</u>
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
5. Material & necessary equipment not provided or not found present (if complaint is not resolved within 01 hour)	Rs. 300/- per complaint

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 mention in Annexure-B-I within stipulated period and as per Company Admin Officer's instructions.

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TERMS AND CONDITIONS

1. Bidders are required to submit their firm and irrevocable offer in Pak Rupees against this tender which must be based on provision of Janitorial Services conforming to the terms & conditions and Schedule of Requirement.
2. Sui Northern Gas Pipelines Limited reserves the right to reject any or all bids which do not meet the intent of our requirement or where there is evidence of lack of competition or where the lowest bid exceeds the cost estimated by an amount which in the opinion of Sui Northern Gas Pipelines Limited is sufficient to justify such a cause.
3. Your offer must remain valid **for a period of 90 days** from the date of opening of bids. Bids received with shorter validity may be considered as non-responsive and may not be considered for evaluation and comparison.
4. SNGPL may, however, request for extension of validity of bids without any change in quoted price and other terms and conditions. The bidder(s) may refuse to extend validity of their bid beyond their quoted validity.
5. While tendering your quotation, the present trend in the rate of material/necessary equipment's in the market should be kept in mind. No request for increase in price due to market fluctuations in the cost of material/necessary equipment and services will be entertained.
6. Copies of valid registration certificates of **Social Security & EOBI and all other relevant payments to Government Agencies** are essentially required to be attached with **Technical Bid**.
7. **BID BOND:**
 - a) Every bidder shall furnish Bid Bond of **Rs. 204,000/-** in the form of Bank Draft/ Pay Order/ CDR issued in favour of SNGPL. Any bid, which is not accompanied by the requisite bid security will not be read out at the time of tender opening and will be considered as NON RESPONSIVE.
 - b) This Bid Bond will serve as a guarantee in case the bidders subsequently either withdraw, or unilaterally modify, or alter their bid after opening of the bids and / or fail to accept the Contract awarded to them. Bid Bond will be retained until the Firm furnish the required Performance Bond equivalent to 10% of total annual value of contract **excluding PST** on award of the Contract. SNGPL reserves the right to retain the Bid Bond of the next lowest bidder, until it enters into Contract or until **120 days after bid opening**, whichever is earlier. **The cost of the above bond shall be borne by the bidder.**
 - c) The bid bond may be forfeited if the bidder either withdraws its bid during the period of bid validity specified by the bidder or fails to sign the Contract or refuse to furnish Performance Bond.
8. **PERFORMANCE BOND / GUARANTEE:**
 - a) Within 15 days of award of Contract, the Service Provider firm shall furnish **"Performance Bond Guarantee"** in the form of Bank Draft / Pay Order for an amount of **10% (percent) of total annual value of contract**. Amount of performance bond will be calculated **excluding PST (Sales Tax)**. The proceeds of the Security performance shall be payable to SNGPL as compensation for any loss resulting from the Firm's / Agency's failure to complete its obligations under the Contract.
 - b) The Firm / Agency will **undertake to indemnify SNGPL** of all actual losses that it will suffer in respect of loss occasioned or resulting directly from the negligence of its janitorial staff, and work-related accidents resulting in injuries / fatalities to / of the workers of the Bidder. The entire loss will be recovered through performance bond / monthly bills.

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- c) The Performance Bond Guarantee will be discharged after the expiry of services has been delivered indicated in the Contract. SNGPL shall promptly notify the Bidder in writing of any as claim arising out of performance of the Contract. Upon receipt of such notice, the Bidder shall, with all reasonable speed, settle the claims. If the Bidder having been notified, fails to fully settle the claim within 15 days' time, SNGPL may proceed to take such remedial action as may be necessary at the Bidder's risk and expense and without prejudice to any other rights which SNGPL may have against the Bidder under the Contract, including partial or complete forfeiture of the Performance Bond Guarantee.
- d) In the event, if services are found not in conformity with criteria provided in this tender enquiry, the Bidder will provide replacement and shall also pay all costs / expenses and damages incurred by SNGPL.
- e) Nothing contained herein shall be construed to limit the Bidder's obligations and liabilities with regard to the performance of the Contract.
- f) The successful Bidder shall indemnify SNGPL against any loss or damage in respect of any tax or levy in case of any false information rendered by the Bidder, or inactive status with the relevant authority [an undertaking] to this effect on **Non-Judicial Stamp Paper amounting to Rs. 100/- as per specimen attached as Annex-B-III**, must be provided.

