SUI NORTHERN GAS PIPELINES LIMITED
P.O BOX NO. 96, PIRAN GHAIB ROAD, MULTAN

Ref: RS: MUD: Civil/ Dated: 11.11.2026

M/s._____ *Tender Docs Price Rs. 500/- only*

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INVITATION TO BID FOR PROVISION OF CONSTRUCTION OF RECORD ROOM, REMOVAL OF ABONDONED HVAC DUCT AND CARPENTRY WORK
TENDER ENQUIRY NO. ADMIN: RS:MUD: CIVIL/2026-27
CLOSING DATE: 30.11.2026
CLOSING TIME: 1000 HRS – OPENING TIME: 1030 HRS

Enclosed please find 7 pages of tender documents on account of invitation to bid for provision of construction of record room, removal of HVAC duct and miscellaneous carpentry work in Sales Section SNGPL Multan Distribution

Please submit your firm and irrevocable bid as per tender documents. You may like to visit our following office before submission of bid for any clarification.

Sales Section

SNGPL Multan Region

Piran Ghaib Road Multan

Your bid should be valid for at least 90 days from the date of its submission. Bids received with shorter validity may be considered as **"NON-RESPONSIVE".** SNGPL may; however, request for extension in validity of bids without any change in quoted rates and other terms and conditions. Terms and Conditions must be taken into consideration before submitting your bid, which will become part for the work order in case the Contract is awarded to you.

Your quotation should be prepared in duplicate (optional) and both copies of the quotation will be addressed and forwarded to:-

DY. CHIEF SALES OFFICER

SUI NORTHERN GAS PIPELINES LIMITED

DISTRIBUTION OFFICE PIRAN GHAIB ROAD, MULTAN.

Envelop containing quotation must bear the words "**CONFIDENTIAL**" and "**TENDER FOR PROVISION OF CONSTRUCTION OF RECORD ROOM, HVAC DUCT REMOVAL AND CARPENTRY WORK TENDER ENQUIRY NO. ADMIN: RS:MUD: CIVIL/2026-27**. Offers received by Telex / Tele Fax / E-mail will not be accepted.

Bids / quotations should be received in this office on or before **30.11.2026** by **1000** hours with proof of registration of firm with FBR, PRA with active tax payer status and will be opened publically on the same date at **1030** hours IN PRESENCE OF REPRESENTATIVES OF PROSPECTIVE FIRMS. In case of holiday(s) falling on the date of tender opening, tender will be opened at the same time on the next working day. It will be the responsibility of the bidders to deliver the bids before the closing day & time.

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The Company does not take responsibility whatsoever for the collection of the bids from any Agency. You or your authorized agent with authorization letter may attend the tender opening. Bids / quotations received after opening the Tender will not be entertained.

Quotations submitted should not have any over-writings. Additional signatures must authenticate all deletions / cuttings. Quotations carrying over-writing without authentication may not be accepted.

No bidder will be permitted to alter his bid after the bids have been opened. The Company neither bound itself to accept the lowest or any particular tender, nor will be responsible to pay the expenses or losses, which may be incurred by any bidder in the preparation / deposit of his bids.

We reserve the right to increase/decrease the tender quantities/ requirements or cancel this enquiry in whole or in part before tender opening. After tender opening, the quantities / items / labour etc as mention in the tender documents may be increased / decreased by 15 percent. However, decrease beyond 15 percent shall be subject to concurrence by successful bidder.

All the bidders must provide proof of registration of Income Tax, PST and Professional Tax.

If you have any queries as to the meanings of any portion of these documents or any additional information is required, please contact to Mr. Usman Karim Baig Dy. Chief Sales Officer on phone numbers 0333-6165566.

Yours faithfully
SUI NORTHERN GAS PIPELINES LIMITED

USMAN KARIM BAIG)
DY. CHIEF OFFICER (SALES)
for GENERAL MANAGER

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Tender documents fee: Rs. 500/-

GENERAL CONDITIONS OF CONTRACT

1. **NATURE AND SCOPE OF WORK**
   As per Clause 1 of Particular Conditions of Contract.

