



سوئی ناردرن گیس  
Sui Northern Gas

Ref: GMR/TE/RC/26-29

Date: 16.06.2026

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1<sup>st</sup> AMENDMENT**  
**TENDER ENQUIRY # GMR/TE/RC/26-29**

Dear Sir,


The subject noted tender enquiry which was due for opening on 17.06.2026 is now hereby extended upto 06.07.2026. The closing / opening time may be read as under:

**Tender Closing Time: 1030 Hrs**  
**Tender Opening Time: 1100 Hrs**

However, all other terms & conditions of tender enquiry including venue will remain unchanged.

Thanking you,

Yours faithfully,  
SUI NORTHERN GAS PIPELINES LIMITED

  
(ATIF AJMAL RANA)  
Sr. Officer (Recovery)  
for Managing Director

**Registered Office:**

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

[www.sngpl.com.pk](http://www.sngpl.com.pk)

**Head Office:**

21- Kashmir Road, Lahore, Pakistan.  
+92-42-99082000-06



**SUI NORTHERN GAS PIPELINES LIMITED  
GAS HOUSE, 21- KASHMIR ROAD,  
LAHORE**

**TERMS OF REFERENCE**

**AND**

**TENDER DOCUMENTS**

**FOR**

**TENDER ENQUIRY: GMR/TE/RC/26-29 DATED: 20.05.2026**

**RECOVERY OF ARREARS FROM THE  
DEFAULTERS  
(DISCONNECTED CONSUMERS)  
OF SUI NORTHERN GAS  
PIPELINES LIMITED**

**(Abbottabad, Bahawalpur, Karak, Multan, Peshawar,  
Sahiwal, Sargodha & Sialkot regions of SNGPL)**

**SUI NORTHERN GAS PIPELINES LTD  
LDA PLAZA, EGERTON ROAD, LAHORE.**



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# TENDER DOCUMENTS

## RECOVERY OF ARREARS FROM SUI GAS DEFAULTERS

1. DATE OF ISSUE OF TENDER Date: -----
2. PLACE OF ISSUE OF TENDER Office of the General Manager (Recovery),  
Sui Northern Gas Pipelines Ltd:  
LDA Plaza,  
Egerton Road, Lahore.
3. PLACE, FOR SUBMISSION OF TENDER Office of the General Manager (Recovery),  
Sui Northern Gas Pipelines Ltd:  
LDA Plaza,  
Egerton Road, Lahore.
4. DATE & TIME FOR CLOSING AND OPENING OF TENDER Date: 17.06.2026,  
**Time: 1030 hours**  
  
Date: 17.06.2026,  
**Time: 1100 hours**
5. DATE OF COMMENCEMENT OF WORK. Effective date of contract or  
Notice to proceed
6. PERIOD OF CONTRACT 36 months from the effective  
date of the contract.
7. INCOME TAX DEDUCTION As per Income Tax Rules.
8. PROVINCIAL SALES TAX As per respective Provincial  
Sales Tax Rules.
9. NAME OF FIRM/COMPANY /CONTRACTOR \_\_\_\_\_
10. REGISTERED BUSINESS ADDRESS \_\_\_\_\_
11. TEL NO. \_\_\_\_\_
12. FAX NO. \_\_\_\_\_
13. VALIDITY OF OFFER 180 days from Bid Opening.
14. PRICE OF TENDER DOCUMENTS FREE (Download)

It is hereby certified and confirmed that while quoting the rates for commission against total recovery in the Schedule of Rates provided in the Tender Documents, all the instructions addressed to the Tenderers, Terms of Reference, Scope of Work and other details have been carefully read and studied and fully understood which will become integral part of the contract in case the contract is awarded. In confirmation thereof I put my signature and seal on this Tender Bid as under on this day of \_\_\_\_\_.

**SIGNATURE & SEAL / STAMP OF  
BIDDER WITH FULL ADDRESS**



## **IMPORTANT INSTRUCTIONS TO THE BIDDER**

The terms and conditions of tender documents shall be carefully studied by the Tenderer.

The offer shall be worded clearly and rates quoted shall be in complete understanding of the terms of reference defined in the tender documents.

The tender documents are available free and can be downloaded from PPRA/ website (<https://ppra.gov.pk>)/EPADS. Each and every page of the tender documents shall be duly signed and stamped by the Tenderer.

The Technical Proposal/requisite documents mentioned herein below shall be placed in a sealed envelope clearly marked "Technical Proposal" and "FINANCIAL PROPOSAL" with warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". Both envelopes shall be placed into an outer envelope and sealed.

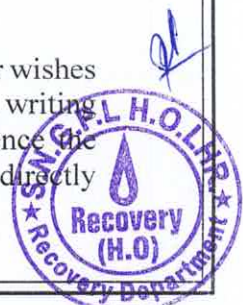
The Financial Bid shall be clearly offered on the prescribed page regarding rate of commission against recovery of arrears in the tender documents. Overwriting and erasing should be initialed and stamped. The Financial Bid must be placed in a separate sealed envelope clearly marked "Financial Bid". The evaluation committee, appointed by the Company, will evaluate the proposals on the basis of their responsiveness to the TOR, applying the evaluation criteria, and point system specified herein. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to the important aspects of the TOR or if it fails to achieve the minimum technical score indicated in the Evaluation Criteria.

After the evaluation of technical proposal is completed, the Company shall notify those bidders whose proposals do not meet minimum qualifying marks or were considered non-responsive to the TOR, indicating that their Financial Proposals will be returned unopened after completing the evaluation process. The Company shall simultaneously notify the bidders who have secured the minimum qualifying marks, indicating the date and time fixed for opening the Financial Bids.

At any time before the submission of proposals, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a bidder, amend the TOR. Any amendment shall be issued in writing through addendum. Addendum shall be sent by mail, facsimile, or electronic mail to all the bidders and will be binding on them. The Company may, at its discretion, extend the deadline for the submission of proposals.

No bidder will be permitted to alter its bid after the bids have been opened but clarifications not altering the substance of the bid may be solicited and/or accepted. No bidder will be asked or required to alter the substance of the bid. All deviations from or exceptions to specifications shall be clearly stated separately in the proposal.

From the time the bids are opened to the time the contract is awarded, if any bidder wishes to contact the Company on any matter related to its proposal, it should do so in writing at the address indicated herein. Any effort by the Contractor/Bidder to influence the company in the Company's proposal evaluation or contract award decision will directly result in the rejection of the Contractor's proposal.



