

**DESIGN, SUPPLY, FABRICATION, INSTALLATION & COMMISSIONING OF  
AUTOMATION AND CONTROL SYSTEM FOR 47 TBSs AND 18 SMSs (42Legs/Runs)**  
*(On Complete Package Basis) & (On Turnkey Basis)*

**FOB/C&F & FOR (Only for Local Manufacturers SRO 827(1)/2001)**

*Bids are to be invited on Under Two Stage Two Envelope Bidding Procedure  
Under PPRA Rules 2004, Rule# 36 (d)*

**TENDER ENQUIRY NO:  
SSGC / FP / 13596**

Bid Closing date & time: 24-01-2025 at 1100 Hrs.

Bid Opening date & time: 24-01-2025 at 1130 Hrs.

**Fixed Bid Security; USD= 16,000 OR PKR=4,500,000.**

**Note:** Tender document is also available online on SSGC website for view only. Bidder is eligible to participate in bidding process only after purchasing the tender documents from Tender Room SSGC Head Office as per the procedure mentioned in the Press Publication / SSGC website. It is mandatory for bidders to attach original Token Slip in front of the Sealed Envelope (issued at the time of Purchasing) as an evidence that supplier has purchased the Tender documents. Further, any Corrigendum/Clarifications/Addendums/Extensions issued to be notified to only those bidders who have purchased Tender documents.

In case of Pakistani Principal Bidder should have valid PEC C-1 category or above.

In case of Foreign Principal Bidder, it must obtain a provisional FC-1 license or above from the PEC.

In case of Joint Venture, the local bidder/partner must have registration in PEC C-2 category or above and International bidder/partner shall obtain provisional FC-1 or above license from PEC.

**Venue:**

Tender Room, CRD Building, Ground Floor  
SSGC Head office complex Karachi -75300  
Ph.99021024 – 99021173 - 99021116



**Sui Southern Gas Company Limited**

Procurement Department, 2<sup>nd</sup> Floor, ST-4/B, Block-14, Sir Shah Suleman Road, Gulshan-e-Iqbal, Karachi-Pakistan.  
Phone: 99021279, 99013074, 99021223, Fax: 99231583, E-mail: [mmte@ssgc.com.pk](mailto:mmte@ssgc.com.pk), Website: [www.ssgc.com.pk/ssgc](http://www.ssgc.com.pk/ssgc)

# Checklist for Bidders

Enquiry No. \_\_\_\_\_ Opening Date \_\_\_\_\_ Time \_\_\_\_\_  
 M/s. \_\_\_\_\_ Phone No. \_\_\_\_\_

Please ensure before submitting the bid, that following information / documents have been submitted / provided along your bid. Check ( ) appropriate box.

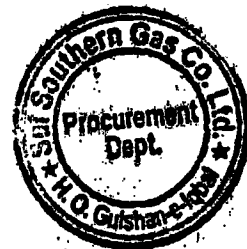
S. No.	Details of required information / documents	Yes	No
1.	Each & Every Page of the bidding documents shall be signed and stamped by the bidder.		
2.	Technical Compliance sheet (if applicable) has been filled		
3.	Fixed Bid Bond as specified in the tender document.		
4.	Bid validity as specified is mentioned		
5.	Delivery period has been specified		
6.	Country of Origin		
7.	Standard Warranty / Guarantee (if applicable)		
8.	Original Performa Invoice of Principal		
9.	Original Technical Literature		
10.	Original Authorization Letter of Principal		
11.	Original Authorization Letter of Manufacturer		
12.	Estimated item wise weight including gross weight & volume of consignments.		
13.	Port of Shipment (specific name of Air / Sea Port is required) In case the city mentioned by the bidder does not have any port, the FOB charges to the port of shipment will be borne by the supplier.		
14.	L/C confirmation charges (if desired by bidder) shall be borne by the supplier		
15.	L/C charges at supplier's end shall be borne by the supplier		
16.	Both FOB & C&F rates are quoted (C&F rates should be based on FNSC freight)		
17.	Sample (if necessary) is enclosed		
18.	Alternative offer (if any) submitted should be on as per Section 3 Schedule of Requirement & Bid Form format. For each alternative offer separate fixed bid bond is required.		
19.	Deviations from tender terms (if any) have been stated in Section 3 Schedule of Requirement & Bid Form format. At any stage of process and after accordingly Tender terms will prevail.		
20.	Firm name of Beneficiary & Bank details with complete address of beneficiary.		
21.	Original Bid + One Copy is Submitted		
22.	Form-X and bid securing declaration Duly Signed & Stamped.		

**NOTE:**

Non-availability of the above information/documents, or incomplete/incorrect statement on this checklist may result in rejection of the bid at / after the bid opening.

As per SPG2000/2023 dated 09<sup>th</sup> March 2023 "E-Pak Procurement Regulations, 2023" all bidders are advised to register in e-Pak Acquisition and Disposal System (EPADS).

Bidders Authorized Representative



Sui Southern Gas Company Limited (SSGCL)

Contents

Part – A

Section – 1	General Terms & Conditions	Included
Section – 1A	Additional Terms for Tenders on FOB/C&F Basis	Included
Section – 1B	General Terms & Conditions of Services	Included
Section-2 (Services)	Special Conditions of Tender Document (Services)	Included
Section-2 (Goods/Material)	Special Conditions of Tender Document	Included
Annexure–A	Format of Bid Bond Bank Guarantee	Included
Annexure–B	Format of Performance Bank Guarantee	Included
Annexure–C	Declaration by Supplier	Included
Annexure-D	Contract Form	Included

Part – B

Section – 3	Price Schedule / Bid Form (Schedule of requirement)	Included
Section – 4	Specifications/Drawing /Detail BOQ/ TOR/Special T&C (if applicable)	Included
Section – 5	HSE & QA Awareness for Suppliers & Contractors	Included



**SUI SOUTHERN GAS COMPANY LIMITED**  
**Procurement Department**  
(Invitation to Bid for Under Two Stage Two Envelope Bidding Procedure)

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

Tender Enquiry No. SSGC / FP/ 13596

**INVITATION TO BID**

Sui Southern Gas Company Limited, (SSGCL) has pleasure in extending you an invitation, to submit bid for the subject material according to Terms and Conditions specified in the attached Tender Document. Please read following instructions before submission of bid:

1. Bids are to be submitted in sealed envelope provided with the tender, indicating tender enquiry No. & its opening date and time on the face of the envelope.
2. Fixed Bid bond as specified in the tender document of the total bid value shall be enclosed with the Financial proposal without which bid will be rejected and returned to bidder unannounced. The bid bond shall remain valid till the last date of the month in which it is expiring.

3. Two stage - two envelope bidding procedure.-

**First Stage**

- (i) the bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- (iv) the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- (v) the technical proposal shall be discussed with the bidders with reference to the procuring agency's technical requirements;
- (vi) those bidders willing to meet the requirements of the procuring agency shall be allowed to revise their technical proposals following these discussions;
- (vii) bidders not willing to conform their technical proposal to the revised requirements of the procuring agency shall be allowed to withdraw their respective bids without forfeiture of their bid security;

**Second Stage**

- (viii) after agreement between the procuring agency and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the technical requirement;
  - (ix) the revised technical proposal and original financial proposal along with supplementary financial proposal shall be opened on respective specified time, date and venue announced in advance by the procuring agency:  
Provided that in setting the date for the submission of the revised technical proposal and supplementary price proposal a procuring agency shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and to prepare the required supplementary financial proposal; and
  - (x) the procuring agency shall evaluate the whole proposal in accordance with the evaluation criteria and the bid found to be the most advantageous bid shall be accepted.
4. In case the bid opening date falls on a holiday or due to some unavoidable circumstances, it is not possible to open on scheduled date, it will be opened on next working day at the same time and at the same venue.
  5. The bidder shall bear all expenses associated with the preparation and delivery of its bid/sample and the Company will in no case be liable in this respect.
  6. Prospective bidder requiring any information or clarification of the tender may notify the same by fax or at the mailing address. The Company will respond to any request for explanation or clarification, if received within reasonable time prior to submission of bids.
  7. The Company reserves the right to cancel, add, delete or amend tendered items/quantities/any part of the tender during the bidding period without assigning any reason. However, bidders shall be informed about it prior to bid opening/process.
  8. The Company reserves the right to accept or reject any bid or part of a bid or to annul the bidding process and reject all bids at any time prior to award of contract/purchase order without thereby incurring any liability to the affected bidder(s).
  9. For Tenders invited on F.O.B/C&F basis, conditions as mentioned in Section-1A will also apply.
  10. The Company will appreciate confirmation by fax No 92-21-99231583 or email at mmte@ssgc.com.pk or to DGM (Procurement) of your intention to submit the bid and if not interested in submission of bid, it will be appreciated if it is intimated through fax or email with mentioning of reasons.
  11. Bids are required to be submitted at:  
Tender Room, CRD Building, Head Office Complex, Sir Shah Suleman Road Gulshan-e-Iqbal, Karachi Pakistan. Ph. # 0092-21-99021024, 0092-21-99021223, 0092-21-99021279, 0092-21-99013074, Fax # 0092-21-99231583.

Hope and look forward for your valued participation.

Thanking you

Yours sincerely

\_\_\_\_\_  
General Manager (Procurement)





## General Terms &amp; Conditions

## 1. Submission of bids:

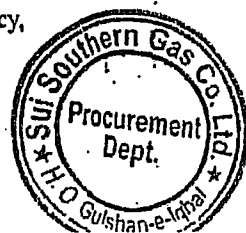
- 1.1. Bids are to be submitted in sealed envelope provided with the tender (in such a manner that contents are fully kept enclosed and cannot be seen until opened) indicating tender enquiry number, its opening date and time on the top of the envelope. Envelopes shall be addressed to General Manager (Procurement Department) on the address provided on "invitation to bid". Envelope shall indicate the name and address of the bidder for returning the bid in case it is declared late or submitted without bid bond.
- 1.2. Sealed bids (as above) shall be mailed/submitted/dropped in tender box placed at Tender Room, CRD Building, SSGC Head Office. Bids are to be delivered on or before closing time after which bid will not be entertained. In case bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.
- 1.3. The Company may at its discretion extend the closing date for the submission of bids, in which case all rights and obligations of the purchaser and bidders previously subject to the closing date will thereafter be subject to the date extended. However, any request for extension received from prospective bidders less than one week prior to bid opening date may not be entertained. In case of extension in bid opening date, the same will be advertised in press and simultaneously shall be intimated to prospective bidder who had purchased the tender documents.
- 1.4. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct the errors made by the bidder, in case of any correction etc. it shall be signed and stamped by the person signing the bid.
- 1.5. The quoted price shall be inclusive of all duties/taxes except GST, which is to be mentioned separately. The supplier shall declare (if applicable) regarding non-applicability of GST for which documentary evidence shall be enclosed or could be produced upon demand.
- 1.6. Rates shall be item-wise, as given in price schedule/schedule of requirement/Bid Form unless otherwise specified.
- 1.7. Bidder is responsible for timely delivery of bids at location specified 1.2 above. Company will not be responsible for misplacement/ tampering/non-attendance/delay or any other incident in case the bid is not delivered at the designated place & time.
- 1.8. Any bid received late after the closing date and time, will be rejected and returned unopened.
- 1.9. The quotation shall only be acceptable on/as per Bid Form. In case for foreign tender when Local Agent submits bid on behalf of different bidders, a separate Bid Bond for each Bid is required. Likewise for tender when bidder submit alternative bids a separate bid bond for each bid is required or else bid will be liable for rejection.
- 1.10. Deviation from tender terms and conditions is not allowed. However, in unavoidable circumstances, these shall be mentioned at the bottom of "Section 3: Bid Form" deviation on any other page will not be entertained.
- 1.11. Discount offered (if any) shall be mentioned on the "bid-form" only.
- 1.12. The bidder(s) or their authorized representative shall put his full signature with stamp & date on each page of tender document as well as enclosure vis-a-vis drawings, specifications etc. Any correction, overwriting shall be duly signed & stamped.
- 1.13. The bid is to be completed and returned to the Company in accordance with, General terms & conditions. General terms & conditions duly signed & stamped (as a token of acceptance) shall be submitted along with Bid Form (Price schedule) duly completed as per requirement. However, specifications/drawing is to be retained by bidder for their future references.

## 2. Eligible Countries / bidders:

The invitation for bids is open to all manufacturers/suppliers/stockiest/dealers/pre-qualified bidders but is not applicable to those countries where inter trade protocols with Pakistan do not exist or those countries from where imports are not allowed by Government of Pakistan.

## 3. Qualification/Disqualification of Suppliers:

The Company, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information regarding their professional, technical, financial, legal or managerial competency,



whether already pre-qualified or not. The Company shall disqualify a supplier or contractor if it finds, at any time that the information regarding their qualification as supplier or contractor was false and materially inaccurate or incomplete.

Black Listing Mechanism

4. **Joint Ventures:**

In the event that the successful bidder is a joint venture (formation of two or more companies), the Company will require an undertaking on judicial stamp paper that the parties to the joint venture accept joint and several liabilities for all obligations under the purchase order/contract.

5. **Clarification of tender documents:**

Prospective bidders requiring any further information or clarification of the tender documents may notify the Company in writing or by fax or at the Company's mailing address indicated in the "invitation to bids". The Company will respond in writing to any request for information or clarification of the tender documents, if received five working days prior to closing date for the submission of bids prescribed by the Company. The Company response (including an explanation of the query) will be sent in writing or by fax/e-mail to all prospective bidders who have purchased the tender documents. Verbal instructions/reference will not be acceptable.

6. **Modification and withdrawal of bid:**

- 6.1 The bidder may modify or withdraw its bid after the bid submission, provided the written notice of the modification or withdrawal is received by the Company prior to the deadline prescribed for submission of bid. After the bids/quotations are opened, no bidder shall be allowed to revise, propose or request any change in the bid.
- 6.2 The bidder's modification or withdrawal notice shall be sealed and addressed to GM (P). A withdrawal notice may be sent by fax followed by a signed copy.
- 6.3 Bids once opened cannot be withdrawn during validity period.

7. **Bid validity:**

All offers shall remain valid up to 90 days (120 days in case of Two Envelope bidding procedure) from the date of opening of bids, until any further extension agreed by the bidder. If the bidder agrees for extending bid validity the bid bond shall also be extended accordingly. A bidder giving extension to his bid validity will not be required or permitted to modify his bid. If there will be any query/clarification or extension request asked by the Company, the bidder should reply the same within 7 days after receipt of the same and if bidder takes more than 7 days the delay in reply will be added to their bid validity period.

8. **Rate Escalation:**

8.1 **All items except line-pipe:**

Quoted prices shall remain valid, firm, irrevocable and fixed till the fulfillment of obligations by the bidder and will not be subject to escalation / change on any account.

8.2 **Line-pipe only:**

8.2.1 Bidders are essentially required to submit detailed breakdown of rates indicating per ton price of:

- a) H.R. Coil
- b) All other charges (including wastage, transportation, conversion cost etc).

8.2.2 Rate / price offered by the bidders shall be firm and irrevocable. However bidder offering pipe manufactured from Pakistan Steel Mills (PSM) HR coil are required to submit certified documentary evidence of HR coil rates. Adjustment in line-pipe rates (from the bid opening date till the currency of order) due to change in rate of HR coil manufactured by PSM is admissible to the extent of raw material cost without wastage. The bidders are required to submit certified documentary evidence of HR coil rates published by PSM, at the time of submission of bids. SSGC may verify the document / rates from PSM.

8.2.3 The variation clause however shall not be applicable on line-pipe quantities which were delivered within 20 days of the announcement of the variation (both days inclusive) in price of HR coil by PSM.



8.2.4 The variation clause also shall not be applicable on the line pipe quantities delivered after the specified delivery schedule (total or monthly consignment wise)

8.2.5 No escalation is applicable on line pipe manufactured from imported HR coil.

9. **Bid bond (earnest money):**

Bid bond equivalent to two percent (2%) of the total offer value, in favor of Sui Southern Gas Company Ltd. shall accompany the bid if bid value is above Rs.500,000 in the form of pay order, demand draft, call deposit receipt or a bank guarantee (specimen of bank guarantee is attached at Annexure-A), issued by a scheduled bank in Pakistan. The bid bond shall remain valid for 120 days (150 days in case of Two Envelope bidding procedure) unless specified otherwise. The bid bond shall be returned/refunded to the unsuccessful bidders while the bid bond of the successful bidder shall be retained, till submission of Performance bond (if applicable). Bids without bid bond will not be considered. In case the order value is less than Rs: 500,000 the bid bond in lieu of performance bond will be retained till fulfillment of obligations by the supplier. However, in either case the bidder is responsible to arrange the extension the bid bond validity as per requirement. If bid bond submitted by the supplier is more than 2% of ordered value, it may be replaced with appropriate value. If order value is less than Rs. 500,000, the bid bond will be returned along with the order. Bid bonds of non-compliant bidders may be released during evaluation process. The bid bond may be forfeited if a bidder withdraws the bid during validity period specified by the bidder or if successful bidder fails to:

- Accept purchase order.
- Furnish performance guarantee in accordance with clause 16 of Section 1,
- Supply material as per requirement and delivery schedule.