2. **TIME PERIOD / PROGRESS**

a) The contractor shall be required to strictly follow the work schedule advised by the site incharge and accordingly adjust the progress of work.
b) The work shall be required to be completed within stipulated time period as advised by site incharge.

3. **PAYMENT & WITH HOLDINGS**
   The company shall pay the contractor for the complete performance of the work to the satisfaction of the company on the following basis:

a) The cost of unit rate should include, labor personnel salaries, all types of allowances including overtime etc. traveling expenses, manage overheads, profits, sundry expenses such as office, clerical recruitment, kit allowance, excess baggage, equipment cost, POL etc.
b) Progress payments can be made to the contractor after completion of various stages of work.
c) The authorized progress payments shall be made through cheque after previous stages completion of work, submission and processing of bills in the areas.
d) All labor / staff employed and deployed by the contractor shall entirely be the liability of the contractor. The contractor shall make own arrangements for transportation, medical cover, boarding / lodging etc. of his workers.
e) All operations shall be carried out by the Contractor to the satisfaction of Site Engineer / Supervisor.
f) Any site problem created by locals or nay other authority, whatsoever the reason may be, shall be tackled by the contractor himself. Any delay in work because of such dispute shall not be the liability of the company.

4. **ADVANCE PAYMENT**
   No advance payment shall be made.

5. **ESCALATION**
   No escalation in respect of any kind of material and labor shall be paid in any case due to increase of prices in the market.

6. **CANCELLATION OF CONTRACT**
   The contract can be terminated by the company at 7 days notice if the work of the contractor is not found satisfactory. The company shall be the sole and final judge in such an event.

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7. **INCOME TAX**
Income Tax at prevalent rate shall be deducted and deposited with the department. However, certificate for such deduction will be issued to the contractor.

8. **LABOR**
The contractor shall not employee any labor in contravention of laws prescribing limitation to sex, age, number of hours and wages for the time being.

9. **LEGAL NOTICE**
For the purpose of any notice permitted or required to be given hereunder, such notice or notices shall be deemed given if and when deposited in the Pakistan Mails, under registered cover and with postage prepaid, addressed to the company or to the contractor as the case may be, at address in Pakistan to be specified in the work order.

10. **GENERAL INDEMNITY**
The contractor agrees to assume, protect, indemnity and hold the company harmless from and against all claims, proceeding, cost and expenses tin respect of damage to property, or injuries to or death of persons, or loss, injuries to or death of animals, arising out of the execution of the work.

11. The Contractor shall ensure that the workmen employed by him abide by all the safety precautions (as per attached Contractor HSE Statement Doc # SNGPL-GPR014-F001 under ISO 14001:2004 and OHSAS 18001:2007 standards) in force and comply with all such requirements as may be laid down from time to time in connection with the execution of this Contract and his employees/workmen confine themselves to the workers or areas as may be specified by the Company from time to time.

12. **The Contractor shall furnish firm registration certificate, NTN certificate and GST/PST certificate during the submission of bid.**

13. The Contractor may visit the site any time during office hours for his cost estimation. All the costs incurred during the visit shall be borne by the contactor himself.

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PARTICULAR CONDITIONS OF WORK

1. **NATURE AND SCOPE OF WORK**
   Construction of 01 no. record room for Sales section Multan – D, removal of HVAC duct and carpentry work

2. **LOCATION OF WORK**
   Sales Section, SNGPL Distribution office, Piran Ghaib road, Multan

3. **MOBILIZATION PERIOD**
   The contractor shall be required to mobilize to site and start the work within one week of placement of work order on him.

4. **COMPLETION PERIOD**
   4.1 The work is required to be completed within 04 months of placement of work order.
   4.2 Depending upon the requirements and conditions of site the company may at its own discretion extend the completion period.

5. **PAYMENT**
   5.1 The company shall pay to the contractor for complete performance of work in accordance with the rates specified in the work order.
   5.2 Payment shall be made on the basis of actual measurements of work done through crossed cheque at site.
   5.3 The authorized progress payment shall be made through cheque after the completion of various stages of work, submission and processing of bills in the area.
   5.4 Final payment will be made to the contractor on basis of actual measurements of work done at site.