Following documents shall be compulsorily attached with the offer:-

- i. Name and address of the Firm/Company/Contractor with telephone and fax numbers.
- ii. Photocopy of NTN and registration certificate of the Company/Firm/Contractor.
- iii. Fresh bank certificates in original confirming financial stability and bank statement for last one year of all bank accounts (01.07.2024 to 30.06.2025).
- iv. Names of Directors/Partners/Associates of the Firm and/or company alongwith detail of other employees/trained staff.
- v. The Bidder will submit an affidavit on stamp paper that no arbitration or litigation is pending/ decided with SNGPL. In case of pendency or decision, whatever the case may be, irrespective of decision, the Contractor shall not be entitled to participate in the bidding process. Furthermore, if any concealment on account of above is observed at any later stage, the contract will liable to be terminated without any notice.
- vi. Name of clients to whom services were or are being provided for the last five years along with nature of work and documentary proof of experience.
- vii. Detail of fleet of vehicles/motor cycles registered in the name of company or employee with make, model, and registration number available for recovery of arrears from defaulters (disconnected consumers). The tenderer/bidder will provide details of contact person(s), office address pertaining to the region wherein he is interested to perform the recovery task.
- viii. Photocopies of Income Tax returns for last three assessment years.
- ix. Bid Bond shall be provided as per clause-VII of TOR.
- x. Please arrange to submit one original offer alongwith one duplicate copy of each of the same, failing which your offer may not be considered for evaluation.
- xi. Conditional offer(s)/quotation(s) may not be allowed/accepted.
- xii. The information as mentioned on "Technical Evaluation Criteria" on page-7.



# Definitions

The following words and expressions shall have the meaning assigned to them as defined hereunder: -

1. Company "Employer/Owner" (SNGPL) means Sui Northern Gas Pipelines Ltd., which expression shall mean and include its administrative, legal representatives, successors-in-interest and assignees".
2. "Employer's Representative" means any person for the time being or from time to time duly appointed by the employer to perform the duties for the execution of the contract.
3. "Bidder" means a Contractor who shall submit his tender/bid on prescribed tender documents.
4. "Contractor" means a Firm/Company whose offer / Bid on the prescribed tender documents has been accepted by the employer, which expression shall mean and include its administrative, legal and personal representatives, successors-in-interest and permitted assignees".
5. "Tender documents" mean the tender documents issued vide reference No. GMR/TE/RC/26-29 dated 20.05.2026.
6. "Bid" means the offer no. \_\_\_\_\_ dated \_\_\_\_\_ made by M/s. \_\_\_\_\_ (name of tenderer) for the recovery of arrears from the defaulter(s) (disconnected consumers) of Sui Northern Gas Pipelines Limited, upon the prescribed tender documents.
7. "Region" means all regional offices of the Company and including any other towns/cities attached or to be attached with all the said regions where gas is provided, or shall be provided, by SNGPL, in future.
8. "Effective date of contract" means the date on which the contract agreement is operational.
9. "Contract" means the agreement alongwith its annexure as executed between Sui Northern Gas Pipelines Ltd, and the contractor M/s. \_\_\_\_\_ for the recovery of arrears from the defaulters (disconnected consumers) of SNGPL upon the specified rate of commission in the Contract to be received by the contractor against the total amount actually recovered from each defaulter (disconnected consumers), in the region, sub region as assigned to the said contractor.
10. "Unit price" means the cost and charges as assigned in clause VIII of the Terms of Reference.



11. "Defaulters" (disconnected consumers) means the consumers of SNGPL pertaining to the regions who on default of their bills have been disconnected from supply of gas by SNGPL.
12. "Rates of commission" means the quoted/agreed percentage of amount to be received by the contractor, against the total amount recovered from each defaulter".
13. "Recovery of arrears" means the recovery by the successful contractor(s) pursuant to the terms and conditions of the tender documents and the contract(s) executed thereof, of the amounts defaulted by the defaulters (disconnected consumers)".
14. "Terms of Contract" means a period of 36 months commencing from the effective date of the contract.
15. "Value of the contract" means amount outsourced for recovery multiply by %age of target as given by the contractor multiply by rate (in percentage) of commission quoted by the contractor multiply by 3 (as per terms of Contract i.e. 03 year).

**(Amount outsourced for recovery x percentage of target as given by the contractor x rate in percentage of commission quoted by the contractor) x 3**

16. "Confidentiality" means any confidential, trade secret or other intellectual proprietary information disclosed by one party to the other under this Contract which is marked confidential or if disclosed orally, expressed to be confidential at the time of disclosure, and subsequently confirmed as confidential in writing to the other party, except any information that: (i) is public knowledge at the time of disclosure; (ii) was known by the receiving party before disclosure by the disclosing party, or become public knowledge or otherwise known to the receiving party after such disclosure, other than by breach of a confidentiality obligation; (iii) is independently developed by the receiving party by persons without access to confidential information of disclosing party, or (iv) has been or is to be disclosed pursuant to an order or requirement of an administrative agency, other government body, order of a judicial or quasi judicial body or an obligation imposed by local law, local regulation, in which case the disclosing party shall notify the other party of any such disclosure or impending disclosure.



## Technical Evaluation Criteria

Sr. No	Attributes	Total Marks	Marks Distribution	Marks Obtained	Description
1	* Experience (Recovery of outstanding debts)	45	45		i. 5 years or more. 9 Marks for each year. (if having latest experience from 01.01.2015 to the date of issuance of tender enquiry) ii. 07 marks for each year prior to 2015.
2	Success Rate	10	10		Achievement of minimum target against respective contract. 2 marks for each year.
3	Human Resources (Office staff)	10	10		Greater than or equal to 20 employees
			7		Less than 20 & greater than 10 employees
			3		Less than 10 employees
4	Computers	5	5		5 or more than 5 computers. 1 mark for each computer
5	Motor Cycle/vehicles (Ownership with the name of Company or employee)	10	10		5 or more than 5 M/Cycles or vehicles. 2 marks for each M/cycle or vehicle
6	Office at each region (Ownership proof or rent deed)	5	5		1 Mark for each year and maximum 5 marks.
7	Trained staff as per Clause III(2) of Terms of Reference	15	15		Greater than or equal to 20 employees
			10		Less than 20 & greater than 10 employees
			5		Less than 10 employees
<b>Total</b>		<b>100</b>			

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- i) The financial bids will be opened of only those bidders who will obtain minimum 70% score in technical evaluation criteria.
- ii) SNGPL Bid Evaluation committee may visit the site to evaluate the organizational strength & working method.
- iii) \* Copies of agreements (Sr No.1) be attached.



## TERMS OF REFERENCE (TOR)

### I. Objective.

“Recovery of arrears from domestic, commercial & industrial defaulters (disconnected consumers) in such regions or sub regions as Sui Northern Gas Pipelines Ltd may deem appropriate from time to time.”

