



Ref: ADMIN: MUT: 09.19(0014/2026-27)

Dated: 17.08.2026

M/s. _____

INVITATION TO BID FOR PROVISION OF GARDENING SERVICES
AT SNGPL TRANSMISSION OFFICE PIRAN GHAIB ROAD, MULTAN
TENDER ENQUIRY NO. ADMIN: MUT: 09.19(0014/2026-27)

Enclosed please find following documents of invitation to bid for provision of Gardening Services initially for a period of one (01) year, extendable with mutual consent for another period of 01 (one) year at same terms & conditions at our subject premises on single stage two envelop basis.

1.

Evaluation Criteria	
a) Questionnaire	- Annexure-A
b) Undertaking	- Annexure-A-1(sheet-I-II)
c) HSE Contractor Statement	- Annexure-A-II
(to be filled by successful bidder)	- Annexure-A-III
	-
2. Financial Bid	-
a) Schedule of Requirement	- Annexure-B- (Sheet-1 page 1&2) & Sheet-II
b) Schedule Of Works	- Annexure-B-I (Page 1&2)
c) Terms and Conditions	- Annexure- B-II (Sheet I to Sheet VI)

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

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. Provision of Gardening Services must conform to the "Schedule of Requirement".

Terms and Conditions must be taken into consideration before submitting your bid, which will become part for the Contract in case the Contract is awarded to you.

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

DY CHIEF OFFICER (ADMIN)

SUI NORTHERN GAS PIPELINES LIMITED

TRANSMISSION OFFICE PIRAN GHAIB ROAD, MULTAN.

Both technical and financial bids must be enclosed in separate sealed envelopes; must bear the words Technical & Financial Bid; sealed in an outer envelope. Both the inner and outer envelopes must bear the words "CONFIDENTIAL" and "TENDER FOR PROVISION OF GARDENING SERVICES.TENDER ENQUIRY NO. ADMIN: MUT:09.19(0014/2026-27). Offers received by Telex / Tele Fax / E-mail will not be accepted.

Bids / quotations should be received in this office on or before 16.09.2026 by 1100 hours and will be opened publicly on the same date at 1130 hours. 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. 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 schedule of requirement may be increased / decreased by 15 percent. However, decrease beyond 15 percent shall be subject to concurrence by successful bidder.

Canvassing is strictly prohibited by any bidder at any stage of the tender evaluation. Any infringement will lead to disqualification of his bid.

Note: Technical bids will be opened on 16.09.2026 and after completion of technical evaluation, successful bidders will be invited for opening of financial bids at a later stage.

Financial bids of technically responsive bidders will be opened in the presence of their representatives.

In case the contract is awarded to you, you will be required to execute the contract strictly in accordance with its terms and conditions. In case any of the terms and conditions of the contract is violated, SNGPL reserves the right to cancel the contract in whole or part thereof as necessary. In case contract or its part is cancelled, SNGPL reserve the right to hire gardening services from alternate source(s) at your risk and cost.

Each bidder along with his bid must supply all the details, clarifications and breakup of clientage. No subsequent clarification would be sought.

The contract awarded as a result of this tender must be duly acknowledged by the Chief Executive of the respective Agency or his authorized representative, whose name must be advised to SNGPL in the bid. Rates on Schedule of Requirement (**Annexure- B**) must be filled in and submitted along with documents duly signed and stamped. Likewise, Schedule of Requirement (**Annexure-B**), Schedule of works (**Annexure-B-I**), Terms and Conditions (**Annexure-B-II**) should also be submitted with the bid duly signed and stamped.

All the bidders must provide proof of registration of Income Tax, GST 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. Muhammad Qasim Dy Chief Officer (Admin)** on phone numbers 0331-4539958 & **Mr.Saqib Khalid Officer (Admin)** 0321-6320081.

Note: The quotations received without proper break-up will be rejected.

Yours faithfully
SUI NORTHERN GAS PIPELINES LIMITED


(MUHAMMAD QASIM)
DY CHIEF OFFICER (ADMIN)
for MANAGING DIRECTOR

SUI NORTHERN GAS PIPELINES LIMITED
TECHNICAL EVALUATION CRITERIA
FOR THE PROVISION OF GARDENING 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 GARDENING 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 12 in the attached Questionnaire, Sheet-1 (Annex-A-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" shall further be evaluated in detail as per criteria specified in part 'Sheet-2' (Annex-A-I). 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 03 years of providing efficient Gardening Services to Government Departments / Semi Govt. / Multi-National Organizations / Large Scale Companies of national repute preferably at their Head Quarters. 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% or above marks out of total (i.e., 42 or above out of 60 marks) will be 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.