6. **STANDARD OF WORK**
   The work shall be done to the entire satisfaction of the Company. The Company is the sole judge to approve the standard of work if any defect(s) are observed up to completion of maintenance period, the contractor shall make good all such defects at his own risk and cost including materials / labor. If the contractor fails to do any such work, as aforesaid required by the Company, the Company can get the same work done through any other means and all expenses consequent thereon or incidental thereto shall be recoverable from the contractor by the Company or may be deducted by the Company from any money due or which may become due to the contractor.

7. **SPECIFICATIONS, DRAWINGS AND MEASUREMENT OF WORK**
   7.1 The contractor shall carry out work as per standard specification and up to satisfaction of the SNGPL.
   7.2 The contractor shall provide samples of any item for selection of color, design, quality and size at site, the decision of SNGPL shall be final in this regard.
   7.3 The measurement work (fully or partially) shall be carried out by contractor in the presence of SNGPL representative and after completion of work in all respect.

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8. **SECURITY OF PERSONNEL AND MATERIALS**
The contractor will arrange the security of his personnel, tools and material at site and surrounding areas on his own cost and liability.

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

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
In case of Disability (Permanent)	Rs.500,000/-
Fatality	Rs.500,000/-

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

e.	1st Violation	Warning Letter
f.	2nd Violation	Deduction of Rs.100,000/-
g.	3rd Violation	Deduction of Rs.500,000/-
h.	4th Violation	Blacklisting

GENERAL

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

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SUI NORTHERN GAS PIPELINE LIMITED

Ref: RS/Mul/Construction of Record room

B.O.Q.

Please submit your quotation for the job explained below in Para-1

1- **NATURE & SCOPE OF WORK**

a) Construction of record room in Sales section SNGPL Distribution office Multan, removal of abandoned HVAC duct and carpentry work
b) The bid will be evaluated on the basis of total cost of the job and not on the basis of individual item rate.
c) Quantum of work and completion period may be changed as per site condition.
d) Bidders are required either to submit the item wise rates on their letter head by reproducing the specs and unit rates given in the under noted table or also may be submitted their rates on the format as given below.
e) Approximate quantum of work shall be as under.

A. Construction of Independent Record Room

Internal dimensions 14 ft × 19 ft (266 sq ft). All four walls new, 9-inch brick masonry; provisional wall height 11 ft 6 inches to underside of roof; one 3.5 ft × 7 ft iron door; two roshandans on the SAME 14-ft wall as the main door: one directly above the door (provisional 2 ft × 1.5 ft) and the other on the same wall in front of/across from the door (provisional 4 ft × 2 ft). Two levels of cemented shelves, each 2 ft deep with 2 ft clear storage height; RBC roof subject to approved structural design.

Sr.	Description of Work	Unit	Qty	Remarks
1	Site clearance, setting out and room layout	Job	1	Lump sum
2	Excavation for foundations	Job	1	Lump sum; contractor to inspect site
3	PCC in foundations	Job	1	Lump sum; as per approved design
4	Brick masonry in foundations and plinth up to DPC	Job	1	Lump sum
5	Damp-proof course (DPC)	Sq ft	49.50	66 rft perimeter × 0.75 ft width; provisional
6	9-inch brick masonry walls above DPC, net of openings	Cft	547.50	Based on 11 ft 6 in provisional height and original opening assumptions; re-measure after both roshandans are finalized
7	Internal and external cement plaster to walls, including materials, surface preparation, scaffolding, curing and finishing	Job	1	Lump sum; cement:sand ratio 1:4 as a provisional standard, subject to Engineer-in-Charge approval; plaster does not contain crush
8	PCC flooring, 4 inches thick	Sq ft	266	Provisional; confirm specification
9	Complete RBC roof system including reinforcement, filler units, concrete, formwork/supports, curing and finishing	Sq ft	266	As per approved structural design and mix specification
10	Roof waterproofing	Sq ft	266	Approved compatible system
11	Supply and install iron main door, 3.5 ft × 7 ft, including frame, hinges, lock and fittings	No.	1	Final details approved before work
12	Roshandan on 14-ft door wall, directly above main door, provisional size 2 ft × 1.5 ft, including lintel, grill/mesh and finishing	No.	1	Same 14-ft wall as main door
13	Second roshandan on the same 14-ft wall, in front of/across from the main door, provisional size 4 ft × 2	No.	1	Both roshandans on one 14-ft wall; confirm exact placement on site