### II. Information provided by Sui Northern Gas Pipelines Ltd.

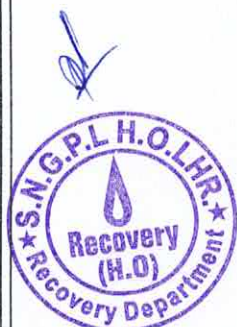
1. Periodical recovery printout of disconnected defaulting consumers whose amount has been outstanding exceeding to 12 months from the date of disconnection mentioning consumer number, name and complete addresses of the defaulters and amount to be recovered from each defaulter, will be provided to successful bidders/Contractor. However, Region / Category wise summary showing total number of consumers and total defaulted amount greater than Rs.1,000/- outstanding from defaulted disconnected consumer will be provided to all bidders.
2. The printout as referred above in sub-clause-1 will be according to region / sub region and zone wise in order to expedite recovery action.
3. “SNGPL will provide authority letter(s) to the contractor, where necessary, for the purposes of the work assigned, authorizing his staff to carry out the job.”
4. “SNGPL, may in its discretion and without giving any reason for the same hold sessions with the contractor and/or his staff through the Contractor for obtaining any information about the progress of the work from time to time.”
5. An amount-wise minimum target which shall be 2% for the 1<sup>st</sup> year of recovery contract. This target shall be increased by 1% for each succeeding year.
6. Region / Category-wise detail of outstanding arrears will be provided to the Bidders along with the tender documents for quoting rates of commission.

### III. Contractor's Responsibilities / Performance of work.

1. The contractor shall maintain a fully equipped office (with telephone, fax and computer facilities) at a central commercial place near SNGPL's regional offices in order to facilitate SNGPL to liaise with the contractor as and when required.
2. The contractor shall engage trained staff fully conversant with the work related to the recovery of bad debts, including a thorough working knowledge of the geographical area of the region / sub region(s) as allocated to the contractors, alongwith having adequate facilities for the delivery of notices and procedure for the follow up for recovery.



3. The contractor shall issue authority letter or card to each of its staff who will keep it with them during execution of work.
4. The contractor will issue identity cards to its staff for display on the front pocket, during the execution of work.
5. The contractor will employ staff having good moral standards and integrity and having no criminal record, and shall keep SNGPL indemnified against any/all losses/damages/claims arising out of the acts/omissions of the contractor itself or any of its staff.
6. The contractor will employ / use only such methods / procedures / processes for the recovery of the arrears, which are morally and legally acceptable.
7. The contractor will arrange and ensure:-
  - a) The separation and sorting of the lists of arrears according to area code.
  - b) The recording and noting of the arrears on the notices / letters to be issued by the contractor to the defaulters.
  - c) Receipt of progress report from its staff in the field for the above purpose.
  - d) A weekly progress report about the defaulters (disconnected consumers), which will be submitted to SNGPL's Regional Manager/General Manager of the region giving details of the pace of work and progress in the same.
  - e) The weekly progress report will be supplemented by a comprehensive monthly report to be submitted to the Regional Manager / General Manager of the region recording the pace of work and detailed progress report of the same, including notices served, any correspondence exchanged with the defaulters (disconnected consumers) and recovery of amount, if any. Pending cases, if any, will also be separately mentioned, with reasons given for not attending such cases.
  - f) The contractor while collecting the payments of arrears from the defaulters (disconnected consumers), will be authorized to allow the said defaulters (disconnected consumers) to make such payments in installments.
  - g) Neither the contractor, nor any of his employees, shall, under any circumstances, ask, receive, or obtain cash, cross cheques, pay orders or bank drafts from the defaulters (disconnected consumers) on behalf of SNGPL. The contractor shall be required to ensure that the said defaulters (disconnected consumers) deposit the payment (against the bill) directly into the company's duly authorized bank account.



8. The contractor shall submit his bills for payment on a monthly basis as specified in clause IX hereof.
9. The contractor shall execute the whole and every part of the work in the most substantial and professional manner, strictly to the employer's satisfaction.
10. That Contractor shall ensure strict compliance with all Government Rules and Regulations and all relevant applicable laws of Pakistan, including labor laws, with particular reference to the Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance 1968, Workmen's Compensation Act 1923, Payment of Wages Act 1936, Employees Old Age Benefits Act 1976, Workers Children (Education) Ordinance 1972, Minimum Wages Ordinance Employees Cost of Living (Relief) Act 1973 and other enactments in force from time to time which may be applicable to the Contractor or persons engaged by it for the purpose of this Agreement.
11. The contractor shall not sublet or assign the contract or any part thereof.
12. Sui Northern Gas Pipelines Ltd., reserves the right to carry out checks on contractor's work and take actions against him for unsatisfactory performance or any wrong doing against the interest or reputation of the employer as per the terms and conditions of the Agreement and/or applicable law.
13. The employer reserves the right to check any and/or all cases of recovery to determine the methodology followed by the contractor and the defaulters (disconnected consumers) reaction to the same, and/or any other details considered by the employer to be relevant to the matter.
14. The contractor shall be responsible for any damage loss, theft or pilferage of gas bills during transit and the cost/damages shall be recoverable from him.
15. The contractor shall indemnify the employer against all claims, proceedings, costs and expenses that may be incurred as a result of damages to property, death of persons and animals and all third party risks arising during performance of duty/execution of the agreement.
16. In case of any dispute between the employer's representative and the contractor, the decision of the employer's GM/RM of the region made/announced after providing an opportunity of hearing to both shall be considered final and binding upon the parties.

#### **IV. REJECTION OF BIDS**

Sui Northern Gas Pipelines Limited ("SNGPL") reserves the right to reject any or all bids which do not meet the intent of the specifications/TORs or where there is evidence of lack of competition or where the lowest bid exceeds the cost estimate by an amount which in the opinion of Sui Northern Gas Pipelines Limited is sufficient to justify such a cause.



The Company does not bind itself to accept the lowest priced bid or any particular bid or any part of a bid, and will not be responsible to pay the expenses or losses which may be incurred by any tenderer/bidder in preparation of his bid.

V. **Award of work.**

1. The employer reserves the right to award the contract to more than one contractor(s) eligible to carry out the recovery of arrears in a region/sub-region based upon the approved rates of the lowest bidder/tenderer.
2. The employer reserves the right of assignment of quantity of work, according to its work schedule, without incurring any obligation or liabilities.
3. The employer reserves the right of assignment of region / sub-regions for recovery, to each contractor(s), according to its requirements and policy. The contractor shall be obligated to work in the region / sub-region(s) as designated by the employer, which may be subject to change from time to time, and any such decision(s) of the employer with respect to assignment of work shall not be challenged by the contractor.
4. The contractor will make all necessary arrangements to carry out work under the contract in region / sub region(s) as designated to him by the Employer.