QUESTIONNAIRE
TECHNICAL EVALUATION OF GARDENING FIRMS

Ref: ADMIN/MUT/02.012/0014/2026-27

Part- A (Screening Scheme) Critical Factors

Sr #	CONTENTS	REMARKS	
		Documents attached	
	CRITICAL FACTORS	Yes	No
1	Name & Address of your firm (Please enclose a valid copy of Registration Certificate).		
2	The Firm has an experience of at least 3 years of providing quality Gardening Services to Government Department/ Semi Govt. Organizations/ Multi National Corporation/ Large scale Companies of national repute preferably at their Head Quaters / Multi-storied offices. The bidder must have successfully executed similar type of Gardening Contract for At Least One Year during the last Three years for a Multi-Storied Office building measuring 50,000 to 100,000 Sq. Ft. covered area.(Provision of documentry evidence is required).		
3	Name(s) and address of bankers along with bank statement of your firm's account for last six months.(Please attach certificate from your Bankers stating Financial position of your firm)		
4	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.		
5	Undertaking on non- judicial stamp paper of Rs.100/- that the firm was never black listed by any of the Government or Semi Government/ Multinational Organization (As per format attached as Annex-A-II).		
6	The firm should provide <u>Undertaking</u> in writing that in case of award of any Contract for Gardening Services, they will provide Experienced, Trained, Medically Fit Personnel, who are not more than 50 years of age as per government labour laws.		
7	The firm should provide Undertaking on non- judicial stamp paper of Rs.100/ that they will abide by all prevailing Government/Labour Law's, Rules & Regulations.		
8	The firm will also provide Monthly Salary Disbursement Certificate , along with nominal roll showing receipt of paymyent / amount by its employees confirming that they had paid monthly salary to his all staff members deployed at all locations before submitting his monthly services bill on 6th of each month.		
9	In case of award of contract the firm shall provide a Performance Bond not less than 10% of the total contract amount.		
10	In case award of Contract the firm shall ensure HSE measures as per SNGPL HSE procedures, in view of the enviornmental health safety laws and rationalize which are available at www.sngpl.com.pk .		
11	In case of award of Contract, the Contractor shall be solely responsible for payment of Social Security & EOBI etc for his workers deployed at SNGPL premises. The Company may ask the Contractor to provide copies of duly paid Challans of Social Security & EOBI for Workers / Gardeners deployed at company premises.		
12	The firm should provide undertaking in writing that Payment of minimum wages to gardening staff as per labour laws and instructions / notifications of Federal and Provincial Government will be implemented / ensured by contractor for which evidence may have to be provided by the contractor.		

Signature: _____

Firm's Stamp: _____

SUI NORTHERN GAS PIPELINES LIMITED
QUESTIONNAIRE
TECHNICAL EVALUATION OF GARDENING FIRMS
Ref: ADMIN:MUT: 09.19 (0014/2026-27)

Part -B (Evaluation Marking Scheme) Less Critical Factors

S. NO.	CONTENTS	Marking Scheme	Remarks
1	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).	2 6 10 (Maxi 10 marks)	
2	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	
3	Detail of Professional Equipments/Machinery related to Gardening Works (List to be provided with Machine Title & Capacity) The equipment so declared may be examined by SNGPL at any time during business hours.	10	
4	List of Clients for the last 3 calendar years i.e.2023,2024 & 2025 mentioning their Name, Address, Telephone No, and Focal Person. Marks will be awarded based on covered area, ranging between 50,000 to 100,000 sq. ft. (Provision of documentry evidence is required.).	30 (10 marks for each year)	

The bidders securing below 70% marks will not be considered technically responsive.
In pursuance of clause 18 of PPRA rules, the bidders providing false information will be liable for their qualification. Hence all documentary evidence submitted by applicants must be correct & genuine and the information provided shall be supported alongwith documentary evidence duly signed & stamped, failing which no points will be awarded.