9.1 In the event of bid bond validity following short of the prescribed period of 120 or 150 days as the case may be either (i) due to extension in the bid submission date or (ii) where so required by the procuring agency, then in such an event it shall be mandatory on the bidder to extend the bid bond validity upto 120/150 days within 30 days of the opening of technical proposal / bid, and / or where so required by the procuring agency.

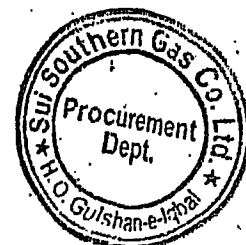
9.2 In the event of the bid security amount deposited / furnished by the bidder falls short by 10% of the requisite Bid security amount. The procuring agency keeping in view the nature of the procurement may consider and allow the bidder to deposit / furnish the balance 10% amount, provided the bidder does so within 15 days of the opening of the bid. Notwithstanding that all other terms & conditions have been fully complied with.

10. **Opening of bids:**

Bids will be opened in presence of bidders or their authorized agents at the address provided on "invitation to bids". The bidder's representatives who are present shall sign the bid opening sheet (attendance sheet) to mark their attendance/witness. Commercial contents of bids will be announced/recorded in bid opening sheet.

11. **Preliminary Examination of bids:**

- 11.1 The Company will examine the bids to determine their completion, computational errors, provision of guarantees, authorized signature and other related matters.
- 11.2 Arithmetic errors will be rectified on the following basis. Discrepancy between unit price and the total price obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price will be corrected. Discrepancy between total bid amount and the sum of total prices, the total prices shall prevail and the total bid amount will be corrected.
- 11.3 Prior to a composed evaluation, the Company will determine the substantial responsiveness of each bid to the bidding documents. In Company's opinion a substantially responsive bid is the one which conforms to all the terms and conditions of the bidding documents without any material deviation.
- 11.4 Bid determined as not substantially responsive will be rejected by the Company and cannot subsequently be made responsive by the bidder through correction of the non-conformity.





**12. Clarification of submitted bids:**

To assist in the examination, evaluation and comparison of bids, the Company may at its discretion inquire any clarification from bidder about their bid. All responses by bidders shall be provided in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

**13. Technical Literature & Samples:**

The Bidder(s) shall submit the following:

- 13.1 Samples (if applicable/required)
- 13.2 Original or legible copy of technical literature/performance characteristics
- 13.3 Test Certificates (if applicable/required)
- 13.4 Documentary evidence for legal import in case of imported material. (At the time of delivery when quoted on FOR basis)
- 13.5 In case of pipeline operation material bidders must also attach a "proof from supplier/ manufacturer, that goods offered have been used successfully on a high pressure natural gas pipeline elsewhere under tropical climatic conditions.

**13.6 Specification Compliance Sheet:**

Company requires a clause-by-clause commentary on the Specifications, demonstrating the materials responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the specifications, if so required/desired. For purposes of the commentary to be furnished pursuant to above, the bidder shall note that standards for workmanship, material and equipment and references to brand names or catalogue numbers, designated by the Company in the specifications are intended to be descriptive only and not restrictive. The bidder may substitute other authoritative standards, brand names and/or catalogue numbers in its bid provided which demonstrates to the Company's satisfaction that the substitutes are equivalent or superior to those designated in the specifications by the Company.

Bid which does not possess above documents, certificates etc., may be considered technically Non-compliant.

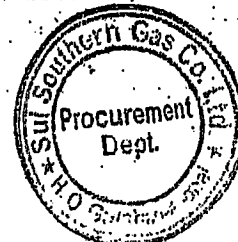
- 13.7 The offer shall be accompanied with all technical data/documents/certifications as required under the tender specifications. Evaluation shall be carried out on the basis of data/ documents/certifications submitted with the bid. No clarification, additional information may be sought / accepted after bid opening.

**13.8 Deviation to technical specifications:**

The bidder shall fill the "technical compliance sheet" and mention offered specifications along with reference to its technical brochure/literature (page/clause No.etc). Statement such as "Compliant" or "Confirmed" is not acceptable. Deviation to tender terms and technical specification is not acceptable. However, if bidder feels to mention minor deviation, the same shall be referred categorically on the "Bid Form" as well as on the technical compliance sheet stating reference of its technical data sheet/brochure. In case of insufficient information, data or documents, the Company is not liable to seek clarification and the bid may be determined non-compliant on provided information.

**14. Award/Evaluation Criteria:**

- 14.1 In case of locally manufactured items e.g. service line material & meter components, manufactured by local vendors, the lowest bidder will be awarded maximum quantity as per his declared capacity and past performance in respect of delivery and quality. New vendors / manufacturers shall also be considered for placement of a purchase order up to a maximum of 10% of the tender quantity if their submitted sample has been tested and approved and provided they have quoted lowest price or agree to accept the order on lowest received price.
- 14.2 Generally for other items other than above, ordering shall be based on technical compliance and lowest quoted price. Supplies may be subject to pre shipment inspection and post qualification by a third party in case of foreign material. If required during the process of manufacturing and / or inspection, SSGCL representative may visit the manufacturer facility to witness the manufacturing / inspection process.



- 14.3 Evaluation may be carried out both on item or on group of items/single or multiple package basis depending upon the nature of requirement exclusively at the discretion of the company to ensure economic procurement.
- 14.4 Company reserve the right to settle the final terms of supply with the lowest evaluated and commercially responsive bidder: Any effort by the bidder (s) to influence the outcome of bid evaluation or placement of purchase order may result in disqualification of the bidder.

#### 15. Loading of Bids:

Bids may be loaded with following if offer found to be deviated from specifications, delivery schedule, terms & conditions without stating the amount involved in such deviation by following method:

- 15.1 The cost of compensation / loading amount for that item shall be derived from the bid itself.
- 15.2 If 15.1 is not possible, average of rates of other bidders, who have quoted for that item conforming to technical specification, shall form the basis for cost compensation/loading.
- 15.3 The company will encourage participation by local bidders who will be given price preference. Landed cost factor shall be determined as per prevailing Government policy / SRO. However they will submit details of local value addition on raw material imported by them and percentage of locally manufactured component with documentary evidence.

#### 16. Performance Bond:

- 16.1 In case purchase order value is above Rs:500,000, the successful bidders shall submit performance bond guarantee which is to be submitted within ten days from receipt of LOI or order along with integrity pact. The successful bidders shall submit a performance bank guarantee (PBG) in the form of a pay order or bank guarantee (specimen attached at Annexure-B) issued by a scheduled bank in Pakistan, for an amount equivalent to 10% of the total value of the purchase order or as specified, in the "letter of intent". The performance bond unless specified otherwise, shall remain valid till;
- 16.1.1 Completion of final satisfactory delivery in case of consumable items.
- 16.1.2 12-18 months from the date of satisfactory delivery of the equipment/machinery.
- 16.1.3 Satisfactory delivery/installation of system in case the installation responsibility is on supplier's part.
- 16.1.4 120 days in case of chemicals.
- 16.1.5 In case of locally manufacturing item, the PBG equivalent to 3 months delivery schedule will be required after placement of purchase order which should remain valid till completion of final satisfactory delivery of the ordered quantity.
- 16.1.6 In case of small diameter line pipe (MS/MDPE) the PBG shall remain valid up to 3 months after completion of satisfactory final delivery.
- 16.1.7 In case of Vehicles, Manufacturer's Warranty is required in lieu of PBG.

16.2 The guarantee will be released after completion of this period, subject to satisfactory performance of the supplied equipment/machinery/system as mentioned at 16.1 above. The supplier shall keep the guarantee valid at their cost until fulfillment of the obligations.

16.3 In case the bidder does not submit the performance bond as specified, the delivery time of goods shall be deemed to have commenced 10 days (15 days in case of import) from the issuance of letter of intent/purchase order. The proceeds of the performance bond shall be payable to the Company as compensation for any loss resulting from the supplier's failure to complete its work under the purchase order/ contract. The validity period of the performance bond is to be extended if the delivery date/period is being extended mutually by the Company/Supplier.

16.4 The performance bond will be discharged / returned by the Company not later than thirty (30) days following the date of completion of the supplier's work under the purchase order/contract including any warranty/guarantee/performance obligations as specified in the special conditions of contract. The supplier shall not be absolved of their liability to perform in case of encashment of performance bond by the Company, who shall have the right to claim and receive all damages/losses incurred due to non-performance.

16.5 The Company shall promptly notify the supplier in writing for any claim arising under this guarantee. Upon receipt of such notice, the supplier shall promptly repair or replace the defective goods or parts thereof, without cost to the Company other than, where applicable the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination.





- 16.6 If the supplier, having been notified, fails to rectify the defect (s) in accordance with the purchase order/contract, the Company may proceed to take such remedial actions as may be necessary at the supplier's expense. Any amount payable by the supplier under this clause may be recovered by the Company by withdrawing from the performance bond without having to notify or seek the approval of the supplier.
- 16.7 Nothing herein contained shall be construed to limit supplier's obligation of performance of the order/contract to the value of the performance bond.
- 16.8 **Guarantee/Warranty:** In case where performance guarantee is not applicable, the supplier shall confirm that all supplied goods under the contract/purchase order are new, unused, of the most recent or current models and incorporate all recent improvements in design and goods unless provided otherwise in the contract/purchase order. This guarantee shall remain valid for a period of twelve to eighteen months after the goods have been delivered or commissioned.
17. **Purchase Order/Contract:**  
Purchase order of quoted material may be placed on fulfillment of conditions mentioned at 14 & 16 above which is through formal confirmation for proceedings with the suppliers.
18. **Assurance:**  
The successful bidder will be required to give satisfactory assurance of its ability and intention to deliver the goods, pursuant to the tender enquiry and contract within the time set forth therein:
19. **Force Majeure:**
- 19.1 In the event of either party hereto being rendered unable, wholly or partially, by force majeure circumstances to carry out its obligations under the purchase order/contract documents, such party shall give notice and full particulars and other satisfactory evidence of such force majeure circumstance(s) in writing or by fax to the other party within 7 days after the occurrence of the cause(s). Relied upon the obligations of the party giving such notice so far as they are affected by such force majeure shall be suspended for the period during cause(s) shall, as far as possible, be remedied and obviated with all reasonable dispatch. The term 'force majeure' as employed herein, shall mean acts of God or public enemy, civil insurrection, fires, floods, earthquakes or other physical disasters, order or request of governments, blockade or embargo. It is, however, clarified that strikes, lockouts, shortage or non-availability of raw materials, rains, and disturbances, other labor dispute or congestion's in ports on the supplier's side shall not be included in the term 'force majeure'.
- 19.2 In case the force majeure contingencies last continuously for more than one month, both parties will agree on the necessary arrangements for the further implementation of the purchase order/contract. In case further implementation is unforeseeable and impossible, both parties shall arrange for the termination of the purchase order/contract, but without prejudice to their rights and obligations prior to such termination it being understood that each party shall fulfill its contractual obligations so far as they have fallen due before the operation of force majeure.
20. **Amendment in purchase order/contract:**
- 20.1 The Company may at any time by a written notice to the supplier make changes within the general scope of the purchase order/contract in any one or more of the following:-
- 20.1.1 Drawings, designs or specifications where goods to be furnished under the purchase order/contract are to be specifically manufactured for the Company.
- 20.1.2 The method of shipment or packing.
- 20.1.3 The place of delivery.
- 20.1.4 Quantities of item up to a maximum variance of +15% of purchase order/contract value.
- 20.2 Company reserves the right to increase/decrease the quantities or delete any or all items listed in the price schedule/schedule of requirement/bid form without assigning any reason.
- 20.3 Upon notification by the Company of such modifications the supplier shall submit to the Company an estimated cost for the proposed modification within ten (10) calendar days of receipt of notice of the modification and shall include an estimate of the impact (if any) of the modification on the delivery dates under the purchase order/contract, as well as a detailed schedule for the execution of the modification, if applicable.



- 20.4 The supplier shall not perform modification in accordance with clause 20.1 above until the Company have authorized a modification order in writing on the basis of the estimate provided by the supplier as described in clause 20.3.
- 20.5 Modification mutually agreed upon shall constitute a part of the work under the purchase order/contract and the provisions and conditions of the contract shall apply to the said modification.
- 20.6 If modification made by the Company results in a variation in purchase order/contract quantities whose net cost effect is within 15% of the total value then the original purchase order/contract rates would be applicable. Any "modification" affecting the quantities and the corresponding cost effect beyond 15 percent would be mutually agreed upon between the Company and the supplier.

#### 21. Extension in delivery period:

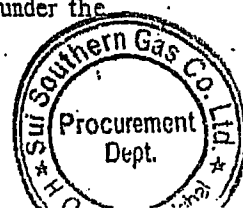
- 21.1 Delivery of the goods shall be made by the supplier in accordance with the schedule of requirement and delivery period; however, the supplier may claim extension of the time limits as set forth in the schedule of requirements and delivery period in case of
- 21.1.1 Modification in the goods ordered by the Company pursuant to clause 20.
- 21.1.2 Delay in provision of any services which are to be provided by the Company (services provided by the Company shall be interpreted to include all approvals by the Company under the contract).
- 21.1.3 Delay in performance of work caused by orders issued by the Company.
- 21.2 The supplier shall demonstrate to the Company's satisfaction that it has used its best endeavors to avoid or overcome such causes for delay and the parties will mutually agree upon remedies to mitigate or overcome such causes for delay.
- 21.3 Notwithstanding clause 21.1 above, the supplier shall not be entitled to an extension of time for completion unless the supplier at the time of such circumstances arising, immediately has notified the Company in writing of any delay that it may claim as caused by circumstances pursuant to clause 21.1 above and upon request of the Company, the supplier shall substantiate that the delay occurred is due to the circumstances referred by the supplier.

#### 22. Packing:

- 22.1 The material shall be in original/sealed packing to ensure delivery without any damage during transit.
- 22.2 If any of the good is discovered to be damaged or unacceptable at the point of embarkation, the supplier shall be responsible for replacement of those goods free of any charge and cost to the Company, within the delivery time schedule of the contract/purchase order.
- 22.3 The identification marks showing contents, quantity and contract/purchase order number shall be printed on each skid/metal container/case containing one copy of invoice & packing list.
- 22.4 Handling and Transportation:  
The Supplier shall arrange for the proper stacking of the Goods and for its proper storage and lashing and for other such provisions/suitable measures as may be necessary to safeguard against movement and damage to the Goods from the point of loading to its designated destination.

#### 23. Inspection:

- 23.1 Pre-delivery inspection may be carried-out at the premises of supplier(s) and/or post delivery inspection at company's any location, by the appointed inspector/inspection team, third party inspectors appointed by the Company.
- 23.2 The Company reserves the right to arrange inspections and tests to the goods or manufacturing processes at any stage at any of the premises of the supplier or its subcontractor(s) or and at the point of delivery end at the goods final destination. Where conducted on the premises of the supplier or its sub-contractor(s), all reasonable facilities and assistance including access to drawings and production data shall be furnished to the inspectors at no charge to the Company. Such inspection, however, shall not relieve the Supplier to fulfill the obligations under the



purchase order/contract. If goods fail to conform to the specifications, the Company may reject them.

#### 24. Delivery:

- 24.1 Free delivery at any of the following locations, unless specified otherwise:
- 24.1.1 R & D Section, Stores Department Abul Hasan Ispahani Road, Karachi.
  - 24.1.2 R & D Section, Stores Department F-37, SITE Karachi.
  - 24.1.3 R & D Section, Stores Department F-76, Dope Yard SITE, Karachi.
  - 24.1.4 Meter Manufacturing Plant, Sir Shah Suleman Road, Gulshan-e-Iqbal Karachi.
  - 24.1.5 Khadeji Store, 57th Kilometer at Super High way Karachi.
  - 24.1.6 Any other location specified by the company.
- 24.2 Delivery period shall commence after 10 days (15 days in case of import) of the issuance of letter of intent or from the date of purchase order/contract whichever is earlier, unless otherwise specified.
- 24.3 The supplier shall replace defective material at their risk & cost including transportation, duty, taxes etc.
- 24.4 GST Invoice if applicable be submitted at R&D section Stores Department along with material & delivery challan.
- 24.5 Unloading and stacking through cranes, fork lifters, labor etc. will be arranged by supplier at delivery site (for material like Pipes/Heavy Machinery & Equipment etc).
- 24.6 Delivery is to be made strictly in accordance with "delivery schedule" as specified by the Company.
- 24.7 The rejected material is to be collected/lifted by the supplier within a maximum period of one month after its intimation by the Company. Beyond specified period, the Company shall not be responsible for storage/safety of the uncollected material.