VI. **Termination of contract.**

1. Either party shall be entitled to terminate the contract on a prior written notice of **Three** months, without being required to justify any reason for the same.
2. In the event, the contractor defaults on any/all of its obligations under the contract and/or the employer finds the contractor's performance to be unsatisfactory, the employer shall give a 14-days written notice to the contractor requiring it to rectify the same. Should the contractor fail to rectify its default/unsatisfactory performance within the notice period, the employer shall be entitled to terminate the contract forthwith.
3. SNGPL may, without prejudice to any other remedy for breach of contract, by service of (2) days advance written notices of default (which is not liable to be cured and/or is in violation of any applicable laws of Pakistan) sent to the firm / Contractor terminate the contract in whole or in part.
4. On termination, the contractor will be liable to provide the employer with any/all records / information of the work executed by him, during the pendency of the contract.
5. If the contractor fails to comply with the agreed terms of the contract or fails to provide satisfactory services pursuant to the terms and conditions of the Contract, the company reserves the right and shall be entitled to blacklist that poor performer to create an embargo for him from entering into any future contracts/tender enquiries apart from termination of existing contract. A show



cause notice/charge sheet will be served before black-listing the Contractor in order to provide an opportunity to the contractor to defend his position within a stipulated time and decision of the company will be final.

6. In the event SNGPL terminate the contract in whole or in part pursuant to this clause (except for the reason of force majeure), SNGPL may procure, upon such terms and in such manner as it deems appropriate services similar to those undelivered, and the Contractor shall be liable to SNGPL for any excess cost for such contract.

## VII. Bid security

1. Every Bidder shall furnish as part of its bid, bid security (in original), in the amount not less than Rs. 100,000/- for each region in the form of bank draft/pay order or a bond (bid bond) issued by a scheduled bank of Pakistan with a minimum credit rating of "A" on a non-judicial stamp paper (as per specimen enclosed at Appendix-A) valid for 180 days from the date of bid opening. This will serve as a guarantee of acceptance of bid in case his bid turns out to be the lowest evaluated bid.
2. Any bid, which is not accompanied by the requisite bid security (in original), would be treated as bid without bid security and will not be read out at the time of tender opening and will be considered as non-responsive. No telefax advice regarding issuance of bid bond received from bidder/ bank will be considered sufficient in lieu of actual bid bond. If a firm/contractor fails to provide bid bond of required value i.e. Rs. 100,000/- for each region, the bid/proposal submitted by the bidder/contractor shall be rejected.
3. In the event of lowest evaluated bidder/tenderer fails to honor its bid or tries to withdraw its commitments due to any reason whatsoever, either before the announcement of the contract or after the award of the contract to the successful bidder/tenderer of a particular region or all the regions, his bid bond shall be forfeited respectively.
4. This bid bond will serve as guarantee in case bidder subsequently either withdraw, or unilaterally modify, vary or alter his bid after opening of the bids and before expiry of bid validity period, or fails to accept our contract, placed on them within the validity of their bid or its extended validity in case his bid turns out to be the lowest evaluated bid, or in case after execution of the Contract fails to furnish Performance/Warranty Bond Guarantee, the Bid Bond submitted by the bidder shall be liable to be forfeited. Bid bond will be retained until contractor furnishes the required performance warranty / bond guarantee. Company reserves the right to retain the bid bond of the next lowest bidders, until SNGPL enters into an agreement or until 180 days after bid opening date, whichever is later.



## VIII. Performance Warranty / Bond Guarantee.

1. Within 15 days after the notification of the award of the contract, the contractor shall furnish Performance Bond Guarantee, in the form of **Bank/ Insurance Guarantee issued by a Scheduled Bank/Insurance Company of at least A-long term rating in Pakistan**, to the SNGPL @ 10% of the total net value of the contract excluding PST as per definition no.15.
2. Such performance warranty / Bond Guarantee shall be binding upon the contractor notwithstanding any variations, alterations or extensions of time that may be given if agreed upon. Such performance warranty / Bond Guarantee must be submitted on the Performa annexed to the tender enquiry.
3. The performance warranty / Bond Guarantee shall be valid until 6 months after the completion of the period of the contract. In case of poor performance of the contractor, the company 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's time, the Company 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 the Company may have against the Contractor under the contract, including partial or complete forfeiture of the Performance Bond Guarantee.
4. Nothing contained herein shall be construed to limit the Contractor's obligations and liabilities with regard to the performance of the contract.

## IX. INDEPENDENT CONTRACT

The contractor unconditionally undertakes and confirms that the performance warranty bond guarantee shall be an independent and autonomous contract between the issuing bank and Sui Northern Gas Pipelines Limited and that the contractor shall have no right to make any interference or obstruction with any payment under the same, or take any other action whatsoever to avoid, delay or withhold any such payment.

## X. Unit Price.

1. The rates of commission as quoted by the Bidder / Tenderer shall include all expenses, and charges necessary for the performance of the contract including all duties, taxes excluding provincial sales tax, if any, and rates as levied by any Local, Provincial and Federal Government or may be levied in future.
2. The rates quoted by the contractor should mention PST separately which will be refunded by SNGPL subject to provision of documentary evidence



/ invoice of PST. No payment for PST shall be made without evidence of its payment to the concerned authorities.

## XI. Payment.

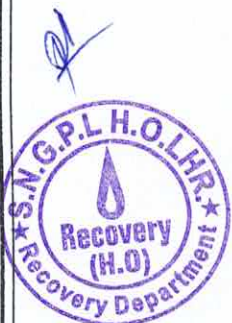
1. The contractor will submit his bill on monthly basis to the employer's GM/RM in the region in duplicate with supporting documents i.e., notices / letters written to the defaulters, along with date wise detail of payments from such disconnected consumers as generated by IT/MIS department, which should be subsequent to the notices given by the contractor duly verified by the Area Billing Incharge of the region before 5<sup>th</sup> of every month with following details:-

Sr. No.	Name & Address	Amount of Arrears	Amount Recovered If any	Balance	Remarks
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2. The contractor shall be paid his bill within 30 days from the date of submission of his bill to GM/RM after deduction of all government taxes levied from time to time If the bill submitted by the contractor is found correct and undisputed. In the event of any mistake/defect, the matter/bill would be referred back to the Contractor for clarification of dispute portion of the invoice. Until such time the clarification is received, the bill would remain unsettled.
3. No advance shall be paid to the contractor in any case against any bill.
4. The contractor shall be liable to pay all or any taxes, duties, rates, as per applicable laws which are payable or may be levied in future on the services to be provided by the contractor.
5. Payment shall be made only for the amount actually recovered by the contractor from the list of defaulters (disconnected consumers) on the basis of the agreed rate of commission as specified in the Contract after duly verification by the concerned Area Accounts.
6. Consumer-wise as well as amount-wise target of recovery for each year shall be provided by the contractor which shall not be less than the minimum target as fixed by the company as per clause II(5). An incentive shall be paid to the contractor over and above the rates of commission quoted by him against the arrears recovered by him. However, incentive on recovery of arrears for the period from July 2008 onward shall be paid only if the contractor achieves the minimum target of recovery. Proposed rates of incentives are as follows:

- |  |     |
|--|-----|
| (i) Arrears outstanding upto 30.6.1990.                            | 25% |
| (ii) Arrears outstanding for period from Jul 1990 to Jun 1995      | 20% |
| (iii) Arrears outstanding for the period from Jul 1995 to Jun 2000 | 15% |
| (iv) Arrears outstanding for the period from Jul 2000 to Jun 2005  | 10% |
| (v) Arrears outstanding for the period from Jul 2005 to Jun 2008   | 7%  |
| (vi) Arrears outstanding for the period from Jul 2008 onward       | 5%  |

Incentive on recovery of arrears outstanding for the period upto June 2008 shall be paid after each quarter. However, incentive on arrears outstanding from July 2008 onward shall be paid after completion of each year contract.