09. FORCE MAJEURE:

- a. "Notwithstanding any provision to the contrary contained for damages or be deemed in default of the provision of the agreement for failure to perform or delay in the performance of obligations assumed by such party pursuant hereto in-so-far as the said affected party can clearly establish that its performance has been prevented or delayed by Force Majeure. A "Force Majeure" event shall mean any event or circumstance or combination of events or circumstances that is beyond the reasonable control of a party which or effect of which materially and adversely affects the performance of that party or its obligations under or pursuant to this Agreement; provided, however, that such material and adverse effect could not have been prevented or overcome in whole or in part by the affected party through the exercise of diligence and reasonable care. "Force majeure Event" hereunder shall comprise each of the following event or circumstances but only to the extent that each satisfies the above requirements. Force Majeure Event shall include but not limited to:-
- i. Natural disaster includes but not limited to cyclones, earthquakes, floods etc.
- ii. Strikes (other than among the "Bidder's" or civil employees) or other industrial disturbances which prevent either of the parties from performance of their obligations under this Agreement.
- iii. Act of state i.e. Governmental Law and/or regulation; decree, or judgment of court of competent jurisdiction; failure of any governmental entity to act.
- iv. Act of enemy i.e. act of war, blockade, riots, fire, terrorist activity etc.

If a party wishes to claim relief by reason of force Majeure, it shall within 7 days of its occurrence serve written notice of occurrence of such a Force Majeure on the party through registered post or any other courier service. The two parties shall consult each other and agree upon the measures to be taken. As soon as the Force Majeure ends, the affected party shall promptly resume performance of its obligation under the agreement and intimate the other party about this. If the force Majeure event persists for the period of 3 months, the Company shall be entitled to termination of this agreement.

- b. SNGPL is not liable to the "Bidder" for any damage or loss caused by Force Majeure directly or indirectly.
- c. In case of Force Majeure, SNGPL for any reason whatsoever will pay no idle time claim.

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10. CONFLICT OF INTEREST:

- a. Service Provider Agency/Firm warrants that it is not aware of any conflict of interest with respect to the Tender/Contract.
- b. Service Provider Agency/Firm warrants that it does not know or have reasons to believe that any employee of SNGPL or such employee's dependents have legal or beneficial interest in the business of Service Provider Agency/Firm.
- c. SNGPL agrees that Service Provider Agency/Firm shall be informed of the evidence relied upon by SNGPL in support of the breach of any warranty and shall afford the Service Provider Agency/Firm a reasonable opportunity to explain or to present evidence pertinent to the issue before SNGPL disqualify the Agency/Firm or reject its bid.

11. ARBITRATION:

"The Parties shall use their best efforts to amicably settle all the disputes arising out of or in connection with the Agreement or its interpretation. Any difference or dispute arising out of or in connection with the Agreement between the "Company" and the "Bidder" which cannot be amicably resolved shall be referred to Arbitration in Lahore, Pakistan to two Arbitrators, one to be appointed by each party of such dispute. Fee of the Arbitrator appointed by the Company shall be paid by the "Company" and fee of the Arbitrator appointed by the Bidder shall be paid by the "Bidder". In case of the judgment of the said Arbitrators being at variance, the matter shall be referred to an Umpire who shall be appointed by both said Arbitrators. The Umpire shall be a retired Judge of a High Court or the Supreme Court of Pakistan. Fee of the Umpire shall be paid half by the Company and half by the Bidder. The Arbitration shall be conducted under the provisions of the Arbitration Act, 1940. The Agreement shall be governed under the laws of Pakistan and the arbitration language shall be English. During the course of arbitration, "Bidder" shall not suspend the performance of its responsibilities and obligations under the Agreement unless authorized by the "Company" to do so".

12. TERMINATION OF CONTRACT:

The Company shall be entitled to terminate this Agreement: (1) if the Bidder violates any provision of this Agreement or any provision of law, rules, and regulations applicable to it; or (2) if the Company determines that it is in the Company's interest or the public interest to terminate the Agreement.

- a) In any case, the Company may terminate without assigning any reasons, and shall give one-month notice in writing to the Bidder.
- b) In case of termination by the Company due to a breach of Contract or violation of Law by the Bidder, the Company shall give the Bidder a "warning" and an opportunity to remedy the breach of Contract or violation of Law within 15 days of notice. If the Bidder fails to take remedial action within 15 days of the notice to the satisfaction of the Company, the Company shall provide a second "warning" and further 15 days to remedy the breach. Upon expiry of the second warning period, the Agreement shall stand terminated.
- c) In case the Bidder wishes to terminate this Agreement, the Bidder shall give 90 days advance notice in writing for termination of this Agreement and provide reasons for doing so.
- d) If the Bidder fails to serve 90 days' notice period, SNGPL shall be entitled to confiscate / en-cash the security deposit / performance bond of the janitorial services company.