#### 25. Delivery Failure:

- 25.1 In case the supplier fails to supply/ship the material within the stipulated period, the Company have the right to make an alternative arrangement for the purchase of the goods on such terms as may be offered. In such event all losses, cost and charges sustained/incurred by the Company on stated purchase shall be recovered from the Supplier without prejudice to any other right or remedy available to the Company which includes recovery of losses sustained by the Company from any due payment of the said supplier.
- 25.2 In the event Company remains unable to make such alternative arrangements, the Company has the right to recover from the supplier any or all losses sustained as a result of the supplier's failure to ship/supply the goods as per schedule of delivery.
- 25.3 In the event Company being forced to purchase any quantity or any other alternative not specified in this document as a result of any failure to supply/ship the material, the Company shall have the right to terminate the contract/purchase order without prejudice to any other rights or remedies available to the Company.

#### 26. Payment:

- 26.1 The supplier after delivery of goods and its acceptance shall submit invoice to Finance Department of the Company, containing following information i.e.
- (a) Purchase order No. & date
  - (b) Items
  - (c) Quantity
  - (d) Price
  - (e) Invoice value
  - (f) Point of delivery
  - (g) Delivery challan indicating delivery date, etc.
- Payment will be made within 30 days of completion of stated formalities.
- 26.2 Income Tax @ 3.5% or as applicable under the prevailing government rules will be deducted at source (except where the supplier provides an income tax exemption certificate). Quoted price shall be inclusive of all taxes, except GST, which shall be mentioned separately. Supplier(s) are required to submit signed and stamp acknowledgement slip, Sales Tax return, Annex "C" & Annex "I" (whichever applicable) in which Sales Tax (of relevant Sales Tax invoice) is paid.





26.3 In case supplier is not liable to pay tax under the income tax ordinance or is liable to pay tax at a lower rate the supplier shall obtain a certificate from the tax authorities in Pakistan to that effect. In case the required certificate is not produced by the supplier prior to the date of payment, then the Company shall deduct tax at source from the gross payment payable to supplier.

**27. Liquidated damages:**

27.1 If supplier fails to deliver ordered material within the stipulated period/scheduled time specified in purchase order, Company, without prejudice to any other remedies, shall deduct from the bill or any other due payments/guarantees, as liquidated damages, a sum equivalent to 0.1% per day of the undelivered goods up to maximum 10%. The liquidated damages shall also be applicable for the cancelled quantity of goods under clause 28.

27.2 Whenever liquidated damages become payable, in the event that delivery of all goods and equipment is not made within the time period specified except on account of force majeure, the Company shall quantify the same and shall serve notice to the supplier requiring payment thereof. If the supplier fails to remit payment within 15 days of receipt of such notice, the Company shall forth-with become entitled to recover the same without recourse to the supplier, by calling upon The Performance Bond, withdrawals by way of liquidated damages shall not reduce the value of the Performance bond.

27.3 The payment of liquidated damages shall not relieve the supplier from performing and fulfilling all its obligations under the contract/purchase order nor shall the right and entitlements of the Company be affected or reduced in any manner.

27.4 In case of order placed on FOB/C&F basis, the delivery period shall commence from the date of confirmation of L/C. However, delayed submission of PBG period in excess of time limit will be deducted from the delivery period for the purpose of recovery of late delivery charges.

27.5 The liquidated damages shall be the sum equivalent to point one (0.1%) percent of the Contract price of the delayed goods as unperformed services for each day of delay, until actual delivery or performance, up to a maximum deduction of ten (10) percent of the Contract price. Once this maximum is reached, the Company may consider termination of the Contract at the risk and cost of the Supplier.

**28. Default by Supplier:**

28.1 The Company may, without prejudice to any other remedy by written "notice of default" sent to the supplier, cancel the purchase order whole or in part; if:

28.1.1 The supplier fails to deliver any or all of the ordered quantity as per specified delivery schedule or any extension thereof granted by the Company

28.1.2 The supplier fails to perform any other obligation(s) under the "purchase order".

28.1.3 The Company during the delivery period has reasons to believe that the supplier will not be able to fulfill the obligations under the purchase order/contract.

The Company prior to exercising its right to cancel the purchase order/contract shall issue notice to the Supplier specifying the default(s) and the supplier shall submit an explanation within seven (07) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory and/or the default(s) continues, purchase order/contract may be cancelled. The Company in addition to cancellation of purchase order/contract may suspend/cancel the enlistment of supplier.

28.2 The Company shall have the right to terminate/cancel the contract/purchase order concluded between the supplier and Company; if:

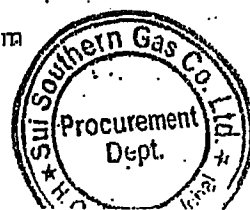
28.2.1 The successful bidder fails to furnish the performance bond as under clause 16 thereof.

28.2.2 The supplier fails otherwise to perform, fulfill or comply with terms, conditions, regulations and requirements of the contract/purchase order to carry out the work in accordance with the provisions thereof or abandons the shipment.

28.2.3 The supplier becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.

28.2.4 One or more consignments of material delayed by a period of more than three months or non-supplied.

28.2.5 Rejection of manufacturing items as a result of observation by inspection team



28.2.6 Penalty on higher rejection rate of supplied goods.

28.3 The supplier shall have the right to terminate the contract/purchase order if:-

- 28.3.1 The Company fails to establish the "letter of credit" within the stipulated period as required.
- 28.3.2 The Company becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.
- 28.3.3 The Company is in default and breach of its obligation and liabilities under the contract/purchase order.

29. Resolution of dispute:

The Company and the supplier shall make every effort to resolve the disagreement or dispute arising between them amicably by direct discussion under or in connection with the purchase order/contract.

30. Applicable law:

The purchase order/contract shall be governed by and interpreted in accordance with the laws of the Islamic Republic of Pakistan.

31. Declaration/Integrity Pact/Certification:

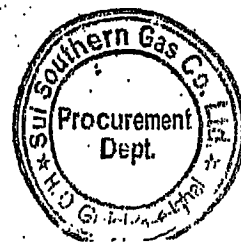
- 31.1 Successful supplier shall furnish the declaration (specimen attached at Annexure-C) within 10 days after issuance of LOI/order /contract if the order/contract value becomes Rs:10 million or above.
- 31.2 In case of F.O.B/C&F Purchase order/Contract, the Principal as well as "local agent" both will sign the "integrity pact" as required under this clause.
- 31.3 Bidders to submit a certificate on Rs:100/- non-judicial stamp paper certifying that they are not black listed by the Government/Autonomous bodies and declared as defaulted supplier.

32. Arbitration/resolution of disputes:

- 32.1 Any difference or dispute arising out of or in connection with the contract between the Company and the supplier which can not be amicably resolved shall be referred to arbitration in Karachi, Pakistan, to two arbitrators, one appointed by each party of such difference/ dispute. In case the judgment of the said Arbitrator being at variance, the matter shall be referred to an "umpire", who shall be appointed by both the side Arbitrators. The umpire shall be retired judge of a High Court or the Supreme Court of Pakistan. Such arbitrators and umpire shall together proceed to adjudicate the disputes in accordance with the Arbitration Act, 1940, as amended from time to time.
- 32.2 Prior to exercising any right by the Company or supplier to terminate the purchase order/ contract under the conditions stipulated above, a return notice shall be required to be given to the other party specifying such default(s) and calling for submission of an explanation within seven (7) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory, and the default(s) continuous, the purchase order/contract be terminated with notice to other party.
- 32.3 The agreement shall be governed by Law of Islamic Republic of Pakistan and the arbitration language shall be English.
- 32.4 During the course of arbitration, the supplier shall not suspend the performance of his responsibilities and obligations under the contract unless authorized by the Company in writing to do so.
- 32.5 In addition to the remedies as stated above, there is a "grievance committee" formed by the Company which can be approached by supplier in case of non-settlement of issues at any stage if supplier feels that settlement is not insight or not justified.

33. Redressal of grievances by the procuring agency:-

- 33.1 Grievance Committee is in place to address the complaints of bidders that may occur prior to entry into the procurement contract.
- 33.2 Aggrieved bidder may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report.
- 33.3 Bidder is to submit complaint on letter head duly signed by the authorized person. Tender reference, details / nature of complaint, complainant active telephone, cell, postal address, email





address must necessarily be provided. Incomplete / anonymous complaints will not be responded at all.

- 33.4 The Committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint
- 33.5 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

**34. Blacklisting of Suppliers and Contractors:**

The Company shall permanently blacklist or temporarily debar (at least for 6-months from participating in SSGC's tender proceedings) if, a supplier or contractor who either constantly fails to perform satisfactorily performance or found to be indulged in corrupt and fraudulent practices as defined below:

- 34.1 Corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official/Company.
- 34.2 If the supplier/contractor found responsible for the detriment of the Company during proceedings of procurement/contract, process or its execution.
- 34.3 Misrepresentation of facts in order to influence the procurement process or the execution of the purchase order/contract.
- 34.4 Collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Company of the benefits of free and open competition.

**35. Supplier's Guarantee and Responsibilities:**

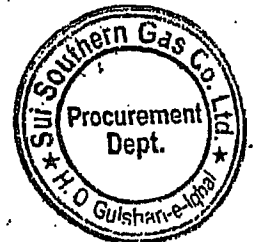
The Bidder/Supplier shall guarantee that the materials supplied against this tender enquiry is new and is of acceptable quality and has been tried and approved on similar jobs. The validity and scope of such guarantee will be in accordance with conditions stated in this document. In case the opinion of the Company the Goods fail to perform the services in accordance with the specifications specified in Section IV due to manufacturing defects/defective material and/or workmanship, the Supplier shall replace, repair or reconstruct such Goods at his own cost in Pakistan wherever the Goods shall be located so that such Goods shall be restored to such conditions that it shall perform in satisfactory operating condition or to replace it with new Goods at Supplier's cost so that the goods shall perform in accordance with the specifications and details as set forth in the Contract/tender documents. If the Supplier shall fail to do so after expiry of 15 days notice to this effect served on him by the Company, the Company shall be at liberty to repair, replace and/or reconstruct the Goods at its costs provided in the event, the Company shall be entitled to recover total cost of such replacement from the Supplier withdrawing from the Performance Guarantee.

**36. Language:**

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Company shall be written in English language. Any printed literature furnished by the bidder may be written in another language provided that this literature is accompanied by an English translation in which case for purpose of interpretation of the bid, English translation shall govern.

**37. Vehicle Applied by Authorized dealer of local manufacturer :**

In case of vehicle supplied by authorized dealer of local manufacturer, the authorized dealer will be responsible to get the vehicle (s) registered through Excise Department Government of Sindh and provide Original Registration book / Original Registration Invoice / Tax payment receipt / other related documents & provide the vehicle (s) number plate (s) to SSGC. Registration fee will be reimbursed by SSGC subject to submission of Government of Sindh Excise Department receipt.



## Additional Terms for Tenders on F.O.B.C&amp;F basis:

## 1. Submission of bids:

- 1.1 Bid bond (Earnest money) @ 2% of the total F.O.B value as per clause 9, of section 1 of "General terms & conditions" is required to be submitted with the bid. It may be noted that bids without bid bond will be rejected and returned to bidder.
- 1.2 In case the bidder is manufacturer the bid shall either be completely prepared by the foreign bidder including signing and stamping of all documents. In case, such documents are being signed by the local agent of the bidder, the bid shall essentially include supplier's original Performa invoice and an original authority letter in favor of local agent to sign the documents on their behalf. The bid is liable for rejection if these conditions are not met.
- 1.3 In case of Bidder offering to supply goods which the bidder did not manufacture or otherwise produce, the bidder shall be duly authorized by the goods manufacturer or the producer to submit bid or supply the goods on their behalf.
- 1.4 Bids shall be submitted (preferably through local agents) in two copies, (original + copy).
- 1.5 The price on unit FOB and C&F basis is to be quoted separately. Following are to be essentially indicated in the bid form:
  - 1.5.1 Country of origin.
  - 1.5.2 Port of shipment.
  - 1.5.3 Estimated gross/net weight, dimension & volume of offered item and estimated weight of each item.
  - 1.5.4 Delivery period or schedule in case of bulk quantities.
  - 1.5.5 Original technical literature.
  - 1.5.6 Beneficiary's complete address.

1.6 Foreign bank charges and L/C confirmation charges will be borne by the supplier.

## 1.7 Bid Currency:

The rates shall be quoted in bidder's home country or in United States Dollars. A bidder expecting to incur a portion of its expenditures in the performance of the contract in more than one currency and wishing to be paid accordingly shall indicate the same in their bid. However, bidder from Pakistan would be paid in Pak Rupee.

(Clause 1.5 of General Terms & Conditions is not applicable)

## 2. Bid bond:

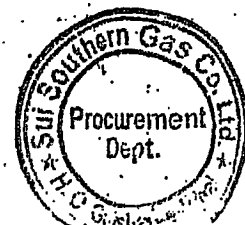
- 2.1 Bid bond shall be equivalent to two percent (2%) of the total F.O.B value, in favor of Sui Southern Gas Company Limited and shall be in the form of pay order, demand draft, call deposit receipt or a bank guarantee (specimen attached at Annexure-A), issued by a scheduled bank in Pakistan. The bid bond shall remain valid for 120 days (150 days in case of Single Stage Two Envelope bidding procedure) unless specified otherwise. The bid bond shall be returned/refunded to the un-successful bidders while the bid bond of the successful bidder shall be retained, till submission of Performance bond. Bids without bid bond will not be considered. In case the order value is less than US\$25,000 the bid bond in lieu of performance bond, will be retained till fulfillment of obligations by the supplier. However, in either case the bidder is responsible to arrange the extension of bid bond validity as per requirement. If bid bond submitted by the supplier is more than 2% of ordered value, it may be replaced with appropriate value. Bid bonds of non-compliant bidders may be released during evaluation process. The bid bond shall be denominated in the currency of the bid or any other freely convertible currency.

- 2.2 Bid submitted on behalf of different principals shall be required to submit separate bid bond along with the bid for each offer.

(Note as mentioned at Clause 9, 9.1 & 9.2 of General Terms & Conditions shall also apply).

## 3. Conversion to single currency:

In order to carry out evaluation and comparison, the Company will convert all bid prices expressed in various currencies to Pak Rupees at the buying exchange rates established by the State Bank of Pakistan or any other commercial bank in Pakistan for similar transactions on the date of opening of bids. In case of Two Envelope Bidding System, the exchange rates prevailing at the time of opening of Technical Proposals will be used for conversion and evaluation.



## 4. Evaluation Criteria:

- 4.1 The evaluation of bids will be carried out on C&F / landed cost basis, however purchase order will be placed on FOB price on freight to collect basis. The bidders are required to submit best freight charges obtained by them from Pakistan National Shipping Corporation (PNSC) in order to have a uniform basis to arrive at C&F cost. Bill of lading to indicate "freight payable by the consignee at destination" in local currency. Foreign currency exchange rate (selling) will be considered as of bid "opening date".
- 4.2 In the case of goods to be offered from outside Pakistan, custom duties and other similar import taxes which are applicable shall be added to the bid.
- 4.3 In case shipment by air it shall be arranged through Company's airfreight forwarder (s) or their nominated agent. "on freight to collect basis".

(Clause No. 14.3 to 14.4 of General Terms & Conditions are also to be applicable).

## 5. Loading of Bids:

Freight charges from port of loading up to Karachi port or unit C&F value must be indicated in bid form, failing which bid will be loaded by 5 to 10% freight charges. Bid will be declared non-compliant if loading results an extensive increase in price of material.

(Clause 15 of General Terms & Conditions is also applicable).

## 6. Performance bond:

- 6.1 In case purchase order value is US\$ 25,000/- or above or equivalent for other currencies, letter of intent will be issued to successful bidders for submission of performance bond guarantee which is to be submitted within 15 days from receipt of L.O.I. The successful bidders shall submit a performance bank guarantee (P.B.G) in the form of bank guarantee (specimen attached at Annexure-B) issued by a scheduled bank in Pakistan, for an amount equivalent to 10% of the total value of the purchase order or as specified, in the letter of intent. The performance bond unless specified otherwise, shall remain valid till:

- 6.1.1 Completion of final satisfactory delivery in case of consumable items.
- 6.1.2 12-18 months from the date of satisfactory delivery of the equipment/machinery.
- 6.1.3 Satisfactory delivery/installation of system in case the installation liabilities will be on supplier's part.
- 6.1.4 120 days in case of chemicals.