7. In addition to the above incentive, bonus shall also be paid to the contractors at the following proposed rates subject to the conditions specified there against.

- |   |  |
|---|--|
| i. Recovery upto 3% of total outstanding arrears over & above the minimum target            | Quoted rates of commission +3% of the amount recovered above the minimum target. |
| ii. Recovery above 3% to 5% of total outstanding arrears over & above the minimum target.   | Quoted rates of commission +4% of the amount recovered above the minimum target. |
| iii. Recovery above 5% to 10% of total outstanding arrears over & above the minimum target. | Quoted rates of commission +5% of the amount recovered above the minimum target  |
| iv. Recovery above 10% of total outstanding arrears over and above the minimum target.      | Quoted rates of commission +7% of the amount recovered above the minimum target. |

Bonus shall be paid after successful completion of each year of the contract.

8. In case of Litigant consumers, contractor shall be paid @ 2% over & above the normal rate of commission provided that the court cases are decided with the efforts of contractors. In this respect, the contractor shall liaise with the company's advocates on panel for early settlement of the cases.

9. No commission shall be claimed by the contractor on recovered amount if recovery is made from consumer against his request for settlement of account/reconnection which was remained under consideration with the Management of SNGPL.

In parallel to cases referred to the Contractor, the cases are also referred to respective DCs/Revenue Authorities in line with provisions of the Gas (Theft Control & Recovery) Act, 2016 for recovery of outstanding amount as arrears of land revenue. However, if the contractor assures in writing that the consumer(s) are in arrangement to clear the entire outstanding amount either in lump sum or installments after his efforts/ follow up and to this effect, the consumer submits written request for settlement of entire outstanding amount, post dated cheques, copy of paid bill(s) on proforma invoice issued by the contractor, SNGPL, then will withdraw those cases from the Revenue Authorities and the contractor will be entitled to claim the commission there against as per agreed terms. In case, the consumer(s) deviate the payment schedule, the contractor shall intimate the Company (SNGPL) to take further course of action and no commission shall be claimed by the contractor if case is re-assigned to revenue Authorities. It is clarified that above arrangement is applicable against filed/ to be filed



cases before respective DCs/revenue Authorities and in case of simultaneous claim of commission by the revenue Authorities decision of the SNGPL's GM/RM of the region shall be considered final and binding upon the parties in line with clause 15 of TORs. Furthermore, no commission shall be claimed by the contractor against all such cases recovered through any other law/amnesty scheme for the time being enforced, by the respective Ministry/Authority/Management of SNGPL to settle the arrears of gas dues including GIDC/Tax etc. For the avoidance of doubt, it is clarified here that SNGPL shall be under no obligation to pay any amount as commission to the Recovery Contractor if the recovered amount is on account of GIDC/GST thereon.

10. Company (SNGPL) shall retain 2% as retention money from every contractor's claim/invoice in order to cater for any recovery from the contractor.
11. Three (03) months after completion or termination of the contract, the retention money would be refunded to the contractor after adjustment of outstanding amounts/ recoveries due from the Contractor under this Agreement.

XII. **Minimum Target:**

Minimum recovery target is 2% for 1<sup>st</sup> year with 1% increase for each successive year. Any bid received below this reserved minimum target shall stand disqualified.

XIII. **Force Majeure.**

1. Notwithstanding any provision to the contrary or be deemed in default of the provisions of the T.O.R/Contract for failure to perform or delay in the performance of obligations assumed by the Contractor pursuant hereto in-so-far as the said affected party can clearly establish that its performance has been prevented or delayed by reasons of Force Majeure. The term "Force Majeure" as employed herein shall include but not limited to acts of Government in their sovereign capacity, riots, strikes, lock outs, fire occurring in the Contractor's establishment, political disturbances, mobilization of wars, unprecedented flood, storms, hurricanes, pandemics and other acts of God, or any Governmental, semi-governmental or judicial law, regulation, order, decree, directive, restriction, prohibition or intervention.
2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or its employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations hereunder".
3. If the Force Majeure event persists for the period of 30 days, SNGPL shall be entitled to termination of the Contract".
4. If a party wishes to claim relief by reasons of Force Majeure, it shall within three days of its occurrence serve written notice to SNGPL as to occurrence of such a Force Majeure through registered post. The two parties shall consult each other and agree upon the measures to be taken. As soon as the Force Majeure conditions end, the affected party shall promptly resume performance of its obligations under the agreement and intimate the other party about this.



XIV. **Integrity Pact.**

The bidders are required to carefully read text of the integrity pact attached with the tender documents and confirm their concurrence of execution of the same in case contract is awarded to them. This is a mandatory requirement under Public Procurement Rules 2004.

XV. **Resolution of Dispute.**

Any difference or dispute arising out of or in connection with the Contract between the "Company" and the "Contractor" which cannot be amicably resolved within a period of 30 days after receipt of written request for amicable settlement from the other party, 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 Umpire who shall be appointed by both said Arbitrators before entering upon the reference as per the Arbitration Act, 1940. The Umpire shall be a retired Judge of a High Court or 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.

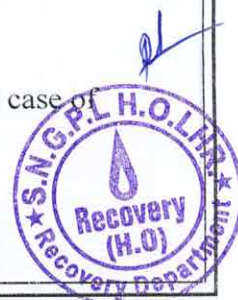
During the course of arbitration, "Contractor" shall not suspend the performance of its responsibilities and obligations under this Agreement unless authorized by the "Company" to do so.