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	ft, including lintel, grill/mesh and finishing			
14	Cemented lower shelf, 2 ft deep, including supports and finish	Rft	52	As instructed: 19 + 19 + 14 = 52 rft per level, excluding the main-door wall area as specified
15	Cemented upper shelf, 2 ft deep, including supports and finish	Rft	52	As instructed: 19 + 19 + 14 = 52 rft per level
16	Electrical work: supply and install 1 ceiling fan, 1 DB board, 1 switchboard and 3 roof light points, including wiring, conduits, switches, protective devices, connections, testing and commissioning	Job	1	Complete working installation; final ratings and wiring sizes by competent electrician/engineer
17	Apply two coats of internal wall putty, including preparation and finishing ready for paint	Job	1	Lump sum; no measured plaster/putty area stated; painting excluded
18	Installation of UV-Protected 2-3 mm FRP sheet on MS frame above door	SFT	12	
19	Installation of 12" exhaust fan	Job	1	
20	Remove debris and clean site on completion	Job	1	As required

B. Removal of HVAC Duct in One Hall

Sr.	Description of Work	Unit	Qty	Remarks
1	Careful dismantling and removal of existing HVAC ductwork, including straight sections, bends, joints and fittings	Job	1	Duct size/ dia = 4.5' x 2.5' Measurement = 60 feet approx.
2	Removal of associated hangers, supports and brackets	Job	1	
3	Lowering, handling and shifting dismantled duct to department-designated location	Job	1	
4	Making good minor damage to walls, wire ducts and surfaces caused by removal	Job	1	
5	Ducting of all loose wiring hung between ceiling to level of false ceiling	Job	1	Wiring includes electricity and IT data cables
5	Cleaning of hall and handover	Job	1	

Site inspection is required before quoting. Dismantled material remains department property unless written disposal instructions are issued. Do not disturb live electrical or other services without authorization.

C. Carpentry Repairs and Six New Workstations

Sr.	Description of Work	Unit	Qty
1	Inspect, adjust and repair existing wooden doors, frames, cupboards, cabinets and other woodwork identified by Engineer-in-Charge	Job	1
2	Replace damaged wooden members, including cutting, fitting and fixing as approved	Job	1
3	Replace defective hinges, handles, locks, runners and other hardware as approved	Job	1
4	Supply, fabricate, deliver and install six new workstations, provisional size 4 ft × 2.5 ft, including laminated top, edging, support structure and standard fittings. Each workstation shall provide adequate working space for placement and operation of a desktop computer, keyboard, mouse, office documents and writing material.	No.	6

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	Workstations be separated with suitable thickness tampered glass. The existing wooden material, including usable boards, panels, drawers and other components, shall be inspected and reused to the maximum practicable extent. The contractor shall undertake dismantling, cutting, resizing, modification, fabrication, polishing, edge finishing and reassembly of reusable material.		
7	Cable grommets and wire-routing provision for each workstation	Set	6

D. Consolidated Financial Summary

Sr.	Work Package	Amount (Rs.)
1	Record room construction including RBC roof, shelves, electrical work, plaster and internal wall putty	
2	Removal of HVAC duct in one hall	
3	Repairs to existing woodwork	
4	Supply and installation of six new workstations	
	Grand Total (Excluding PST)	

Important Notes:-

The successful bidder shall furnish a Performance Guarantee equivalent to **5% of the accepted contract amount**, in the form of an unconditional and irrevocable Bank Guarantee issued by a scheduled bank in Pakistan or in the form of CDR, Pay order or bank draft.

The Performance Guarantee shall be submitted within the period specified in the Work order and shall remain valid for the period stipulated in the contract, including any required extension.

SNGPL shall have the right to invoke the Performance Guarantee in accordance with the terms of the contract in the event of a contractual default by the contractor.

The Performance Guarantee shall be released upon satisfactory completion of contractual obligations and fulfilment of the applicable defect-liability requirements, subject to the terms and conditions of the contract.

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(Contractor's signature & Stamp)

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