- 6.2 The Letter of Credit shall be operative upon receipt of Performance Bond (as specified in para 6.1) and integrity pact, any delay due to late submission of Performance Bond will be on supplier's account. Late submission of PBG should not affect the delivery schedule.

- 6.3 The performance bond shall be denominated in foreign currency or in currency of the contract/purchase order or in a freely convertible currency acceptable to the Company and shall be in the form of a bank guarantee.

- 6.4 In very special case subject to approval of the management, the P.B.G could be acceptable in Pak Rupee. However, an undertaking should be given by the supplier that in case of encashment of P.B.G supplier shall deposit short fall amount due to Pak Rupee exchange rate.

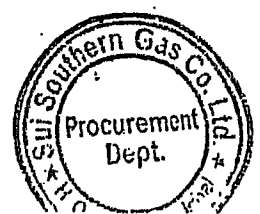
## 6.5 Warranty/Guarantee:

In case where performance guarantee is not applicable, the supplier shall warrant that all goods supplied under the contract/purchase order are new, unused, of the most recent or current models and all recent improvements in design and goods have been incorporated, unless provided otherwise in the contract/purchase order. This guarantee shall remain valid for a period of twelve to eighteen months after the goods have been delivered or commissioned.

(Clause 16.2 to 16.8 of General Terms & Conditions are also applicable).

## 7. Delivery:

- 7.1 In case of "FOB" order/contract, shipment(s) shall be effected per vessel of Pakistan National Shipping Corporation (PNSC) owned or chartered vessels on "freight to collect" basis. Bill of lading to indicate "freight payable by the consignee at destination". In case goods ready for shipment and the PNSC vessel is





not available at port of loading, supplier shall intimate the same to Company immediately so that matter could be taken with PNSC in Pakistan.

7.2 In case of C&F order/contract, the supplier hereby guarantees/ensure:

- 7.2.1 To use clean and dry vessel suitable for marine transportation and shall not use tramp vessels.
- 7.2.2 The goods/material will be shipped/dispatched with all care and diligence at their risk & cost and goods to be stored below deck. Accordingly, the supplier shall be responsible for all damages/losses during inland and marine transportation from the supplier's plant until arrival at Karachi port.
- 7.2.3 To provide as part of its work all services and functions related to handling, loading, unloading, lashing and securing in ship's holds and all costs, charges and expenses of which shall be included in the purchase order/contract price, unless otherwise specified:

7.3 In case of FOB order/contract, the supplier's obligations shall be over after the goods have crossed the ship's rails. The co-ordination, scheduling and lining-up for a PNSC vessel shall be the obligation of the supplier.

7.4 The supplier shall reimburse the Company all additional duties, taxes and other such charges paid by the Company on account of short shipment by the supplier for all items subsequently shipped on a no-charge basis or otherwise by the supplier. The supplier shall also reimburse the Company all additional duties, taxes and other such charges paid by the Company on account of incorrect invoicing by the supplier.

7.5 Shipment shall be deemed to have been made when the supplier has shipped the goods against a clean bill of lading and all other such documentation, as specified in clause 9.3 & 9.4 appearing next in sequence) have been furnished to the Company.

7.6 The supplier shall ensure that all above mentioned acts and other incidental and ancillary functions are conducted in accordance with sound and acceptable engineering practices. The Company shall be entitled to oppose any incorrect or inadequate practice adopted by supplier in this respect and the supplier shall take corrective action/measure forthwith to correct such omissions. If any goods are discovered to be damaged or unacceptable at the point of loading, the supplier shall be responsible for replacement free of all charges and costs to the Company within the delivery period specified in the purchase order/contract.

#### 8. Insurance:

8.1 All goods supplied under the purchase order/contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in delivery clause 7.

8.2 Marine Insurance shall be the responsibility of the Company unless otherwise specified.

8.3 The supplier shall advise the Company by fax at least seven (7) days prior to the expected date of shipment, the following particulars:-

- 8.3.1 Name of the vessel and of the shipping company.
- 8.3.2 Age of the vessel (which should be less than 20 years).
- 8.3.3 Lloyds 100A1 or equivalent classification of the vessel.
- 8.3.4 ETD from Port of dispatch and ETA at Karachi
- 8.3.5 FOB/C&F value of the consignment.

The above information shall also be transmitted to the Company's underwriters, M/s. National Insurance Corporation by fax No. 0092-21-9202779 and to the Company referring Policy No. NIF/M/K/OP/002/73.

#### 9. Payment:

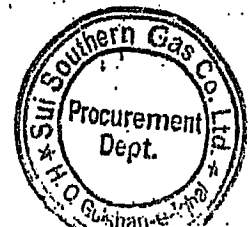
9.1 Payment of FOB/C&F prices shall be made in the currency of bid through an irrevocable letter of credit (L/C) established in favor of the supplier, negotiable through the bank of their choice. Bidder shall indicate full name and address of the negotiating bank and the place at which they wish to negotiate the letter of credit. All bank charges outside Pakistan will be on supplier's account and all bank charges within Pakistan will be at Company's account. If confirmed letter of credit is required then charges for confirmation will be on supplier's account.

9.2 The supplier's request (s) for payment shall be made to the Company in writing as follows:

9.2.1 It shall be accompanied by an invoice describing, as appropriate, the goods delivered and the services incurred and by shipping documents submitted pursuant to Clause 9.4 hereof and upon fulfillment of other obligations stipulated in purchase order/contract.

9.2.2 Against shipping documents on arrival of ordered material at consignee destination. Bidder (s) will have to clearly mention, if they wish to opt for this mode of payment

9.3 The letter of credit shall be available upon presenting the following documents to the negotiating bank within 15 days of the date of the bill of lading covering shipment of each consignment:



- |        |  |       |                                |
|--------|--|-------|--------------------------------|
| 9.3.1- | Invoice  | ----  | 4 copies                       |
| 9.3.2- | Packing list   | ..... | 4 copies                       |
| 9.3.3- | Bill of lading " freight to be paid by consignee at destination" evidencing shipment in terms of the purchase order to Karachi-Pakistan made copies. out to order in the name of Co.'s bank, Notify party Sui Southern Gas Company Ltd., | ..... | 3 originals & 6 non-negotiable |
| 9.3.4- | Certificate of Origin (Verified/ Endorsed by Chamber of Commerce )   | ..... | 2 copies                       |
| 9.3.5- | Manufacturers test certificate/  | ..... | 2copies Inspection report.     |
- 9.4 Without prejudice to the supplier's responsibility for providing documents mentioned as at 9.3.1 to 9.3.5 above to bank, the supplier shall forward the following non-negotiable documents directly to Company immediately after shipment so as to reach the Company at least 15 days prior to the arrival of the vessel at Karachi port.**
- |       |  |       |                                |
|-------|--|-------|--------------------------------|
| 9.4.1 | -Invoice   | ----- | 6 copies                       |
| 9.4.2 | -Bill of Lading  | ----- | 6 copies                       |
| 9.4.3 | -Packing List  | ----- | 6 copies                       |
| 9.4.4 | -Certificate of Origin (Verified /Endorsed by Chamber of Commerce) | ----- | 2 copies                       |
| 9.4.5 | -Manufacturers Test Certificate/                                   | ----- | 2 copies<br>Inspection Report. |
- 9.4.6 The invoice to be exactly as per order/contract. Any deviation which render or cause the company to pay demurrage or any other charges with respect to clearance/handling etc. will be borne by the supplier.
- 9.5 No payment hereunder shall be deemed to be accepted by the Company of the goods covered by such payment nor release the supplier from responsibility thereof under the terms of the purchase order/contract.
- 9.6 If the Company is compelled to pay demurrage or storage charges or incurs any loss or suffers any damage at Karachi Port on account of non-compliance by the supplier of above requirements, the Company shall be entitled at their sole discretion to recover the same amount from supplier.
- 10. Termination of purchases order by supplier:**
- 10.1 The supplier shall have the right to terminate the contract/purchase order if:-
- 10.1.1 The Company fails to establish the letter of credit within the stipulated period as required under clause 9.1 hereof after the supplier has made compliance with the provisions of clause 6.
- 10.1.2 The Company becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.
- 10.1.3 The Company is in default and breach of its obligation and liabilities under the contract/purchase order.
- 11 Installation/Commissioning/Training:**  
If installation/commissioning and training is required, the charges will be paid in Pak Rupee and will be subject to deduction of all local duty and taxes (as applicable).
- 12 Vehicle (s) supplied by foreign manufacturer / principal:**
- 12.1 In case of supply of any type of vehicle (s) / earth moving vehicle (s) by the foreign principal / manufacturer. After clearance of vehicle from the custom, the local agent of the foreign supplier / manufacturer / principal will be completely responsible to get the vehicle (s) registered through Excise Department Government of Sindh and provide Original Registration book / Original Registration Invoice / Tax payment receipt / other related documents & provide the vehicle (s) number plate (s) to SSGC. Registration fee will be reimbursed by SSGC subject to submission of Government of Sindh Excise Department receipt.
- 12.2 The bidder / supplier shall quote only those vehicle (s) / which fully comply to Pakistani environment and can operate in Pakistan. The bidder should ensure that vehicle (s) consumable i.e (fuel/oil & lubricant/ spares) are easily available in Pakistan.





On Non Judicial Stamp Paper of Rs. 50/- (Fifty) Per 100,000  
Format of Bid Bond Guarantee

BANK GUARANTEE NO.....  
DATE OF ISSUE.....  
DATE OF EXPIRY.....  
AMOUNT.....

Sui Southern Gas Company Limited,  
ST. 4/B, Block-14,  
Fulshan-e-Iqbal,  
Sir Shah Suleman Road,  
Karachi.

Dear Sirs,

**Bid Bond Bank Guarantee**

In consideration of M/s..... hereinafter called the Bidder  
having submitted the accompanying bid & in consideration of value received from Bidder we hereby agree and  
undertake as follows:

To make unconditional payment of Rs..... upon your written demand without further  
recourse, question or reference to the Bidder or any other person in the event of withdrawal of the aforesaid  
bid by the Bidder before the end of the period specified in the bid after the opening of the  
same for the validity thereof or if no such period to be specified within 90 days (150 days in case of Single Stage Two  
Envelope bidding procedure) after said opening and or in the event that the Bidder shall within the period  
specified therefore or if no period specified within 15 days after the prescribed forms are presented to the  
Bidder for signature the Bidder shall fail to execute such further contractual documents if any, as may be  
required by the terms of the bid as accepted or on the Bidder failure to give the requisite Performance Bond as  
may be required for the fulfillment of resulting contract.

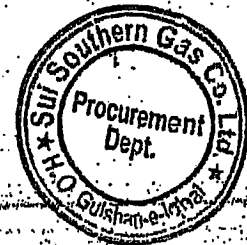
To accept written intimation (s) from you as conclusive and sufficient evidence of the existence of a default  
of non-compliance as aforesaid on the part of Bidder and to make payment accordingly within 03 days of the  
receipt of the written intimation.

No grant of time or other indulgence to, or composition or arrangement with the Bidder in respect of the  
aforesaid Bid with or without notice to us shall in any manner, discharge or otherwise, however, effect this  
Guarantee and our liabilities & commitments hereunder:

This Guarantee shall be binding on us and our successors in interest and shall be irrevocable.

Ours faithfully,

(Stamp and signature of the issuing bank)



On Non Judicial Stamp Paper of Rs. 50/- (Fifty) Per 100,000  
Format of Performance Bond Guarantee

BANK GUARANTEE NO.....  
DATE OF ISSUE.....  
DATE OF EXPIRY.....  
AMOUNT.....

Sui Southern Gas Company Limited,  
ST. 4/B, Block-14,  
Gulshan-e-Iqbal,  
Sir Shah Suleman Road,  
Karachi.

Dear Sirs,

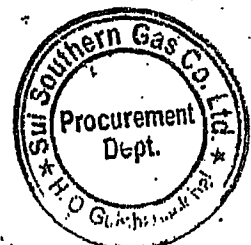
In The Sum of Rs.....Account.....  
To You in Karachi under the Purchase

In consideration of your having placed Purchase Order No.....  
dated:..... On M/s..... called Supplier and in  
consideration for value, received from Supplier, we hereby agree and undertake as under:

1. To make unconditional payments to you from time to time as called upon or make an unconditional payments Rs..... Being Ten Percent (10%), of the value of the Purchase Order price mentioned in the said Purchase Order, on your written demand(s) without further resource, question or reference to Supplier or any other person, in the event of default or non-performance and / or non-fulfillment by Supplier of his obligations liabilities & responsibilities under and in pursuance of the said Purchase Order of which you shall be the sole judge.
2. To accept written intimation from you as conclusive and sufficient evidence of the existence of a default or breach as aforesaid on the part of Supplier and to make payment accordingly within 3 (three) days of receipt thereof.
3. To keep this guarantee in full force from the date hereof as specified in General or Special terms & conditions.
4. That on grant of time or other indulgence to amendment in the terms of the purchase order by agreement with Supplier in respect of the Performance of his obligations under and in pursuance of the said Purchase Order with or without notice to us, shall in any manner discharge or otherwise, however, affect this Guarantee and our liabilities and commitments there under.
5. This Guarantee shall be binding on us and our successors in interest and shall be irrecoverable.
6. This Guarantee shall not be affected by any change in the constitution of the Guarantor Bank or the constitution of M/s .....the Supplier.

Yours faithfully,

(stamp and signature of the issuing bank)



## (Format of Declaration)

General Manager (Procurement)  
Sui Southern Gas Company Limited,  
ST. 4/B, Block-14, Gulshan-e-Iqbal,  
Sir Shah Suleman Road, Karachi.  
Dear Sir,

**Declaration**

(the Seller/Supplier) hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Sui Southern Gas Company Limited or any administrative subdivision or agency thereof of any other entity owned or controlled by it (SSGC) through any corrupt business practice.

Without limiting the generality of the foregoing, (the Seller/Supplier) 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 to give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation of benefit in whatsoever form from SSGC, except that which has been expressly declared pursuant hereto.

(The Seller/Supplier) certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with SSGC and has not taken any action or will not take any action in circumvent the above declaration, representation or warranty.

(The Seller/Supplier) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation any warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to SSGC under any law, contract or other instrument, be voidable at the option of SSGC.

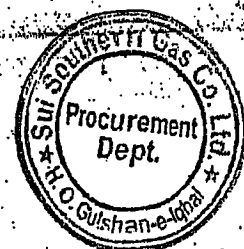
Notwithstanding any rights and remedies exercised by SSGC in this regard, (The Seller/Supplier) agree to indemnify SSGC for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to SSGC in an amount equivalent to ten times the sum of any commission,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

Yours faithfully,

Signature & Stamp (The seller/supplier)

Note:

1. The above declaration is required to be submitted by the Successful Bidder after issuance of Purchase Order (PO) or Letter of Intent (LOI) on Bidder's letter head, for purchase order / letter of intent of a total value of Rs. 10,000,000/- (Ten million) or above.
2. Please note that submitting the declaration is a mandatory requirement.



CONTRACT FORM

Contract No. SSGC/FP/

**ARTICLES OF AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between Sui Southern Gas Company Limited, having its office at ST-4/B, Sir Shah Muhammad Suleman Road, Block 14, Gulshan-e-Iqbal, Karachi, hereinafter referred to as the "Company" of the one part and M/s. \_\_\_\_\_ hereinafter referred to as the "Contractor", (which expression shall include the successors, of the said firm, heirs, executives, administrators and assigns of the Partners of the said firm individually or severally) of the other part.

WITNESSETH:

WHEREAS, under the procedures, bids have heretofore been received by the Company for carrying out "\_\_\_\_\_ work and the tender of the Contractor for the said work has been accepted by the Company.

NOW THEREFORE, for and in consideration of the promises, negotiations, covenants and agreements hereunder contained and to be performed by the parties hereto, the said parties hereby covenant and agree as follows:-

Article-1 Work and Cost of the Work:

- i) In consideration of the covenants and agreements to be kept and performed by the contractor and for the faithful performance of this Contract and the completion of the work embraced therein according to the specifications and conditions herein contained and referred to or agreed to in course of subsequent negotiations and in accordance with the Contract, the Company shall pay and the Contractor shall receive and accept as full compensation for everything furnish and done by the contractor under this agreement as sum of approximately Rs. \_\_\_\_\_ (\_\_\_\_\_), or such other sums as may be ascertained in accordance with the conditions of Contract, etc. and at rates quoted against each item of work and agreed to and accepted by the parties as one instrument, and at the times and in the manner prescribed by the conditions of the Contract.
- ii) The Contractor at his own proper cost and expense shall do all work and furnish all labour, materials, tools, supplies, machinery and other equipment and plant that may be necessary for the satisfactory completion of all the works as set forth in the contract documents.