XVI. **Conflict of Interest.**

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

XVII. **HSE Requirement(s)**

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

1. Failure to comply with HSE requirements and initiatives at operational sites shall constitute a material breach of the Contract. In such event, SNGPL, without prejudice to any other rights or remedies available under the Contract or at law, initiate blacklisting proceedings against the Contractor in accordance with the following disciplinary actions:

- |                              |                                     |
|------------------------------|-------------------------------------|
| a) 1 <sup>st</sup> Violation | Warning letter                      |
| b) 2 <sup>nd</sup> Violation | Deduction of Rs. 100,000/-          |
| c) 3 <sup>rd</sup> Violation | Deduction of Rs. 500,000/-          |
| d) 4 <sup>th</sup> Violation | Suspension for period of six months |
| e) 5 <sup>th</sup> Violation | Blacklisting                        |

2. The work includes all necessary arrangements required to be made at site according to as well as in order to comply with the Company's HSE requirements.

3. HSE Requirement(s)

- a) The Contractor is legally bound to fill and duly sign the Contractor HSE Statement as per Company's HSE Management System.
- b) The Contracting department/section is responsible to provide such Company's documents pertaining to HSE Management System to the Contractor (like Contractor HSE Statement, Contractor HSE Manual etc.).
- c) The Contractor is responsible for compliance of all relevant HSE requirements as per the SNGPL HSE Integrated Management System (IMS) and laid down procedures/guidelines.
- d) The Contractor will have full access to these documents, which are available on the Company intranet and can be accessed with the permission of the Company representative. If there is a need for additional information, or in case of any questions about performing work in a safe manner, the Contractor should consult their supervisor or a Company representative.
- e) An updated version of any Company HSE documents and release of a Company's new HSE procedure, guidelines, standard and safe work practice shall automatically supersede any applicable clause (s) of the previous version.
- f) The Company is authorized to issue "HSE Violation Letter" to the Contractor where deem necessary due to violation and on the basis of which, Contractor is liable to pay compensation charges as per the terms and conditions of this Agreement.



7. Removal of any Contractor's Employee from Site: The Company shall be at liberty to object to and require the Contractor to remove forthwith from works if any person employed by the Contractor is or about to **compromising the Company's HSE requirements or policy in any aspect.**

## **XVIII. CONFIDENTIALITY / NON DISCLOSURE AGREEMENT (NDA)**

### **Confidentiality**

- 1.1 The Contractor shall keep confidential all Company (SNGPL) data and information connected with the business of the Company (SNGPL) or which comes to the Contractor's knowledge under or as a result of the Contract and shall not disclose to any third party or use it other than for performance of the Services except:-

1.1.1 With the prior written consent of the Company (SNGPL); or

1.1.2 By requirement of law.

1.2 These obligations shall survive for 5 years after expiry or termination of the Contract.

## **XIX. JURISDICTION**

The Courts of law at Lahore shall have exclusive jurisdiction to try and decide any dispute, difference or claim between a bidder/Contractor and SNGPL provided that arbitration shall be a pre-condition to recourse to Courts of law by either party.



# QUOTATION

## RATES OF COMMISSION OF RECOVERY FROM DEFAULTERS (DISCONNECTED CONSUMERS)

SR.NO.	REGION INCLUSIVE OF ATTACHED TOWNS AND CITIES	INDUSTRIAL (%)	COMMERCIAL (%)	DOMESTIC/Spl. Domestic /Bulk Domestic (%)
1.	Abbottabad			
2.	Bahawalpur			
3.	Karak			
4.	Multan			
5.	Peshawar			
6.	Sahiwal			
7.	Sargodha			
8.	Sialkot			

\*Rate of commission should be without (PST) Provincial Sales Tax.

\*Evaluation will be made on region wise basis.



# QUOTATION

## CATEGORY-WISE RATES FOR MINIMUM TARGETS\* (DISCONNECTED CONSUMERS)

<i>SR.NO.</i>	<i>REGION INCLUSIVE OF ATTACHED TOWNS AND CITIES</i>	<i>INDUSTRIAL (%)</i>	<i>COMMERCIAL (%)</i>	<i>DOMESTIC/Spl. Domestic /Bulk Domestic (%)</i>
1.	Abbottabad			
2.	Bahawalpur			
3.	Karak			
4.	Multan			
5.	Peshawar			
6.	Sahiwal			
7.	Sargodha			
8.	Sialkot			

\*As per clause II(5) minimum target will be increased by 1% for each succeeding year.



**APPENDIX- A**

Tender Enquiry No. \_\_\_\_\_  
**On Rs. 200/- (non-judicial paper)**

Bid Bond No. \_\_\_\_\_

Date \_\_\_\_\_

M/s. Sui Northern Gas Pipelines Ltd.,  
21-Kashmir Road,  
Lahore – Pakistan.

Dear Sir,

**BID BOND**

As per request of M/s. \_\_\_\_\_  
(hereinafter referred to as the “customer/bidder”)  
is hereby issued letter of Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_  
in your favour in the sum of \_\_\_\_\_  
(amount)

on account of M/s. \_\_\_\_\_ as Bid Bond as  
per requirements of your Tender Enquiry No. \_\_\_\_\_  
due on \_\_\_\_\_ for recovery of arrears from gas bill defaulter (disconnected  
consumers) in respect of all categories of Consumers.

The surety is being issued to enable the bidder to participate in the tender as per requirement  
of the tender.

We, therefore, waiving all objections and defence whatsoever, hereby irrevocably undertake to make  
forthwith an unconditional payment of \_\_\_\_\_ to Sui Northern Gas Pipelines Limited  
(SNGPL) on its first written call without any cavil or arguments and without recourse or reference to  
the opener / Customer or any other person and without requiring the Sui Northern Gas Pipelines  
Limited to prove or show grounds or reasons for such demand, in case the Customer subsequently  
either withdraws, or unilaterally modifies, varies or alters their Bid at or opening of the tenders and  
before expiry of bid validity period, or fails to accept award of service contract placed by SNGPL on  
the Customer within validity period of their bid or fails to furnish the Performance Warranty Bond  
Guarantee as required as per terms & conditions of the tender document.

The bid bond shall remain valid for 180 days from the date of bid opening.

Any claim arising out of this guarantee must be lodged in writing within the validity period  
of this bond certifying that the bidder failed to meet the requirements, which were covered  
by the Bid Bond.

\_\_\_\_\_  
(Bank seal)

Name of Witness \_\_\_\_\_

Address of Witness \_\_\_\_\_



**APPENDIX-B**

Tender enquiry no. \_\_\_\_\_  
(on bond paper of Rs. 200/-)

(To be typed on a correctly valued stamp performance Warranty Bond Guarantee Paper and to be issued by a scheduled bank Operating in Pakistan or by Foreign Bank with the guarantee underwritten by a scheduled bank in Pakistan).

No \_\_\_\_\_  
date \_\_\_\_\_  
amount \_\_\_\_\_ valid  
upto 6 months after expiry of recovery  
contract.

M/s. Sui Northern Gas Pipelines Limited,  
Lahore – Pakistan.