Signature: _____

Firm's 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: _____

**SUI NORTHERN GAS PIPELINES LIMITED****Annex-A-III****Contractor HSE Statement****DOC. # SNGPL-GPR013-F001****Issue # 01****Issue Date****Page 1 of 5****30-01-14**

The Contractor 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) _____
<u>Containerization:</u>	5 gal. Or less Drums Bulk Tanks	<u>Type of Contract:</u>	Commodity Management On-site Manager Provided Total Cost Contract

**Contractor HSE Statement****DOC. # SNGPL-GPR013-F001****Issue # 01****Issue Date****Page 2 of 5****30-01-14****Section IV. Supplier/Contractor Information:** [Circle / Check all that apply]**Current Supplier/Contractor to this Facility****New Supplier/Contractor 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:	

**Contractor HSE Statement****DOC. # SNGPL-GPR013-F001****Issue # 01****Issue Date****Page 3 of 5****30-01-14****Subcontractor Information:** (List suppliers/contractors 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.

**Contractor HSE Statement****DOC. # SNGPL-GPR013-F001****Issue # 01****Issue Date****Page 4 of 5****30-01-14****Section V. Contractor Method Statement:**

Supplier / Contractor are 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 of all the waste generated from its activity in environment friendly manner as described in Pakistan Environmental Protection Act, 1997.	

**Contractor HSE Statement****DOC. # SNGPL-GPR013-F001****Issue # 01****Issue Date****Page 5 of 5****30-01-14****Section VI. Supplier/Contractor 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 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	

SCHEDULE OF REQUIREMENT
GARDENING SERVICES FOR MULTAN TRANSMISSION.

Item No.	Description of Work	Unit	Approx. Quantity	Rate per Unit (Rs.) (Per Month)	Amount (Rs.)
1	Provision of gardeners / malies with ample knowledge of gardening / plants / seeds / horticulture for 08 Hours duty on 06 days a week basis between the ages of 20 – 50 years with uniform and shoes. Note: Prevalent Minimum wage rate as announced by Govt of Punjab should be followed bids with lower rate will be rejected.	Per Month	14 No's.		
2	Provision of Supervisor for Gardening Staff.	Per Month	01 No.		
3	Service charges and applicable rates including Statutory payments such as EOBI, Social security	Per month	-		
4	Total cost per month without PST	Per month			

- In light of our Tax consultant opinion PST on gardening services is presently not being deducted / paid. However, as and when PST is declared applicable the same will be in addition to the total cost per month mentioned at serial # 4 above and the contractor will submit PST invoice for the purpose.
- The Quotation should be submitted with proper Break-up

CONTRACTOR

NOTE:

- ❖ Quotation submitted by Contractor quoting Rate to be paid to Gardener Less Than Minimum Wage Rate notified by Federal/Provincial Govts will be **REJECTED.**
- ❖ Contractor will ensure minimum wage payment per month to gardeners as per rates notified by Federal/Provincial Govts in presence of Admin Department representative.
- ❖ Bids will be evaluated on Consolidated Basis.

INSTRUCTIONS

- ❖ All the Gardeners including supervisor must wear designated Uniform & Shoes
- ❖ Gardeners must be issued display identity cards by the contractor mentioning contractor staff for SNGPL thereon.
- ❖ Gardener must reach at office 0700Hrs.
- ❖ Gardeners should be physically and mentally fit to perform gardening duty.

CONTRACTOR

IMPORTANT NOTES: -

- The required Gardening Material for each commencing month should be provided by the Contractor till 25th of preceding month to the Gardening Supervisor, which would be checked by our Admin Officer and supply sheet will be counter signed accordingly.
- All necessary equipment required for gardening work / proper maintenance like Scissors, Kassi, Khurpa, plants cutters, Fertilizers, lawn mowers etc and Water pipe for watering of plants and lawns of office/colony open area etc shall be arranged by the contractor at no additional cost to SNGPL
- Contractor 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 payment of minimum wages to Gardeners along with evidence.
- Payment of minimum wages to Gardening staff as per labour laws and instruction / notifications of Federal and Provincial Government will be implemented / ensured by Contractor with provision of evidence.
- Contractor will also provide monthly Staff Salary Disbursement Certificate, confirming that he had paid salary to his all staff deployed at Multan-T on or before 5th of each succeeding month before submitting his monthly bill.
- The Contractor must maintain sufficient stock of all items required for Gardening services. Substandard material and services would be liable to deduction of bill on prorated basis/ market rates.
- The Contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site. The Contractor shall preserve peace and protect persons and property on site. SNGPL reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to SNGPL.