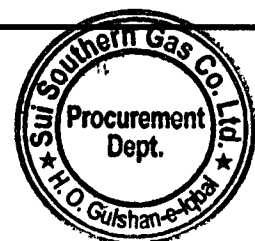
Article-2 - Time:

The maintenance of a rate of progress in the works at a rate which will result in its completion within the specified time, is of the essence of the contract and the Contractor agrees to proceed with all the due diligence and care at all times to take all precautions to ensure the timely completion as defined herein; time being deemed to be essence of the Contract of part of the Contractor.

The said work shall be started on the Contractor's receipt from the Company of a written order to proceed, and the Contractor shall have the work called for duly and fully complete in total \_\_\_\_\_ months {including \_\_\_\_\_ (\_\_\_\_) weeks mobilization period} from the date of issuance of such order.

Article-3 - Contract Documents:

It is understood and agreed that the contract documents which comprise this Contract are attached hereto and made a part hereof and consist of the following :-





- a) The Article of Agreement.
- b) Bid ((submitted vide letter No. \_\_\_\_\_, dated \_\_\_\_\_ comprising Letter of Invitation, Instructions to bidders, Scope of Work, Special and General Conditions of Contract, Tender Form, Bill of Quantities, Drawings, etc.).
- c) Company letter No. \_\_\_\_\_, dated \_\_\_\_\_.  
Contractor letter No. \_\_\_\_\_, dated \_\_\_\_\_.
- d) Notice of Award (Letter of Intent (LOI) No.SSGC/MAT/FP/\_\_\_\_\_, dated \_\_\_\_\_.
- e) Acceptance by the Contractor on the copy of LOI.
- f) Letter to Proceed No. SSGC/PROC/FP/\_\_\_\_\_, dated \_\_\_\_\_.
- g) Performance Bank Guarantee No. \_\_\_\_\_, dated \_\_\_\_\_, amounting to Rs. \_\_\_\_\_ issued by M/s. \_\_\_\_\_.

It is agreed by the parties to the contract that this contract shall be executed in two counterparts; one copy to be retained in the office of the Sui Southern Gas Company Limited and one given to the Contractor.

IN WITNESS WHEREOF the parties hereto have executed this Contract at Karachi in two counterparts by their duly authorized representatives as of the day and year herein above set forth.

Signed for and on behalf of  
M/s. Sui Southern Gas Company Limited

Signed for and on behalf of  
M/s. \_\_\_\_\_ Karachi

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

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

Name : \_\_\_\_\_

Name : \_\_\_\_\_

In the presence of :

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

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

Name : \_\_\_\_\_

Name : \_\_\_\_\_

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

Name : \_\_\_\_\_

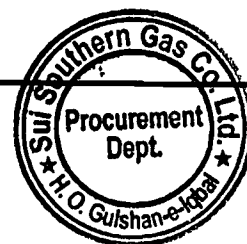




## SECTION - 1 B

**General Terms & Conditions****1. Definitions and Interpretation:**

- 1.1 In these tender documents (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the Tender requires otherwise.
- a) **Company** means the Sui Southern Gas Company Limited; a Company registered under statutes of Pakistan and includes any successors-in-interest or assignees.
  - b) **Engineer** means the Engineer(s) nominated by the Company to look after and supervise the Work.
  - c) **Representative of the Company** means a duly authorized person appointed by the Company or as specified in the "Special Conditions of the Contract" to perform the assigned duties.
  - d) **Bidder** means any person or persons, firm or company bidding for the Work.
  - e) **Contractor** means the persons, firm or company whose Tender (as hereinafter defined) has been accepted by the Company and includes the Contractor's representatives, sub-Contractors, successors and permitted assignees (Prior to the execution of the Contract the word "Contractor" also means a Tenderer or Bidder submitting a proposal in accordance with the Tender Documents).
  - f) **Agent or Representative** means person(s) appointed by the Contractor to perform duties as set forth in the Contract.
  - g) **Laborers/Workmen** means such laborers/workmen and staff as may be employed by the Contractor for purpose of carrying out the Work.
  - h) **Sub Contractor** means any firm or person having a direct Contract with the Contractor. Nothing contained herein however, shall be deemed or be construed to impose upon the Company, any obligation, liability or duty to a sub-contractor or to create any contractual relation between any sub-contractor and the Company.
  - i) **Work** means whole of the Works / Services or part thereof to be executed in accordance with Tender / Contract documents, whether temporary or permanent and whether original, altered substituted or additional.
  - j) **Contract Documents** shall consist of duly executed Articles of Agreement, the Tender Documents and the Tender submitted by the successful Bidder, including modifications thereto incorporated in the documents before and after the execution of the Contract.
  - k) **Contract Price/Value** means the sum named in Schedule of (SOR) / BOQ subject to additions thereto or deductions there from as may be made under the provisions hereinafter contained.
  - l) **Plant** means all machineries, equipment, materials, appliances or things of whatsoever nature required in or about the execution, completion or maintenance of the Work, but does not include such equipment, materials, appliances or things intended to form part of the permanent Work.
  - m) **Temporary Works** means all temporary works of every kind required in or about the execution, completion or maintenance of the Work.
  - n) **Drawings** means the drawings referred to in the Contract documents and any modification of such drawings.
  - o) **Location** means the land and other places on, under in or through which the Work is to be executed or carried out and other lands or places provided by the Company for the purpose of the Contract.
  - p) **Approved/Approval** means approved/approval in writing by Company's representative or as specified in "Special Conditions of Contract".
  - q) **Tender/Bid** means the offer tendered by the Bidder for the Work governed by the Contract.
  - r) When the terms Acceptable, Satisfactory, Proper, or other such general qualifying terms are used in the Contract, it shall be understood that reference is made to be sole ruling and the sole judgment of the Company.
  - s) The Word Equivalent or Equal where used in these documents in the general sense shall not mean Similar but shall mean "Conforming to, Like, of Kind/Quality and Function". "Proprietary Items" and "Trade Names" are used for the purposes of establishing a standard of "Kind, Quality and Function" and "Equipment" items, articles, things or materials will be approved, if held to be "Equivalent" by the Company.
  - t) **Approved Banker** wherever occurring in this Contract shall mean a Scheduled Commercial Bank operating in Karachi and acceptable to the Company.



- u) **Specification(s)** means the standard codes of practice and other specifications issued with the Tender and any notification such as specifications approved in writing by the Company and other specifications as may from time to time be furnished or approved in writing by the Company.
  - v) **Month** means calendar month of the Christian era.
  - w) **Time Schedule** is a graphical illustration of the time span of various Work activities defining starting and completion dates.
  - x) **Bonds** mean Bid Bond, Performance Bond or Bank Guarantee and other instruments of security furnished by the Bidder of his surety in accordance with the Tender/Contract.
  - y) **Completion Date** means the date on which the Work has been completed in accordance with the Contract so that it can be utilized for intended purpose.
  - z) **Day** means a day of 24 hours mid night to mid night.
  - aa) **Completion Period** means the time allowed for the execution of the Work.
- 1.2 Words importing the singular only also include the plural and vice-versa where the Contract so requires.
- 1.3 The marginal headings or notes in these Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the Contract.
- 1.4 If there is any conflict between the Special Conditions and the General Conditions, the Special Conditions shall modify, supplement and supersede the General Conditions.

2. **Examination:**

Bidders shall visit/inspect/examine the Work & Location and shall fully acquaint themselves with the nature and requirements of Work/Services, access to Work/Location, availability of materials, weather, law and order and local conditions etc. before submitting their Bids. Submission of the Bid shall be prima facie evidence that the Bidders have fulfilled this requirement and shall be binding upon him.

3. **Conflict between Drawings/Specifications/SOR:**

In case of any conflict between drawings/specifications, SOW/TOR and SOR/BOQ, with regard to the quality of any item, the Contractor / Consultant shall base his quotation for the better quality. In case of any deficiency in the drawings/details, the Contractor / Consultants shall seek clarification from the Company. Submission of Bids/rates on the basis of incomplete drawings/details shall be Contractor / Consultant's sole responsibility.

4. **Additions, Deletions:**

The Company reserves the right to make addition (Upto 15 % ) and delete the quantity from the Work defined in SOW/TOR/SOR/BOQ as deemed necessary before or after the execution of the Contract. All such additions and deletions shall only be authorized in writing by the Company.

5. **Schedule of Requirement:**

The quantities specified in the SOR/BOQ are estimated and are intended to serve only as a guide to the Bidders. Payments shall be made on the basis of actual Work quantum done as measured. No claims or adjustments shall be entertained/allowed on account of increase or decrease in the Scope of Work which has not been duly authorized by the Company through the issue of change orders as stipulated in the relevant provision.

6. **Rate:**

The Bidder shall quote all item rates and lump sum prices as shown in the "SOR/BOQ". Bidders shall fill in the rate / price for each item in the SOR/BOQ. In case of any discrepancy between item rate and the amount, the quoted item rate will prevail. The quantities given in the SOR/BOQ are estimated ones and are subject to variations. That is, there could be increase or decrease. Nevertheless, the item rates quoted by the Bidder shall remain fixed and no escalation whatsoever shall be permissible. The rates / prices quoted by the Bidder shall be workable. The Bidder shall be required to furnish a complete rate analysis of any item in the SOR/BOQ as considered necessary, by the Company.

7. **Escalation:**

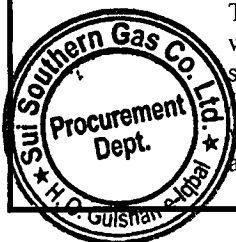
It may be clearly understood that this tender does not contain a price variation clause and therefore, all unit prices quoted shall be firm, irrevocable fixed and valid until completion of the Contract and will not be subject to variation on any account.

8. **Validity:**

Bids shall remain valid for acceptance for a period of (120) days from the date of bid opening. If the last date falls on a holiday, the validity will be extended to the first Company working day thereafter.

9. **Bid Bond (Earnest Money):**

The Bidder is required to furnish Bid Bond strictly (if the bid increases to Rs. 500,000/-) in accordance with the prescribed format, in the form of a Pay Order, Demand Draft or Bank Guarantee issued only by a scheduled commercial bank operating in Karachi, for an amount 2% of the total bid value of tendered Work Services quoted by the Bidder in favor of Sui Southern Gas Company Limited. No Bid shall be considered without a Bid Bond and no cash or cheque or a guarantee issued by an insurance company shall be accepted.



The Bid Bond shall remain valid for a period of 150 days from the date of Bid opening. Bid Bonds of the unsuccessful Bidders shall be returned as soon as practicable, The successful Bidder's Bid Bond shall be retained by Company until execution of a Contract for the Work / Services defined in these documents and the submission of a Performance Bond prior to the execution of Contract.

In the event that the successful Bidder refuses or fails to provide (PBG) and Stamp papers for contract within fifteen (15) days of the issuance of a Letter of Intent, Company shall be at liberty to forfeit the Bid Bond.

In the event of the bid bond validity falling short of the prescribed period of 150 days as the case may be either (i) due to extension in the bid submission date or (ii) where so required by the procuring agency, than in such an event it shall be mandatory on the bidder to extend the bid bond validity up to 150 days within 30 days of the opening of technical proposal / bid, and / or where so required by the procuring agency.

In case when bidder submit alternate bids a separate bid bond for each bid is required otherwise bid will be liable for rejection. In case of Single Stage Two Envelope bidding system (bid bond will be enclosed with "Financial" bid, unless and until specified separately in Tender terms).

The bid bond may be forfeited if a bidder withdraws the bid during validity period specified by the bidder or if successful bidder fails to:

- Accept purchase order/LOI,
- Furnish performance guarantee in accordance with clause 10 of General Terms & Conditions,
- Extend Services as per requirement and completion Period.

**10. Performance Bond:**

The Bidder shall furnish a Performance Bond strictly (if the bid increases to Rs. 500,000/-) in accordance with the prescribed format in the form of a bank guarantee issued by a scheduled commercial bank operating in Karachi for an amount equivalent to \_\_\_\_\_ ( ) percent of the Contract value. Failure to furnish the performance Bond before execution of the Contract will entitle the Company to consider the Bidder as having abandoned the Contract and the forfeit the Bid Bond. The Performance Bond shall remain valid till after three (03) month of completion of the work.

The Company's right to recover damages from the Bidder for breach of Contract shall not be limited to the value of the Performance Bond. In the event of the Bidder failing to execute a formal Contract or to submit the Performance Bond in the manner aforesaid and in the period specified, the Company shall be entitled to appropriate the earnest money submitted by the Bidder with his tender without prejudice to its right to claim any further loss or damage which may result to it by reason of the aforesaid default of the Bidder as if Contract is actually executed for the purpose of such claims.

The Bidder shall extend the validity period of the Performance Bond for such period(s) as required for the Contract performance.

The performance bond of the successful bidder will be released after successful completion of work.

**11. Retention Money:**

The amount to be retained from payments shall be equal to the specified percent of certified value of Work which would be released after the maintenance period.

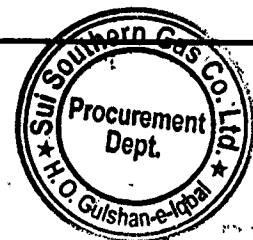
**12. Completion Period:**

Subject to any requirements as to completion of any portion of the Work before the completion of the whole of Work, the Work shall be completed within the specified completion period. The Work shall not be considered as completed until the Company has certified in writing that it has been completed. Should extra, altered or additional Work of any kind, or any other cause of delay, which in the opinion of the Company could not have been foreseen by the Contractor / Consultant requires extension in completion time, then on the written request of the Contractor / Consultant, the completion period as provided in the Contract shall be extended by the Company. All such extensions shall be allowed in writing by the Company's representative.

**13. Signing / Execution of Contract / Agreement:**

Formal signing / execution of Contract / Agreement shall be completed within fifteen (15) days of receipt of "Letter to Proceed". The Company shall prepare the Contract in accordance with the prescribed format (Contract Form, and Articles of Agreement) for the purpose and the successful Bidder shall be communicated the date and time by the Company for the execution of Contract.

The successful Bidder shall provide the stamp paper, of value at the rate of thirty five (35) paisa per every hundred Rupees or part thereof of the amount of the Contract, or at the prevailing rate as specified by the Government of Pakistan.





In case the agreement is executed for services i.e Janitorial, Canteen, Landscaping, Maintenance Contract etc.... will be for One year extendable for further Two terms of one year each unless specified in Special Term & conditions.

**14. Award / Evaluation Criteria:**

Company reserves the right to settle the final award of job to the technically compliant and lowest evaluated and commercially responsive bidder.

Evaluation may be carried out both on item or on group of items/single or multiple package basis depending upon the nature of requirement exclusively at the discretion of the company to ensure economic procurement.

**15. Commencement & Execution of Work:**

Notwithstanding any delay in the preparation / execution of the Contract the successful Bidder shall commence mobilization / preparations and under take the Work within (15) days after receipt of the Letter to Proceed.

The Contractor / Consultant shall prior to commencement of Work, obtain the written authority and instructions of the Company.

**16. Change in Orders:**

The Company may at any time, by a written notice to the Contractor / Consultant, make changes within the general Scope of Work of the Contract.

Upon notification by the Company of such change, the Contractor / Consultant shall submit to the Company an estimate of costs for the proposed change (hereinafter referred to as a change) within ten (10) calendar days of receipt of notice of the change, and shall include an estimate of the impact (if any) of the change on the completion date (s) under the Contract, as well as detailed schedule for the execution of the change, if applicable.

The Contractor / Consultant shall not perform changes in accordance with above, until the Company has authorized a Change Order in writing on the basis of the estimate provided by the Contractor / Consultant.

Changes mutually agreed upon as a change shall constitute a part of the Work under this Contract, and the provisions and conditions of the Contract shall apply to said change.

**17. Assignment:**

The Contractor / Consultant shall not assign, in whole or in part, its obligations to perform under the Contract except with the Company's prior written consent.

**18. Termination of Contract:**

The Company may decide to terminate the Contract in one of the following situations:

(i) **Termination for Default:**

The Company may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor / Consultant, terminate the Contract in whole or in part.

- (a) If the Contractor / Consultant fails to complete the contracted Works / Services within the time period(s) specified in the Contract or any extension thereof granted by the Company.
- (b) If the Contractor / Consultant fails to perform any other obligation(s) under the Contract.
- (c) If the Company during the completion period of the Contract has reason to believe that the Contractor / Consultant will not be able to fulfill the obligations under the Contract.