Seal & Stamp of Bidder**Registered Office:**

Sui Northern Gas Pipelines Limited,
21- Kashmir Road, Lahore, Pakistan.
+92-42-99082000-06

www.sngpl.com.pk

Mardan Regional Office:

Main Nowshera Road, near
Industrial State, Mardan, Pakistan.
+92-937-880019

The Bidder's services are liable to be technically / physically inspected by us and if the Bidder fails to provide the services according to our criteria, we reserve the right to terminate the Contract.

In case of award of Contract, the Bidder will be required to execute the services strictly in accordance with the terms and conditions of the Contract. In case any of the terms and conditions of the Contract is violated, we will have the right to cancel the Contract or part thereof as necessary.

13. BLACKLISTING:

In case of any consistent breaches of Contract, violation of law, or fraudulent or corrupt practices by the Bidder, the Company shall be entitled to blacklist the Bidder, temporarily or permanently in accordance with law / PPRA and the Company procedure & mechanism.

14. PAYMENT:

- a) 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.
- b) Bills in duplicate duly verified by the Bidder or his / her authorized representative should be submitted latest by **7th of the subsequent month**. Any delay in submitting the bill will result in corresponding delay in payment for which Bidder will be responsible.
- c) 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.
- d) 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.
- e) General Sales Tax will be applicable as per law.
- f) 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.
- g) 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.

15. 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 **Sr # 1 to 5 Annex-B-1.**

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16. 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.
17. 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**.
18. The Bidder shall depute/provide trained, medically fit workers/janitors. The workers including supervisors so provided should have valid Computerized National Identity Card (CNIC).
19. The workers including supervisors must wear proper & clean uniform with shoes during the duty hours/time.
20. The Bidder shall arrange job related training of the workers periodically and submit report.
21. The Bidder shall provide High Quality Janitorial Services as per requirement of the Company.
22. 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
23. 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.
24. The Bidder will provide protective gear to its workers to avoid accident resulting in injuries / fatalities.
25. 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.

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26. 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:

- | | |
|--|---|
| 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. 1 st Violation | Warning Letter |
| e. 2 nd Violation | Deduction of Rs.5000/- |
| f. 3 rd Violation | Deduction of Rs.20,000/- |
| g. 4 th 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.

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+92-937-880019

(TO BE TYPED ON RS. 100/- NON JUDICIAL STAMP PAPER)

Dated: _____

M/s Sui Northern Gas Pipelines Limited
21, Kashir Road, Lahore

**UNDERTAKING / INDEMNITY FOR FINANCIAL LOSS IN RESPECT OF SALES TAX /
PROVINCIAL SALES TAX, IN THE MATTER OF CONTRACT NO. ADMIN: MDN: 4.16 / 2026-27**

That we, M/s. _____, bearing National Tax Registration No. _____,
having its office at _____, do hereby acknowledge, affirm, and undertake:

- a) That we shall indemnify SNGPL from, and against, all losses, liabilities, claims, demands, damages, costs, fines, and penalties that may arise, or incurred by SNGPL in case of rejection / exclusion of their input PST / GST due to our inactive status in FBR / relevant Provincial Revenue Authority's web portal at the time of uploading of relevant Annexure and / or monthly GST return of SNGPL.
- b) That we shall be fully responsible for immediate payment of any amounts due to you as a result of any claim which may arise or have arisen against Sales Tax / Provincial Sales Tax invoiced by us and / or any associated cost, and we acknowledge that you are entitled to exercise your right to set-off in the event of our non-payment or short payment of any claim against our unpaid invoices, security deposited, retention money, and any other due amount, and in case of non-availability of any such cushion we remain obligated to pay your claim in cash.

We further confirm that in the event of any objection raised by the relevant Tax Authority due to wrong / non-submission of Sales Tax / Provincial Sales Tax in respect of this payment, we shall be responsible for any damages suffered by SNGPL.

Name with Stamp

Witness:

1. Name: _____

2. Name: _____

CNIC No. _____

CNIC No. _____

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. **PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS** **WORTH RS. 10.00 MILLIONS OR MORE**

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

Contractor hereby declares that it has not obtained or included 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, **Contractor** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent associate, broker consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including 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.

Contractor 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, representation or warranty.

Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation any 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, **Contractor** agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices any further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **Contractor** as aforesaid for the purpose of obtaining or including the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

M/s SNGPL

Contractor