CONTRACTOR

SCHEDULE OF WORKS
SPECIFICATIONS AND INSTRUCTIONS

1. Jobs to be done on regular basis:

a) LAWN CARE

i) GRASS CUTTING. The Contractor shall maintain the height of grass between 4 and 6 centimeters. The Contractor is responsible for all equipment and fuels needed to complete this task.

ii) EDGING. The Contractor shall edge all sidewalks, driveways, and curbs each time the adjacent grass is cut.

iii) TRIMMING. The Contractor shall trim grass around trees, shrubs, cultivated areas, sprinkler heads, valves, fences, buildings, poles, and structures, so that grass height does not exceed the height of the adjacent grass.

iv) WEEDING. The Contractor shall weed the grounds and gardens on a continuous basis to prevent the growth of weeds into lawn and landscapes. The Contractor may use weed-killing chemicals to prevent the growth of weeds to eliminate grass and weeds in the cracks and joints within or along sidewalks and curbs. However, the Contractor shall obtain approval of Admin Officer for all applications of weed killers.

b) PRUNING:

i) The Contractor shall maintain trees, shrubs, hedges, bushes, vines, ground cover and flowers.

ii) The Contractor shall prune all shrubs, vines, bushes, ground cover, and trees to:

- direct and encourage plant growth in directions desired,
- remove dead and unsightly growth, and
- maintain a neat and attractive appearance

iii) At no additional cost to the Government, the Contractor shall replace any tree, bush or shrub that is killed or rendered unusable for its intended purpose through negligent or irresponsible practices that are attributable to the Contractor.

c) REMOVAL OF DEBRIS.

The Contractor shall remove foreign material, cuttings, grass, leaves, bark, limbs, dead vegetation, paper, and trash from the maintained areas including walkways, stairways and curbs within or adjacent to the area. The Contractor shall remove all debris and equipment from the work site before the end of each workday. Debris removal shall prevent unsightly accumulation. The Contractor shall promptly remove collected debris to an authorized disposal site. The Contractor is responsible for all expenses incurred in the collection and disposal of debris.

d) WATERING: The Contractor shall water lawns, flowers, shrubs, and trees to provide for optimum moisture penetration. If natural precipitation is sufficient to fulfill this requirement,

CONTRACTOR

the Contractor may request the Admin Officer permission to suspend watering to avoid too much water in the soil.

e) FERTILIZER:

The Contractor shall fertilize trees, shrubs, bushes, hedges and plants a minimum of twice a year and as and when required.

f) PEST AND DISEASE CONTROL.

- i) The Contractor shall maintain a program for controlling pests and plant disease so as to maintain flowers, shrubs, vines, trees and other planted areas in a healthy and vigorous condition. The Contractor shall obtain approval of the COR for all pesticides.
- ii) It is the Contractor's responsibility to ensure the safe handling, application, removal and environmentally sound disposal of all hazardous or potentially hazardous fertilizers, weed killers, and pest control products utilized in this requirement.

g) Visiting each residential unit on every alternate day to ensure upkeep of green areas, plants etc.

h) Any other work related to Gardening Services on as and when required basis

CONTRACTOR

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 Gardening 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/goods in the market should be kept in mind. No request for increase in price due to market fluctuations in the cost of material/goods and services will be entertained.
6. Copies of valid registration certificates of **Social Security & EOBI** are essentially required.
7. **BID BOND**

- a) Every bidder shall furnish, bid bond **Rs.200,000 of the total value of Annual contract** 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 value of contract 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 / Bank Guarantee for an amount of **10%(percent) of total value of Annual contract**. 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 Gardening staff, and work related accidents resulting in injuries / fatalities to / of the workers of the contractor. The entire loss will be recovered through performance bond / monthly bills.
- c) The Performance Bond / Guarantee will be discharged by SNGPL within three months after expiry of the contract.

- d) The Performance Bond Guarantee will be discharged after the expiry of services has been delivered indicated in the contract. SNGPL shall promptly notify the Contractor in writing of any claim arising out of performance of the contract. Upon receipt of such notice, the Contractor shall, with all reasonable speed, settle the claims. If the Contractor having been notified, fails to fully settle the claim within a week time, SNGPL may proceed to take such remedial action as may be necessary at the Contractor's risk and expense and without prejudice to any other rights which SNGPL may have against the Contractor under the contract, including partial or complete forfeiture of the Performance Bond Guarantee.
- e) In the event, if services are found not in conformity with criteria provided in this tender enquiry, the Contractor will provide replacement and shall also pay all costs / expenses and damages incurred by SNGPL.
- f) Nothing contained herein shall be construed to limit the Contractor's obligations and liabilities with regard to the performance of the contract.