Prior to the exercising of any right by the Company to terminate the Contract, the Company shall issue notice to the Contractor / Consultant specifying the default(s) and the Contractor / Consultant shall submit an explanation within seven (07) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory and / or the default(s) continues, the Contract may be terminated by the Company.

(ii) **Termination for Insolvency:**

The Company may at any time terminate the Contract by giving written notice to the Contractor / Consultant, without compensation to the Contractor / Consultant, if the Contractor / Consultant becomes bankrupt or otherwise insolvent. Notwithstanding the above such termination will not prejudice or affect any right of action or remedy which as accrued or will occur thereafter to the Company.



(iii) **Termination for Convenience:**

- a. The Company may by written notice sent to the Contractor / Consultant, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the company's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.
- b. The Works that are complete and ready for Commissioning within thirty (30) days after the Contractor / Consultant's receipt of notice of termination shall be at the Contract prices and on the existing Contract terms. For the remaining Works, the Company can also opt to have any portion thereof completed and commissioned at the contract prices and on the other contract terms.

19. **Liquidated Damages:**

If the Contractor / Consultant fails to complete the Work or perform the Services specified in the Contract within the stipulated period / scheduled time specified in the Contract, the Company, without prejudice to any other remedies, shall deduct from the bills or any other due payments / guarantees, as liquidated damages, a sum equivalent to 0.1 % per day of the value the Contract, until actual completion of the Work or performance of the Services. However if delay of over 100 days takes place (i.e. equal to 10%), the Company reserves the right to terminate the Contract at the risk and cost of Contractor / Consultant. The liquidated damages shall also be applicable for the Works / Services terminated under Clause 16.

The payment of liquidated damages shall not relieve the Contractor / Consultant from performing and fulfilling all its obligations under the Contract and nor shall the rights and entitlements of the Company be affected or reduced in any manner.

20. **Force Majeure:**

The parties will not be considered to be in default in the execution of their contractual obligations or any of them to the extent that the execution of such obligations or any of them is delayed or omitted by cause of Force Majeure. Each party will advise the other party by written notice within 07 days of the occurrence of any such case of Force Majeure. The term Force Majeure employed herein shall mean acts of public enemy, wars (whether declared or not) invasion, hostilities, revolution, epidemics, riots (other than among the Contractor / Consultant's own employees) fires, floods, earth quake, commotion, disorder and other causes similar in kind to those herein mentioned, not under the control of either party, which makes the performance of this agreement unfeasible and which by the exercise of due diligence the party seeking excuse from performance is unable to overcome.

The Company shall not be liable to the Contractor / Consultant for any damage or loss caused by Force Majeure directly or indirectly.

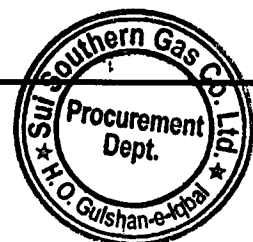
21. **Safety of Employees and Works:**

The Contractor / Consultant shall be responsible to take all necessary precautions for the safety of employees on or off the Work, and shall comply with all applicable safety laws and codes to prevent accidents or injury to persons on about or adjacent to the places where the Work is being performed. All statutory rules, orders, regulation from time to time in force relating to taking and observance of all safety precaution governing or which might be deemed to be given during the execution and performance of the Work. The Contractor / Consultant shall comply with any and all personnel safety regulations. Any person of the Contractor / Consultant violating the safety rules shall be removed by the Contractor / Consultant from site and replaced without delay.

22. **Insurance:**

The Contractor / Consultant shall be responsible for obtaining a Contractor / Consultant's All Risk Policy (CAR) against risks to the Works and shall make good at his own cost, all losses or damages whether to the Works or to the lives, persons, whether under the workmen's compensation Act or Third Party Risk, or property of others from whatsoever cause arising out of or in connection with the works either during the progress of the works or during the period of maintenance provided by this Contract.

The Contractor / Consultant shall arrange insurance approved by the Company fully to cover workmen compensation and other claims arising out of sickness, injury or death of his personnel working at site and also to cover theft, loss of or damage to the Company's material in his possession and to indemnify the Company for third party claims for damage done or said to have been done to those persons or their property as a result of the Contractor / Consultant's activities on and off the site.



**Insurance will be required where ever applicable:**

**Company's Address:**

GENERAL MANAGER (PROCUREMENT)  
SUI SOUTHERN GAS COMPANY LIMITED,  
2<sup>ND</sup> FLOOR, HEAD OFFICE, ST-4/B, B-14,  
SIR SHAH SULEMAN ROAD,  
GULSHAN-E- IQBAL,  
KARACHI –PAKISTAN.

**Contractor / Consultant's Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. **Dispute Resolution:**

If any dispute shall arise as to the interpretation of this Contract or any matter or thing arising there from, the same shall be settled as far as possible by way of amicable resolution. Failing such settlement, the dispute may be referred for arbitration to two Arbitrators, one to be nominated by each Party. The appointed Arbitrators shall before proceeding on the reference appoint an Umpire. The Award given by the Arbitrators or the Umpire as the case may be shall be final and binding on the Parties. The proceedings shall be governed by the Pakistan Arbitration Act, 1940 and any statutory modification thereof. The venue of arbitration shall be Karachi.

All costs of Arbitration shall be borne by the Parties themselves, unless otherwise ordered by the Arbitrator. Notwithstanding the existence of any difference or dispute, or the commencement or continuance of any arbitration proceedings, Works to be done or Services to be provided under this Contract shall not be suspended or discontinued by the Contractor / Consultant nor shall any payment be withheld by the Company except the difference of the amount in dispute, which is the subject matter of such proceedings.

24. **Income Tax and Duties:**

All kinds of Government Taxes and Duties (income tax, custom duties, etc.) also the provincial sales tax as per provincial law, against any item of the contract, shall be entirely the responsibility of the Contractor / Consultant. Income Tax will be deducted as applicable under the prevailing Government Rules. Rate of Income Tax deduction in relation to submission of Income Tax certificate from the Contractor / Consultant should also be stipulated.

All Foreign Service providers are required to obtain Advance Ruling from the Federal Board of Revenue (FBR) under Section 206A of the Income Tax Ordinance 2001 (Pakistan's Income Tax Law). The advance Ruling issued by FBR covers application of Income Tax Ordinance 2001 to Transaction proposed or entered in to Foreign Service Provider".

25. **Payments:**

Payment will be made within 30 days after completion of works.

The Contractor / Consultant shall submit to the Company during the execution of the Work on-account bills along with a statement / details of executed Work.

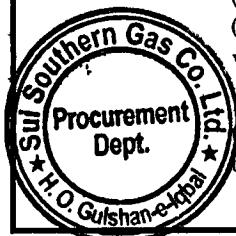
The rates and prices in such on-account bills and statement of Work shall be in accordance with those in the SOR/BOQ so far as such rates and prices are applicable and on the approved rates and prices for other items of Work. All payments against on-account bills shall be treated as provisional payments and will be subject to final adjustment.

The Company may withhold payment or on-account of subsequently discovered evidence, nullify the whole or part of any certificate to such extent as may be necessary to protect itself from loss on-account of:

- (a) Defective Work not remedied.
- (b) Claims filed or reasonable evidence indicating probable filling of claim.
- (c) Failure of the Contractor / Consultant to make payments properly to Sub-Contractor / Consultants.
- (d) Damage to another Contractor / Consultant.

When the grounds are removed payment shall be made for amounts withheld because of them.

Payments in respect of extra / additional Work will be made on the basis of the original Contract rates and the Contractor / Consultant will not be entitled to any extra compensation / payment including idle charges because of such delays.





The making and acceptance of the final payment after successful completion of Work shall constitute a waiver of all claims by the Company other than those arising from faulty Work appearing after final payment and of all claims by the Contractor / Consultant, except those previously made and still unsettled.

Supplier (s) are required to submit signed and stamped acknowledgement slip, Sale Tax return, Annex "C" & Annex "I" (whichever applicable) in which Sales Tax (of relevant Sales Tax invoice) is paid.

**26. Blacklisting of Suppliers and Contractor / Consultants:**

The company shall permanently blacklist or temporarily debar (at least for 6-months from participating in SSGC's tender proceeding) if, a supplier or Contractor / Consultant who either constantly fails to perform satisfactorily or found to be indulged in corrupt and fraudulent practices as defined below:

- 26.1 Corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official/company.
- 26.2 If the supplier/Contractor / Consultant found responsible for the detriment of the company during proceedings of procurement/contract, process or its execution.
- 26.3 Misrepresentation of facts (by providing fake documents, concealing / mis- reporting facts pertaining to the bid) in order to influence the procurement process or the execution of the purchase order/contract.
- 26.4 Collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the company of the benefits of free and open competitive.

**27. GOP's Obligation:**

The contract shall be governed by the Law of Pakistan. The Contractor / Consultant is obligated to comply with all regulations and ordinance in force or to be passed by the Government of Pakistan in connection with Labor legislation during the course of the work to be performed. Any additional financial charges on account of revision in minimum wages by GOP will be company's responsibility while the contract is in operation.

This contract embodies the entire understanding of the parties hereto on this subject and there are no commitment, terms, conditions or obligations, oral or written, express or implied, other than those contained herein.

**28. Late Bid:**

Sealed bids shall be mailed/submitted/dropped in tender box placed at Tender Room, CRD Building, and SSGC Head Office, In accordance to the time specified in invitation to bid & tender notice (which ever applicable), Bids are to be delivered on or before closing time after which all bids submitted after the time prescribed shall not be entertained and will be returned without being opened. In case bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.

**29. Rebate / Discount:**

Unit rate (s) given in the Bill of Quantities shall take into account all relevant factors including discount if any. Discount given separately at the time of bid opening will not be considered.

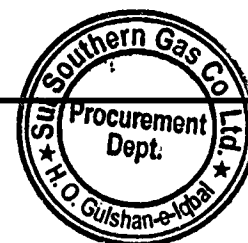
**30. Joint Ventures:**

In the event that the bidder is bidding as a Joint Venture, the Company will require the joint venture agreement duly executed by the parties to the Joint Venture to be submitted with the bid. The joint venture parties shall also furnish an undertaking to be jointly and severally liable for all liabilities arising out of obligation under the Purchase Order / Contract. The, Joint Venture agreement of the parties must specify share of each partner and name of the lead partner along with their registration with the FBR, SST and BST as the case may be failure to specify these two narrations the joint venture agreement will not be entertained.

**31. Correction / Amendments in Quoted Price:**

Any overwriting in BOQ / SOR is not allowed. In case of type of any amendment / correction required in unit price / total amount the same has to be strikeout and re-written with corrected figures, properly signed & stamped out, in order to avoid an ambiguous bid.

32. The bidders are required to fill form SSTW-05 (if deemed required) and submit with bid.



Ref No \_\_\_\_\_

Dated \_\_\_\_\_

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

SNTN \_\_\_\_\_

Address \_\_\_\_\_

**NOTICE UNDER RULE 3(1) OF THE SINDH SALES TAX SPECIAL PROCEDURE (WITHHOLDING) RULES, 2011.**

Dear Sir,

Kindly note that we are a withholding agent under the Sindh Sales Tax Special Procedure (Withholding) Rules, 2011, and that we shall withhold and deduct the prescribed amounts of Sindh sales tax against your tax invoices in relation to the services provided or rendered by you to us. We hold NTN/FTN

2. We undertake to deposit the withheld/deducted amounts of Sindh sales tax in the Sindh Government's head of account "B-02384" against a SRB-prescribed PSID/Challan (SST-04 or SSTW-04) in the manner prescribed under the aforesaid Sindh Sales Tax Special Procedure (Withholding) Rules, 2011, and we shall provide you a certificate of deduction-cum-deposit in terms of rule 3(9) thereof.

Signature \_\_\_\_\_

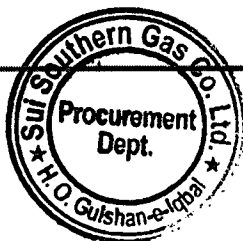
Name \_\_\_\_\_

CNIC \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

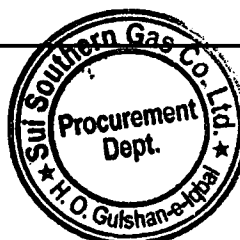
Official seal \_\_\_\_\_



**Section - 2 (services)**  
**Special Conditions of Tender Document**  
**Tender Enquiry No. SSGC/802/FP/13596**

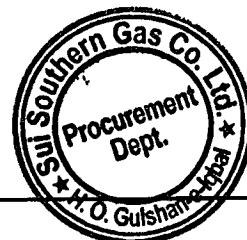
**Note:** In case of any conflict between special conditions of Tender Document and any other terms & conditions, the Special Conditions of Tender Document will govern / prevail.

- 1- Contractor to submit the following within 15 days after issuance of Letter of Intent (LOI).
  - a. Performance Bank Guarantee
  - b. Stamp Papers
  - c. Insurance Policy
  - d. Any other Document as mentioned in the LOI
- 2- Formal contract will be made on Non-Judicial stamp paper of value @ Rs 0.35 per hundred rupees of contract value, as per prevailing rate by Government of Sindh & Balochistan. The stamp duty will be borne by the contractor and also submit the copy of challan of stamp paper. Further as per Government of Sindh Board of Revenue notification NO.CIS/SWB/BOR/R&T-17/2022-808 dated 08-06-2022 all judicial and non-judicial stamp paper of the denomination of rupee five hundred and above shall be exclusively on e-stamp.
- 3- All kinds of Government Taxes, Duties and Levies against any item of the contract, shall entirely be the responsibility of the Contractor. Income Tax will be deducted as per applicable Law under the prevailing Government Rules. Rate of Income Tax deduction in relation to submission of Income Tax certificate from the Contractor should also be stipulated.
- 4- Bank Guarantee (Bid Bond Guarantee/Performance Bank Guarantee) will be made on Non-Judicial stamp paper at the prevailing rate as specified by the respective Provinces. Further the bidder/contractor submitting the Bid Bond guarantee/Performance Bank guarantee being prepared by the State Bank's schedule banks should ensure that there should be no deletion/insertion/alteration/modification of any terms in the Bid Bond/PBG guarantee format as given in the tender document or else bid will be liable for rejection.
- 5- If the letter to proceed (LTP) by user deptt. is not issued within six months after issuance of letter of intent (LOI), both the parties are at liberty to terminate/voke the LOI without any claim of loss or damage to the other party.
- 6- The completion period of the said work shall start with effect from the issuance of Letter to Proceed, which in case of work exigencies could be issued prior to signing of formal agreement.
- 7- In case of services and works tenders:  
Bids determined to be substantially responsive will be checked by the Procuring Agency for an arithmetic error. Errors will be corrected by the Procuring Agency as follows;
  - a. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern ; and
  - b. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rates as quoted will govern, unless in the opinion of the Procuring Agency there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern and the unit rate will be corrected.
- 8- The bidder shall fill in rates and prices for all items of the works / services described in the BOQ. Item against which no rate or price is entered by a bidder will not be paid for by the Procuring Agency when executed and shall be deemed covered by rates and prices for other items in the BOQ. **Any Bidder who change / amend the BOQ or Price Schedule (description, Quantity, UOM etc.) will render the bid as conditional bid and will be liable for rejection.**
- 9- **Method For Submission of Bid Bond (Under Single Stage Two Envelope Bidding Procedure):**  
In case of Single Stage Two Envelope Tenders the fixed bid bond as per clause#09 of General Terms & Conditions to be placed in the Technical Proposal. However, if the bid bond is placed in the financial proposal will also be considered. Without submission of bid bond (either in Technical proposal or financial proposal) the bid will be rejected.
- 10- Bid bond submission (2%) of the bid amount as mentioned in the clause 9 of General Terms & Conditions, to be treated as null & void, however other contents of clause 9 will remain unchanged. The submission of fixed amount of Bid security is appearing in the Schedule of Requirement/Bid Form.