Dear Sirs,

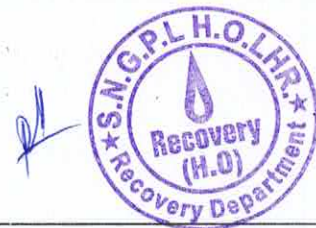
**PERFORMANCE WARRANTY / BOND GUARANTEE**

WHEREAS M/s. Sui Northern Gas Pipelines Limited (hereinafter referred to as “SNGPL”) pursuant to the tender enquiry no. \_\_\_\_\_ dated \_\_\_\_\_ issued a Contract dated \_\_\_\_\_ (hereinafter referred to as the “Contract”) , for supply of goods and/or services having a value of [amount] to M/s. [supplier's name] (hereinafter referred to as the “Customer”).

AND WHEREAS the Customer accepted the aforesaid Contract and has requested us to issue this Guarantee for a sum equivalent to ten percent (10%) of value of the Contract, in terms of the above-mentioned contract.

NOW, THEREFORE, at the request of the Customer, we, [name of bank], having office at [branch address], hereby issue this Guarantee in favour of SNGPL for a sum not exceeding [amount in words] (amount in numbers) as security for the due and timely performance of all conditions and obligations given in the above-mentioned contract and we hereby irrevocably bind ourselves and unconditionally agree upon and undertake the following terms and conditions:

1. In case the Customer fails, neglects or refuses to deliver the goods and/or services to SNGPL as per the terms and conditions of the Contract, we shall forthwith pay to SNGPL, on its first written demand, and without protest, demur or prior recourse to the Customer, any and all such amounts as not exceeding the total sum of [amount in words] (amount in numbers).
2. Any demand for payment made by SNGPL under this Guarantee shall be conclusive evidence of the Customer's failure to comply with its obligations under the above-mentioned contract; and we shall neither take upon ourselves to determine the validity or correctness of such demand nor have a recourse to the Customer for payment.



3. Neither an underlying dispute or difference between SNGPL and the Customer nor any pending application for interim relief, arbitration or other legal proceedings shall constitute a ground for prevention, delay or obstruction for making payment to SNGPL by us under this Guarantee.
4. This Guarantee shall come into full force and effect on the date of the Contract. It shall remain valid until the expiry of twelve (12) months of the Contract or the date of delivery of last portion of the goods and/or services to the final destination given in the above-mentioned contract, whichever is later.
5. During the validity period of this Guarantee, SNGPL may, without reference to us, vary or amend any terms of the above-mentioned contract with the Customer, and we waive our right to receive any notice of such amendment, or to the granting of time, or indulgence, as may be mutually agreed between SNGPL and the Customer.
6. This Guarantee shall not be affected by any change in the constitution of the Customer.
7. All claims under this Guarantee must be submitted to us not later than the expiry of validity period hereof; after which, the Guarantee shall become null and void and we will stand discharged and released from all liabilities hereunder.

[signed and sealed]

[Officer's name]

[Officer's designation]



**INTEGRITY PACT**

**Recovery of Arrears from the Defaulters (Disconnected consumers) of SNGPL  
GMR/TE/RC/26-29**

( ) 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 ( ) 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 persons, 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 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.

( ) 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 action or will not take any action to circumvent the above declaration, representation or warranty.

( ) accepts full responsibility and strict liability for making any false declaration, for making full disclosure, misrepresenting facts 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, ( ) agrees to indemnify GoP for any loss of damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission gratification, bribe, finder's fee or kickback given by ( ) 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.

Name of Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_



## Region wise Intent of Participation

### To be submitted along with Technical Bid

The contractors are required to write "Yes" or "No" against the participated region and submit along with Technical Bid.

Sr. No.	Region	Yes	No
1.	Abbottabad		
2.	Bahawalpur		
3.	Karak		
4.	Multan		
5.	Peshawar		
6.	Sahiwal		
7.	Sargodha		
8.	Sialkot		



## TENDER ENQUIRY NO. GMR/TE/RC/26-29

Bidders are required to complete this form and return it with their Technical Quotation

Questionnaire/Commercial Term Sheet		Yes	No
1	Is your offer firm and irrevocable as per terms and conditions of Tender Enquiry?		
2	Do you agree to the terms and conditions/services required as specified in the Tender Enquiry?		
3	Have you signed and stamped every page of the offered bid?		
4	Have you submitted the signed one duplicate copy of the bid with original one?		
5	Is your offer valid for a period of at least 120 days?		
6	Have you submitted Bid Bond in line with Terms and Conditions of the Tender Enquiry?		
7	Do you agree to provide Performance/ Warranty Bond Guarantee within 15 days of award of Contract?		
8	Do you agree to Tender clauses pertaining to Force Majeure?		
9	Do you agree to Tender Clauses pertaining to Termination of Contract?		
10	Do you agree to tender clauses regarding Payment?		
11	Do you have any reservation to any of Terms & Conditions stipulated in the Tender Documents? Please specify if any?		
12	Do you agree to execute Integrity Pact in compliance with PPRA Rules, 2004 ?		
13	<b>The following information must be required to be submitted by the bidders alongwith the bid.</b>		
	i) Name of the Bidder.		
	ii) Type of Ownership i.e. Proprietor/ Partnership/Private Limited Company/Public Limited Company.		
14	Following relevant paper must be provided in respective cases: -		
	i) Copy of CNIC in case of Single Proprietor.		
	ii) Copy of Partnership Deed in case of Partnership.		
	iii) Copy of Article of Association for Private/Public Limited Companies.		
15	PST Number alongwith copy of Certificate.		
16	National Tax Number alongwith copy of Certificate.		
17	Valid Professional Tax Clearance Certificate.		
18	Latest one years' bank statement of Firm / Contractor in original duly stamped by the bank.		
19	Have you submitted Authority Letter on firm/Company's letter head duly signed and stamped as per <b>Appendix (ii)</b>		
20	Have you submitted Certificate of full disclosure and non-collusion as per <b>Appendix (iii)</b>		
21	Have you submitted region wise intent of Participation		
22	Name of clients to whom relevant/similar services were or are being provided along with nature of work (Copies of agreement along with Client Satisfaction Certificate will also be provided).		
23	Detail of fleet of vehicles/motorcycles registered in the name of Firm/ Contractor with make, model, and registration number		
24	Bid Bond and have you attached copy of bid bond with technical bid without disclosing the amount of bid money?		
25	Information as mentioned in " <b>Technical Evaluation Criteria</b> " given in the TORs.		
26	The Bidder will submit an affidavit on stamp paper that no arbitration or litigation is pending/decided with SNGPL. In case of pendency or decision, whatsoever the case may be, irrespective of decision, the contractor shall not be entitled to participate in the bidding process. Furthermore, if any concealment on account of the above is observed at any later stage, the contract will liable to be terminated without any further notice.		
27	The Bidder will submit an affidavit on stamp paper that their firm is not balcklisted by SNGPL/ Any other department procuring similar services. Also, if any concealment on account of the above is observed at any later stage, the contract will liable to be terminated without any further notice as per <b>Appendix (iv)</b>		

Name:

Company Seal:

(Bidder should write Yes or No in the above columns and submit with Technical Bid).