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 here to 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 "Contractor'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 other 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 "Contractor" 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.

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 "Contractor" 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 Contractor shall be paid by the "Contractor". 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 Contractor. 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, "Contractor" 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 contractor 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 reason and shall give one month notice in writing to the Contractor.
- b. In case of termination by Company due to a breach of contract or violation of law by the Contractor, the Company shall give the Contractor a "Warning" and an opportunity to remedy the breach of contract or violation of law within 15 days of notice. If the Contractor fails to take remedial action within 15 days of notice to the satisfaction of the Company, the Company Shall provide a second "warning" and further 15 days to remedy the breach. Upon the expiry of the second warning period the Agreement shall stand terminated.
- c. In case the Contractor wishes to terminate this Agreement, the Contractor shall give 90 days' advance notice in writing for termination of this Agreement and provide reasons for doing so.
- d. If the Contractor fails to serve 90 days' notice period, SNGPL shall be entitled to confiscate/ en-cash the security deposit/ performance bond of the janitorial company.

Your services are liable to be technically / physically inspected by us and if you fail to provide the services according to our criteria, we reserve the right to terminate the Contract.

In case of award of Contract, you 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 Contractor, the Company shall be entitled to blacklist the Contractor, temporarily or permanently in accordance with law and the Company procedure and mechanism.

14. **PAYMENT**

- a) The Company will make payment of bills within 30 days upon receipts from gardening firm through Crossed Cheque.
 - b) Bills in duplicate duly verified by nominated executive should be submitted on 1st of the subsequent month. Any delay in submitting the bill will result in corresponding delay in payment for which contractor 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 Contractor, 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 "Contractor", being his sole liability.
 - e) General Sales Tax will be applicable as per law.
 - f) The Contractor will be required to make all efforts to process / pay salaries to the gardening staff through documented channels i.e. bank accounts / electronic means by 5th of the succeeding month. SNGPL shall reserve its right to ask for provision of payment to gardening staff to its satisfaction, if so required during the currency of the agreement.
 - f) Gardening firm will be obligated to pay the salaries to all the gardening staff at all locations of SNGPL by 5th of the subsequent month without depending on the clearance of monthly bills from SNGPL.
 - g) Payment of minimum wages to Gardening \staff as per labour laws and instructions notifications of Federal and Provincial Government will be implemented / ensured by Contractor for which evidence will have to be provided.
 - h) Contractor 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 minimum wages along with evidence.
 - i) Contractor 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.
 - j) In case of absence deduction will be made equivalent to daily wages
 - k) In case of non-provision of uniform Rs 500/day will be deducted for each gardener/day
15. The successful contractor, 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 contractor who, in the sole opinion of the Company (SNGPL) committed default is performing part of his obligations under the contract awarded to him by the Company, in addition to other penalties likely to be imposed against him in terms thereof, shall also disentitle him to participate in the tender enquiry of similar services issued by the Company for at least three years from the determination of such default by the Company on the part of the Contractor.

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 Contractor shall be solely responsible for payment of Social Security & EOBI etc for the workers engaged against the contract. However, the Company may ask the Contractor to provide copies of duly paid Challans of Social Security & EOBI for Workers / janitors engaged against the Contract.
18. Collection, storage and disposal of hazardous and non-hazardous waste at proper place as per procedure.
19. The contractor shall depute/provide trained, medically fit workers/janitors. The workers including supervisors so provided should have National Identity Card.
20. The workers including supervisors must wear proper & clean uniform with shoes during the duty hours/time.
21. The contractor shall arrange training of the workers.
22. The contractor shall provide High Quality Gardening Services as per requirement of the Company.
23. It is contractor'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
24. The contractor will obtain third party insurance cover for its manpower against work related accidents involving injuries / fatalities.
25. The contractor will provide protective gear to its workers to avoid accident resulting in injuries / fatalities.
26. The contractor 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 engaged in or support human trafficking.
27. 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.
 - 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 contractor through following disciplinary actions.

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