- a) All the bidders are advised to furnish fixed bid security amount appearing in Schedule of Requirement/Bid Form, failing which their bid will be rejected.
- b) The submission of fixed amount of bid security is also mandatory for all the bids valuing Rs.500,000/- or less.
- c) The word lowest bidder or the lowest evaluated bid has been substituted to read as **most advantageous bid**.
- 11- Bid shall remain valid for acceptance for period of (120) days from the date of public opening of the bids & Bid Bond validity is for 150 days.
- 12- In case the local agent requires to offer bid form more than one Principal / Manufacturer, it is mandatory to purchase separate tender document for each Principal / Manufacturer, failing which the bid submitted with the original tender document will only be accepted and the bid with photocopy of tender document will be rejected.
- 13- Blacklisting Mechanism of Suppliers and Contractors and their Local Agent:**  
Black listing mechanism is attached separately in the tender documents which will become an integral part of Tender Documents and now be followed / enforced in true letter & spirit and **supersede the Black listing terms as mentioned in the General Terms & Conditions.**
- 14- Original counter slip of token which is issued with tender document to be attached on the TOP of envelope at the time of bid submission"
- 15- The **Successful Contractor(s) / Supplier(s) / Consultant(s)** shall submit a copy of Professional Tax Certificate with their Invoices / Bills failing which the payment will not be released.
- 16- Contracts of Contractors**  
In the event the contractor is not willing to extend the CONTRACT for further term(s) / Period(s) under the same terms & conditions and the quoted price as defined in the bid documents, the contractor is liable to intimate in writing to SSGC at-least 3 (Three) months in advance prior to completion of the existing contract term / period, failing which, action will be taken as per tender terms.
- 17- Insurance**  
In addition to the Clause 22 –**Insurance**, of General Term and Condition, when The **Successful Contractor(s) / Supplier(s)** will submit Insurance Policy to SSGC, the Insurance Company (policy issuer) should be registered with SECP, otherwise the insurance policy will not be considered / rejected at contractor's risk and cost. The insurance coverage period will be according to the work completion period as mentioned in the contract / tender documents.
- 18- Fixed Bid Security – Alternative Bid**  
A bidder cannot submit two bids/offers with a single fixed bid security/pay order. However, the alternative bids/offers with separate fixed bid security/pay order can be accepted, failing which the bids will be liable for rejection.
- 19- Bid Bond & PBG (Performance Bank Guarantee) for Proprietary Tenders**  
In case of proprietary Tenders, the Bid Bond & Performance Bank Guarantee (PBG) are not required / Applicable.
- 20- SSGC will not pay invoices if they are turned in after 6 months of work completion / material delivered.
- 21- It is mandatory for the bidders to follow all the terms and conditions given in the tender documents without any addition / deletion / amendment and submit the bid accordingly. Therefore, in this context, the bidders are requested not to give their own terms and conditions as it tantamount towards the conditional bid. Otherwise their terms and conditions will not be considered and the Purchase Order / Contract will be awarded based on only as per SSGC tender terms and conditions.
- 22- The bidders/contractors are required to provide their only one Bank Account number (IBAN number) on the 'FORM-X' attached duly signed & stamped as one time information, which shall be firm (not changeable) for all the future payment transactions.
- 23- Payment:**  
The supplier after delivery of goods and its acceptance shall submit invoice to Finance Department of the Company, containing following information i.e.
- (a) Purchase order No. & date
  - (b) Items
  - (c) Quantity
  - (d) Price
  - (e) Invoice value
  - (f) Point of delivery
  - (g) Delivery challan indicating delivery date, etc.



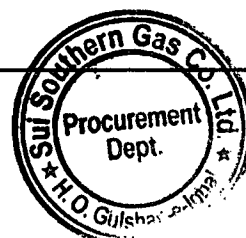
- (h) Supplier(s) are required to submit signed and stamp acknowledgement slip, Sales Tax return, Annex "C" & Annex "I" (whichever applicable) in which Sales Tax (of relevant Sales Tax invoice) is paid.

Payment will be made within 30 days of completion of stated requirements.

23. In case the insurance policy submitted by the contractor is expired during the execution of job, it is the responsibility of the user department to coordinate with the contractor to get it renewed/updated till the period the job is completed/commissioned.

In case the job is not completed within the given time as per tender terms and the insurance policy submitted by the contractor expires, the contractor is liable to get this insurance policy renewed / updated immediately till the period of the job is completed / commissioned as per tender terms failing which the contractor will be responsible for any loss to SSGC.

24. Bidders can quote their rates on both i.e. Schedule of Requirement/Bid Form as well as Bill of Quantity (BoQ)
25. Subsequent to the issuance of LOI, successful bidder has to submit 10% Performance Bank Guarantee of the contract value unless and until specified in the tender document.
26. Company reserve the right to award the Purchase Order /LOI to most advantageous bidder.
27. As per SRO 592(I)/2022 of PPRA Regulations, for Procurement Contracts/Purchase Orders worth of Rs. 50 million and above, bidders/contractors are required to submit the Beneficial Owner's Information for Public Procurement Contracts/Purchase Orders (Annexure-D).
28. Bidder will be blacklisted and henceforth cross debarred for participating in respective category of Public Procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration (which is an integral part of tender document), however, without indulging in corrupt and fraudulent practices, if in breach of obligation(s) under the Bid conditions:
- a) The bidder have withdrawn or modified their bid during the period of bid validity as specified in the tender terms.
- b) Having been notified of the acceptance of bid by procuring agency during the period of bid validity (i) failure to sign the contract or accept purchase order (ii) fail or refuse to furnish the performance security or to comply with any other condition as mentioned in the tender document.
29. Wherever the "Rate Only" is mentioned (either on BOQ or anywhere in tender documents) the same shall only be applicable not exceeding 15% of the original procurement for the same items as given in the BOQ for package basis. In case the requirement is on item wise basis (not package basis) then not exceeding 15% of the original Procurement for the same items (on item wise basis) as given in the BOQ.
30. Lots: In case when the tender is floated on LOT basis, following clauses to be applied:
- a) The bidder(s) are essentially / mandatorily required to submit fixed bid bond as mentioned in the bid form/BOQ/Invitation to Bid. Separate fixed bid bond to be submitted against each individual LOT and its validity to be 150 days at the time of opening of technical proposal.
- b) Evaluation for each LOT will be carried out separately. Each LOT will be awarded separately.
31. For open competitive bidding if the most advantageous bidder is new local manufacturer, 10% trial order will be placed and remaining 90% order will be awarded to the next most advantageous bidder at their own quoted rates.
32. Redressal of Grievances And Settlement of Disputes:
- Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.
  - In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
  - In case, the complaint is filed after the issuance of final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage single envelope bidding procedure is adopted.



**Special Conditions of Tender Document**

**Note:** In case of any conflict between Special Conditions of Tender Document and any other terms & conditions, the Special Conditions of Tender Document will govern / prevail.

**1. Warranty / Guarantee Coverage**

- i) The successful bidder / supplier guarantee that the goods supplied against above tender enquiry are in all respect in accordance with the tender specifications & Purchase Order and that material used are in accordance with the latest approved standards and are of good workmanship / quality. Any item or part of item if found to be substandard or not meeting the specified criteria as per pre-shipment / post shipment inspection report, than in such as event the Supplier / Bidder hereby warrants and undertake to replace the same on Duty Delivery Paid (DDP) basis (INCOTERMS 2010) i.e. free of all cost including but not limited to transportation, taxes and levies. In case successful bidder / supplier failure to replace the defective item /remove the defect(s) free of cost within the period specified by the Purchaser, the successful bidder / supplier will refund the relevant cost including all other expenses incurred by the purchaser in this regard.
- ii) The successful bidder / supplier must confirm that the warranty for no-consumable items will remain valid for 18 months and for consumable items (i.e. Chemical, Battery etc.) will remain valid for 6 Months after the goods have been successfully delivered or commissioned.
- iii) It is mandatory that the successful bidder / supplier will submit the attached undertaking at Annexure-II, duly filled, signed & stamped.
- iv) In case where performance bank guarantee is not applicable, the supplier shall confirm that all supplied goods under the contract / purchase order are new, unused, of most recent or current models and incorporate all recent improvements in design and goods unless and otherwise provided in the contract / purchase order.
- v) The Warranty Undertaking being provided by the local agent of the successful bidder (Principal) is required to be submitted at least on Rs.200/- Non-judicial Stamp paper and should be duly notarized / attested. In the event when this Warranty Undertaking is being submitted by the principal who is overseas resident in that case the same would required to be notarized by the notary public and duly attested by the Pakistan Embassy or High Commission in that particular jurisdiction. Needless, to mention that in both cases the Warranty Undertaking will be executed by the duly authorized representative of the local agent or the principal, as the case may be.

**2. Bid Security:**

- a) Bid bond submission (2%) of the bid amount as mentioned in the clause 1.1 & 2 of Additional Terms for tender on F.O.B/C&F basis & 9 of General Terms & Conditions, to be treated as null & void, however, other contents of clause 1.1 & 2 of Additional Terms for tender on F.O.B/C&F basis & 9 of General Terms & Conditions will remain unchanged. The submission of fixed amount of Bid security is appearing in the Price Schedule/BoQ.
- b) All the bidders are advised to furnish fixed bid security amount in Pak Rs. Or US\$ appearing in price schedule/BoQ failing which their bid will be rejected.
- c) In case the bidder submit bid in the currency other than Pak Rs. Or US \$ their bid bond shall be equivalent after the conversion to the amount of fixed bid bond given in Pak Rs. Or US\$ as mentioned in Price Schedule/BOQ. The exchange rate (issued by the Treasury Management Group of the National Bank of Pakistan or the State Bank of Pakistan selling rate) prevailing at the time of bid opening date will be applicable.
- d) The submission of fixed amount of bid security is also mandatory for all the bids valuing Rs.500,000/- or less.
- e) The word lowest bidder or the lowest evaluated bid has been substituted to read as most advantageous bid.
- e) Sub-clause 9.2 of the General Terms & Conditions to be treated as null & void, however, other contents of clause 9 will remain unchanged.

**3- Method For Submission of Bid Bond(Under Single Stage Two Envelope Bidding Procedure):**

In case of Single Stage Two Envelope Tenders the fixed bid bond as per clause#09 of General Terms & Conditions and Clause# 02 of Additional Terms for tenders on FOB/ C&F basis to be placed in the Technical Proposal. However, if the bid bond is placed in the Financial proposal will also be considered. Without submission of bid bond(either in Technical proposal or Financial proposal) the bid will be rejected.

**4. Bid Validity:**

All offers shall remain valid up to 120 days from the date of opening of bids and bid bond shall remain valid for 150 days.

**5. Evaluation Criteria and Comparison of Bids**

In accordance with SRO 827 (1) / 2001 bidders tendering for Engineering goods produced in Pakistan and those Engineering goods specified in CGO-11 and amendments thereof by the Central Board of Revenue or Engineering Development Board. The successful bidder shall be accorded a Price preference in rupees up to a specific percentage (in proportion to the value addition) of the lowest quoted landed cost of an item of foreign origin with similar specifications as mentioned in the tenders



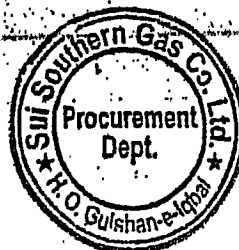


- i) Provided that:-
- The saving in foreign exchange is not less than the amount of price preference;
  - It is ensured that, in each case of such preference, the total import requirements for producing the supplies tendered for locally manufactured items has been duly indicated by the bidders.
- ii) Price preference shall be allowed as under:-
- Having minimum of twenty percent value addition through indigenous manufacturing, price preference shall be fifteen percent;
  - Having over twenty percent and up to thirty percent value addition through indigenous manufacturing, price preference shall be twenty percent, and
  - Having over thirty percent value addition through indigenous manufacturing, price preference shall be twenty five percent.
- iii) For the above purpose, we will require a complete breakdown of ex-factory price for goods manufactured in Pakistan. Any offer not accompanied with this cost breakdown will not be allowed to receive the above price preference.
- iv) Benefit of SRO 827 (1)/2001 shall be accorded to only those local manufacturers who are engaged in the manufacturing of goods specified in CGO - 11 of 2007 or its latest version or as certified by the EDB. However in case of offer on FOB basis, the landed cost to be determined in accordance with the following criteria be taken for evaluation in case of International bidders, and shall be taken for the purpose of comparison with the price quoted by local manufacturers, who shall also be accorded the price preference in terms of SRO 827 (1)/2001. The landed cost determined in accordance with the afore said criteria shall be taken for bid evaluation in case of international bidders, and shall be taken for the purpose of comparison with the price quoted by the local manufacturers. Example of landed cost for evaluation of the international bidders is given here under:

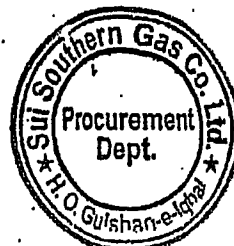
**EXAMPLE**

S. No.	Cost Components for computing landing cost of imported Engineering goods in terms of S.R.O 827 (1)/2001 in Pak Rupees.
i.	FOB Value.
ii.	Sea Freight (Actual quoted by the bidder on the basis of PNSC rates, which shall be announced by the bidder at the time of opening of the bid).
iii.	C&F value (i + ii). (CFR value).
iv.	Insurance @ 1% of C&F Value given at iii above.
v.	CIF value (iii + iv).
vi.	Handling Charges @ 1 % of CIF Value given at v above.
vii.	Import Value (v + vi) for the purposes of levying Customs Duty.
viii.	Customs Duty at applicable rate, which shall be calculated on the import value given at vii above.
ix.	Duty Paid Value.
x.	Sales Tax at applicable rate, which shall be calculated on the duty paid value given at ix above.
xi.	Duty & Sales Tax paid value (ix + x).
xii.	Withholding Tax at applicable rate, which shall be calculated on duty and sales tax paid value given at xi above.
xiii.	LC Charge @ 0.25% of FOB Value given at i above.
xiv.	Clearing Charges @ 0.25% of C&F Value given at iii above.
xv.	SED at applicable rate, Which shall be calculated on the import value given at vii above to be taken as nil as it stands withdrawn.
xvi.	Provincial Infrastructure Cess (at applicable rate) on %age of import value given at vii
xvii.	KPT Wharfage @ Rs.140 per cubic meter or the prevailing rate.
xviii.	Cranage Loading & Other Charges @ 0.25% of C&F Value given at iii above.
xix.	Inland Transportation Charges from Port to Coating Factory (From Port of final destination in case of products other than pipes, where coating is not required).
xx.	Cost of imported engineering goods (xi to xix).
xxi.	LESS: Handling Charges taken at Sr. No. vi (Notional Value taken for calculating assessed value for purpose of calculating custom duty, sales tax and withholding tax by the customs authority).
xxii.	LESS: Sales tax taken at x above. (Adjustable as output tax).
xxiii.	LESS: With Holding Tax. (Adjustable against final assessed tax).
xxiv.	Total deductions (xxi + xxii + xxiii)
xxv.	Net cost of imported engineering goods (xx minus xxiv)

- v) Foreign bidders are essentially required to submit letter of PNSC for ocean freight transportation rate for break bulk/hedges from their local agent.
- vi) Please indicate approximate shipping specification, i.e. weight and measurements of the packages/bundles and also total gross weight (in terms of metric tons), and total gross volume (in terms of cubic meters) of each consignment separately.
- vii) For evaluation of bids customs duty, taxes and all other charges prevailing on the date of public opening of bids will be used, where applicable.
- viii) For the purpose of price comparison and evaluation of bids, financial charges will also be added to arrive at a landed cost, which will inter-alia include, mark up and L/C opening charges etc.