**Appendix "ii"**

TENDER ENQUIRY NO. \_\_\_\_\_

(To be typed on Company's Letter Head, by the  
Same Signatory / Signatories, who have signed  
The bid (s)

**AUTHORITY LETTER**

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

We M/s. \_\_\_\_\_

Representing M/s. \_\_\_\_\_ are / have  
Submitted quoted Ref. \_\_\_\_\_ dated \_\_\_\_\_  
Against tender enquiry No. \_\_\_\_\_ dated \_\_\_\_\_ due for  
Opening on \_\_\_\_\_ at \_\_\_\_\_ hours.

We hereby authorize  
Mr. \_\_\_\_\_ to  
(Name)

Attend the public opening of the bids on hour behalf. He has been further authorized to authenticate  
Any erased / fluided figure (s) or corrections, if any , in the bid.

SIGNATURE \_\_\_\_\_

STAMP \_\_\_\_\_



TENDER ENQUIRY No. \_\_\_\_\_

On Rs.500/- (non-judicial stamp paper)

**CERTIFICATE OF FULL DISCLOSURE AND NON-COLLUSION**

We, \_\_\_\_\_, a company / firm registered under the laws of Pakistan and having  
Registered office at \_\_\_\_\_ hereby declare, confirm and as follow:

1. We have neither offered, given, received or solicited anything of value to influence the action of any and all parties involved in the procurement process nor misrepresented or concealed any facts in order to influence the procurement process in the award of contract: nor have we been part of any corrupt or collusive practices prior to or after bid submission which might restrict, reduce or prevent free and open competition, and fair and transparent award of contract.
2. We neither had at the time of submitting the bid nor presently have any relationship, association or link with another bidder not have been involved in any arrangement or understanding that directly or indirectly restricted, reduced or prevented free and open competition or a fair and transparent award of contract: and we have made all the disclosure that may be necessary in this regard and nothing has been withheld or concealed from SNGPL.
3. At any stage of the procurement process or after award of the contract, SNGPL may, having evidence of any misrepresentation, inaccuracy, inconsistency or non-conformity in the disclosures, date or other information provided by us, withdraw the letter of award or terminate the contract at our sole cost and expense, and without any liability on the part of SNGPL.
4. This certificate shall from integral part of the contract documents and we shall remain bound by it at all material times,

(DEPONENT)

**Verification:**

Verified on oath that the contents of this Certificate are true to the best of our understanding, knowledge and belief and nothing has been concealed or misstated herein above.

Dated: \_\_\_\_\_

(DEPONENT)



**TENDER ENQUIRY NO.** \_\_\_\_\_

**MANNER AND MECHANISM TO BLACKLISTING / CROSS DEBARRING OF CONTRACTOR.**

As per PPRA Rule No. 19, following is mechanism to blacklist supplier / contractor: -

**Processing for Blacklisting: -**

- a) GM (Recovery) on his own accord or on receipt of information or a complaint shall, after examining the material places before him shall determine whether it is necessary and appropriate to initiate formal black listing proceedings.
- b) In case GM (Recovery) decides to initiate blacklisting proceeding, the case shall be forwarded to the committee duly approved by the management from time to time for initiating blacklisting proceedings.
- c) The bidder / Supplier shall be formally intimated in writing by the committee about the nature of complaint / matter / default/ fraudulent & corrupt practices as defined in PPRA Rule and initiate the blacklisting / cross debar proceedings.
- d) The bidder/supplier shall be intimated by giving a fifteen (15) days' notice through courier services, registered post or fax or email and shall be provided an opportunity of furnishing detail response either through written representation of personal hearing or both.

If blacklisting proceedings are to be initiated due to supplier's failure to meet the contractual obligation, then the bidder/ supplier shall be given a chance to invoke arbitration before start of formal blacklisting proceedings.

In case the supplier / bidder does not opt for arbitration within time given, then, notice for blacklisting shall be served accordingly to initiate the proceedings.

- e) In case the bidder / supplier fails to furnish his defense / representation within 15 days of 1<sup>st</sup> notice of blacklisting, a reminder shall be sent giving another opportunity to furnish the reply within 7 days.
- f) If the bidder / supplier fails to submit his reply even after 2<sup>nd</sup> notice or fails to furnish the tenable justification of charges framed against him, the committee may proceed further in this regard on the basis of information, record and material available before him.
- g) The committee shall complete its proceedings within 30 days from the date of first notice given pursuant to paragraph (C) above.

**Finding & Decision:**

- a) The Committee after finalization his proceedings shall record his findings in writing and decide one of the following measures a GM (Recovery) shall obtain approval of the management for implementation:
  - i. Blacklisting and henceforth cross debarred for participation in any public procurement for the period up to **10 years** if corrupt and fraudulent practice as defined in PPRA rule has been established:
  - ii. Blacklisting and henceforth cross debarred for participation in respective category of public procurement if the bidder / supplier fails to perform his contractual as per term of



**Region wise Summary of Disconnected Defaulted Consumers Having Pay Off Balance Greater Than Rs. 1,000/-**  
**(Date of Disconnection: Cut off Date: 20.05.2025)**

Region	Commercial		Domestic		Industrial		Total	
	No. of Cons	Amount Involved	No. of Cons	Amount Involved	No. of Cons	Amount Involved	No. of Cons	Amount Involved
Abbotabad	442	38,011,205	2,272	126,873,132	29	2,065,062,876	2,743	2,229,947,214
Bahawalpur	610	93,797,429	9,551	383,921,527	88	582,425,615	10,249	1,060,144,570
Karak	142	52,944,713	10,639	827,547,724	12	3,434,889,737	10,793	4,315,382,173
Multan	1,690	249,502,339	22,487	1,514,283,483	146	4,138,935,340	24,323	5,902,721,161
Peshawar	3,327	380,023,340	33,973	2,265,584,285	75	6,562,810,522	37,375	9,208,418,147
Sahiwal	182	71,130,722	4,699	195,396,177	58	614,117,294	4,939	880,644,193
Sargodha	512	166,907,609	6,601	269,382,306	71	1,493,364,182	7,184	1,929,654,098
Sialkot	1,219	442,681,107	7,205	219,428,354	59	211,588,106	8,483	873,697,567
<b>Grand Total</b>	<b>8,124</b>	<b>1,494,998,464</b>	<b>97,427</b>	<b>5,802,416,988</b>	<b>538</b>	<b>19,103,193,672</b>	<b>106,089</b>	<b>26,400,609,124</b>