- ix) If the local manufacturer becomes the lowest evaluated bidder after Price Preference, order will be placed at the price (landed Cost) quoted by the lowest evaluated international bidder. In case the local bidder does not accede to the request of SSGCL for best negotiated rates at par with those received from International bidder for particular item(s) then, the order will be placed on the lowest evaluated international bidder.
- x) "Price Preference" shall not be in "Value Terms" it should only be for the sake of reference for comparison purposes (local & foreign bids).
- xi) Bank details shall be mentioned by the bidders for the purpose of opening LC/ Payment.
6. **Declaration / Integrity Pact / Certification:**  
it is required to be submitted by the Successful Bidder on their letter heads after issuance of Purchase Order (PO) or Letter of intent (LOI) for the value of Rs.10,000,000/- (Ten Million) or above in case of local bidder and US\$ 100,000 & above in case of foreign bidder.  
Submission the declaration as at ANNEXURE-C is a mandatory requirement for successful bidder.
7. **Third Party Pre-Shipment Inspection Criteria / Scope of Work as given in the Tender Documents will be followed at the time of Third Party Inspection, which will be carried out by SSGC nominated Third Party Inspection Firm in case the order value exceeds US\$100,000 except screwed pipe fitting tenders.**
8. ***"The successful Bidder shall provide the revenue stamps and copy of challan, of value at the rate of twenty Five (25) paisa per every Hundred Rupees or part thereof of the amount of the purchase order, or at the prevailing rate as specified by the Government of Province of Sindh." Further as per Government of Sindh Board of Revenue notification NO.CIS/SWB/BOR/R&T-17/2022-808 dated 08-06-2022 all judicial and non-judicial stamp paper of the denomination of rupee five hundred and above shall be exclusively on e-stamp.***
9. ***Bank Guarantee (Bid Bond Guarantee/Performance Bank Guarantee) will be made on Non-Judicial stamp paper at the prevailing rate as specified by the respective Provinces. Further the bidder/contractor submitting the Bid Bond guarantee/Performance Bond guarantee being prepared by the State Bank's schedule banks should ensure, that there should be no deletion/insertion/alteration/modification of any terms in the Bid Bond/PBG guarantee format as given in the tender document or else bid will be liable for rejection.***
10. ***"Original counter slip of token which is issued with original tender document to be attached on the TOP of envelope at the time of bid submission."***
11. **Cancellation of Purchase Order**  
In case the supplier fails to deliver the material within the specified delivery schedule as given in Purchase order (P.O.) and maximum upto 120 days after the expiry of the specified delivery schedule as per Purchase Order, the Purchase Order will be treated automatically as cancelled at supplier's sole risk & cost. However, for the sake of clarity liquidated damages (Clause-27 of General Terms Conditions) and Default by Supplier (Clause-28 of General Terms Conditions) will be treated as given in the General Terms & Conditions of the tender documents.
12. **Correct Postal Address**  
Bidders are essentially required to provide correct and latest postal, e-mail & web addresses, phone/cell/fax numbers at the time of purchase of tender documents for effective and timely communication, failing which in event of any non-delivery of information / communication the procuring agency will be considered as non-responsive.
13. In case the local agent requires to offer bid from more than one principal / Manufacturer, it is mandatory to purchase separate tender document for each principal / Manufacturer, failing which the bid submitted with the original tender document will only be accepted and the bid with photocopy of tender document will be rejected.
14. **Blacklisting Mechanism of Suppliers and Contractors and their Local Agent:**  
***Black listing mechanism is attached separately in the tender documents which will become an integral part of Tender Documents and now be followed / enforced in true letter & spirit and supersede the Black listing terms as mentioned in the General Terms & Conditions.***
15. ***The Successful Contractor(s) / Supplier(s) / Consultant(s) shall submit a copy of Professional Tax Certificate with their Invoices / Bills failing which the payment will not be released.***
16. **Authentications of Performa Invoice / Authority Letter and other documents by the Principal / Manufacturer:**  
The Authentication of Authority Letter and Performa Invoice will be obtained from the Principal / Manufacturer as and when required. If the authentication not received within the stipulated time frame the bid will be liable for rejection and the Bid Bond / Earnest Money will be encashed.
17. **Bid Bond & PBG (Performance Bank Guarantee) for Proprietary Tenders**  
***In case of proprietary Tenders, the Bid Bond & Performance Bank Guarantee (PBG) are not required / Applicable.***
18. ***Any Bidder who change / amend the BOQ / Price Schedule (description / Bid Form, Quantity, UOM etc.) will render the bid as conditional bid and will be liable for rejection.***
19. ***Delivery Schedule will commence after the opening of Letter of Credit (LC). In case the bidder does not submit the performance bond as specified, the delivery time of goods shall be deemed to have commenced 10 days (15 days in case of import) from the issuance of letter of intent / purchase order. The proceeds of the performance bond shall be payable to the Company as compensation for any loss resulting from the supplier's failure to complete its work under the purchase order / contract.***
20. In the event of release of Performance Bank Gurante (PBG) after its encashment, the amount of the PBG to be released will be converted in Pak Rupees at the exchange rate prevailing at the time of encashment. The amount so





converted will be released in Pak Rupee (PKR) to the foreign bidder or to their local agent duly authorized by the foreign principal.

21. SSGC will not pay invoices if they are turned in after 6 months of work completion / material delivered.

22. As per FBR Regulations Ref# C.No.4 (24) IT- Budget/2021-142150-R, Dated: 23<sup>rd</sup> September, 2021 to make the payment online. Therefore, all the local manufacturers are required to provide their only one Bank Account number (IBAN number) on the "FORM-X" attached duly signed & stamped as one time information, which shall be firm (not changeable) for all the future payment transactions.

23. It is mandatory for the bidders to follow all the terms and conditions given in the tender documents without any addition / deletion / amendment and submit the bid accordingly. Therefore, in this context, the bidders are requested not to give their own terms and conditions as it tantamount towards the conditional bid. Otherwise their terms and conditions will not be considered and the Purchase Order / Contract will be awarded based on only as per SSGC tender terms and conditions.

24. **Payment:**  
The supplier after delivery of goods and its acceptance shall submit invoice to Finance Department of the Company, containing following information i.e:

(a) Purchase order No. & date	(b) Items	(c) Quantity	(d) Price	(e) Invoice value
(f) Point of delivery	(g) Delivery challan indicating delivery date, etc.			
(h) Supplier(s) are required to submit signed and stamp acknowledgement slip, Sales Tax return, Annex "C" & Annex "I" (whichever applicable) in which Sales Tax (of relevant Sales Tax invoice) is paid.				

Payment will be made within 30 days of completion of stated requirements.

25. **Joint Ventures:**

In the event that the bidder is bidding as a Joint Venture, the Company will require the joint venture agreement duly executed by the parties to the Joint Venture to be submitted with the bid. The joint venture parties shall also furnish an undertaking to be jointly and severally liable for all liabilities arising out of obligation under the Purchase Order / Contract. The Joint Venture agreement of the parties must specify share of each partner and name of the lead partner along with their registration with the FBR, SST and BST as the case may be failure to specify these two narrations the joint venture agreement will not be entertained.

26. In case the insurance policy submitted by the contractor is expired during the execution of job, it is the responsibility of the user department to coordinate with the contractor to get it renewed/updated till the period the job is completed/commissioned.

In case the job is not completed within the given time as per tender terms and the insurance policy submitted by the contractor expires, the contractor is liable to get this insurance policy renewed / updated immediately till the period of the job is completed / commissioned as per tender terms failing which the contractor will be responsible for any loss to SSGC.

27. Bidders can quote their rates on both i.e. Price Schedule as well as Bill of Quantity (BoQ).

28. Company reserve the right to award the Purchase Order / LOI to the most advantageous bidder.

29. As per SRO 592(I)/2022 of PPRA Regulations, for Procurement Contracts/Purchase Orders worth of Rs. 50 million and above, bidders/contractors are required to submit the Beneficial Owner's Information for Public Procurement Contracts/Purchase Orders (Annexure-I).

30. In case quoted item(s) falls under SRO No. 604 (see attachment) i.e. Solar Power System, PV Module/Cells and allied accessories/parts/spares etc. - then in that case supplier is responsible to fully comply stated SRO and to arrange, provide and bear all associated costs for all necessary test reports, certificates, pre-shipment inspection reports, other documents etc. (as mentioned in SRO). Further, Pre-shipment Inspection should be from approved companies as mentioned in Appendix H of Import Policy Order (see attachment).

31. **Fixed Bid Security - Alternative Bid**

A bidder cannot submit two bids/offers with a single fixed bid security/pay order. However, the alternative bids/offers with separate fixed bid security/pay order can be accepted, failing which the bids will be liable for rejection. In case the bidder quote different make/brands/model that will also be considered as an Alternative bid/offer and require to submit separate Bid bond for each make/brand/model.

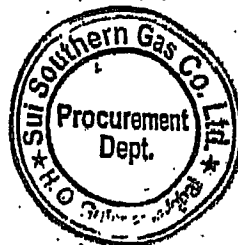
32. Bidder will be blacklisted and henceforth cross debarred for participating in respective category of Public Procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration (which is an integral part of tender document), however, without indulging in corrupt and fraudulent practices, if in breach of obligation(s) under the Bid conditions:

a) The bidder have withdrawn or modified their bid during the period of bid validity as specified in the tender terms.





- b) Having been notified of the acceptance of bid by procuring agency during the period of bid validity (i) failure to sign the contract or accept purchase order (ii) fail or refuse to furnish the performance security or to comply with any other condition as mentioned in the tender document.
33. The term "Call Deposit Receipt" mentioned in clause # 09 (Bid Bond) of General Terms & Conditions and in clause # 02 (Bid Bond) of Additional Terms for Tenders on F.O.B & C&F basis be treated as null & void.
34. Wherever the "Rate Only" is mentioned (either on BOQ or anywhere in tender documents) the same shall only be applicable not exceeding 15% of the original procurement for the same items as given in the BOQ for package basis. In case the requirement is on item wise basis (not package basis) then not exceeding 15% of the original Procurement for the same items (on item wise basis) as given in the BOQ.
35. **Lots:** In case when the tender is floated on LOT basis, following clauses to be applied:
- a) The bidder(s) are essentially / mandatorily required to submit fixed bid bond as mentioned in the bid form/BOQ/Invitation to Bid. Separate fixed bid bond to be submitted against each individual LOT and its validity to be 150 days at the time of opening of technical proposal.
- b) Evaluation for each LOT will be carried out separately. Each LOT will be awarded separately.
36. For open competitive bidding if the most advantageous bidder is new local manufacturer, 10% trial order will be placed and remaining 90% order will be awarded to the next most advantageous bidder at their own quoted rates.
37. Subsequent to the issuance of Purchase Order/LOI, successful bidder has to submit 10% Performance Bank Guarantee of the Purchase Order/LOI value unless & until specified in the Tender Documents. Clause# 16.1.5 mentioned in General Terms & Conditions to be treated as null & void.
38. Where the Pre-shipment inspection is applicable and in case of partial shipment is required by the bidder the cost of the 1<sup>st</sup> Pre-shipment inspection will be borne by SSGC, whereas, cost of the 3<sup>rd</sup> Party inspection for the remaining shipment(s) will be borne by the bidder/manufacturer.
39. Purchase order value mentioned in the clause # 6 of sub-clause # 6.1 (Performance Bond) of Additional Terms for Tenders on FOB/C&F basis (Section-1A) to be read as US \$ 10,000 instead of US \$ 25000. However, other contents of clause & sub-clauses of 6 (Performance Bond) of Additional Terms for tender on F.O.B/C&F basis will remain unchanged.
40. **Redressal of Grievances And Settlement of Disputes:**
- Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.
  - In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
  - In case, the complaint is filed after the issuance of final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage single envelope bidding procedure is adopted.
41. The sub clauses 33.2, 33.4 & 33.5 of clause 33 of General Terms & Conditions to be treated as null & void.



Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts.

1. Name
2. Father's Name/Spouse's Name
3. CNIC / NICOP/Passport No.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership /Association of Persons/Single Member Company/Partnership Firm/Trusted/Any other Individual, Body Corporate (to be Specified)	Date of Incorporation / Registration	Name of Registering Authority	Business Address	Country	Email Address	Percentage of shareholding control or interest of BO in the Legal Person or Legal Arrangement	Percentage of shareholding, Control or Interest of Legal Person or Legal Arrangement in the Company	Identity of Natural Person who Ultimately owns or Controls the Legal Person or Arrangement

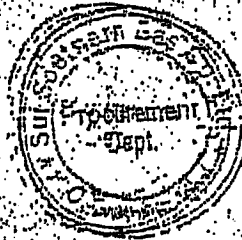
9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).



1	2	3	4	5	6	7	8
Name and surname (in block Letters)	CNIC no (in case of foreigner Passport No)	Father's / Husband's Name in Full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full of the registered / principle office address for a subscribers other than natural Person	Numbers of shares taken by cash subscribers (in figures and words)
			Total numbers of shares taken (in figures and words)				

10. Any other information incidental to or relevant to beneficial owner(s).

Name and signature  
(Person authorized to issue notice on behalf of the company)





ANNEXURE - II

WARRANTY UNDERTAKING

M/s. Sui Southern Gas Co. Ltd.  
SSGC House, Sir Shah Suleman Road,  
Gulshan-E-Iqbal, Karachi.

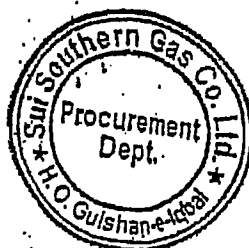
From \_\_\_\_\_ (FIRM NAME)

Tender Enquiry No. \_\_\_\_\_ Date \_\_\_\_\_

1. In case we stands as the lowest bidder and the order is placed on us against the cited tender enquiry, we hereby guarantee that the goods supplied against above tender enquiry are in all respect in accordance with the tender specifications and that material used are in accordance with the latest approved standards and are of good workmanship / quality. Any item or part of item if found to be substandard or not meeting the specified criteria as per pre-shipment / post shipment inspection report, than in such as event the Supplier hereby warrants and undertake to replace the same on DDP basis (INCOTERMS 2010) i.e. free of all cost including but not limited to transportation, taxes and levies.
2. In case of our failure to replace the defective item / remove the defect(s) free of cost within the period specified by the Purchaser, we will refund the relevant cost including all other expenses incurred by the purchaser in this regard.
3. This warranty will remain valid for 18 months after the goods have been successfully delivered or commissioned.

Signature \_\_\_\_\_

Company Stamp \_\_\_\_\_



## Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

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

No.: [number of Bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [complete name of Procuring Agency]

We, the undersigned, declare that

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

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

Name of the person duly authorized to sign the Bid on behalf of the Bidder: \_\_\_\_\_

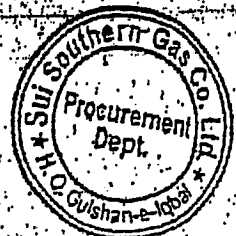
Title of the person signing the Bid: \_\_\_\_\_

Signature of the person named above: \_\_\_\_\_

Date signed: \_\_\_\_\_

- \* In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder
- \* Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]



Supplier code: \_\_\_\_\_

**FORM-X**

**Bank account details form for all Beneficiaries**

**(Mandatory requirement for Digital Online Banking)**

As per FBR Regulations ref # C.No.4 (24) IT-Budget/2021-142150-R dated 23<sup>rd</sup> Sept'2021 to make the payment online w.e.f. 01-11-2021. All beneficiaries are required to fill in the below details, which is mandatory:

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_  
\_\_\_\_\_

CNIC #: \_\_\_\_\_

NTN #: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank A/C Title name: \_\_\_\_\_

Branch code: \_\_\_\_\_

Bank A/c #: \_\_\_\_\_

(16 Digits)

Bank IBAN #: \_\_\_\_\_

(24 Digits)

Information already submitted.

**Note: Please be attached copy of Cheque / Account Maintenance Certificate.(Mandatory)**

\_\_\_\_\_  
Authorized Sign & Stamp

Date: \_\_\_\_\_

**Note: All payments transactions will be made on above mentioned Account details. This is only a one time information to be provided by the all beneficiaries. Incase if the above detail has already submitted, please tick the box above "Information already submitted" and also ensure Form-X is duly signed & stamped.**





SUI SOUTHERN GAS COMPANY LIMITED  
PROCUREMENT DEPARTMENT

**BLACKLISTING MECHANISM**  
**(REVISION-1)**

**1 BACKGROUND**

In pursuance of Rule-19 of Public Procurement Rules, 2004 read with Rule-2(f) (fa) and the criteria for Blacklisting of Suppliers and Contractors / Consultants doing business with the SSGCs is reiterated hereafter to eliminate unfair trade practices.

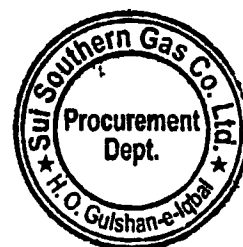
**2 SCOPE**

The procedure shall be applicable and remain in force, along with any amendments thereto, within Sui Southern Gas Company Limited ("SSGC") until any clear instructions or guidelines are impacted by the Government through Public Procurement Regulation Authority (PPRA), Pakistan Engineering Council (PEC), or any other competent forum. The procedure shall also be applicable on the pre-qualified firms. The procedure shall be applicable on any "Person(s) / Firm(s)", which for the purposes of this Mechanism shall inter alia include suppliers, bidders, contractors, consultants, firms, individuals, and organizations transacting business with SSGC. Wherever any provision of this Mechanism shall be in conflict with provisions of any applicable guidelines of donor agencies, or any other applicable Statute / Law or Rule enforced at the time in Pakistan, the provisions of such applicable guidelines, laws, or rules shall prevail. This SOP shall become a part of the future Bidding Documents.

**3 DEFINITION OF TERMS**

- 3.1 "Appellate Authority" - Authority to Appeal against issuance of Blacklisting Order.
- 3.2 "Appeal" - Right of firm/individual to lodge protest against the issuance of Blacklisting Order.
- 3.3 "Procuring Agency" - Any department/division/factory/project exercising general and/or administrative control over the unit.
- 3.4 "Blacklisting Order" - An administrative penalty disqualifying a firm/individual from participating in procurement for a given period.
- 3.5 "Suspension" - The administrative penalty imposed for infractions committed during the competitive bidding stage, whereby such firms/individuals are prohibited from further participation in the bidding process of Procuring Agency.
- 3.6 "Contract Implementation" - A process of undertaking a project or contract in accordance with the contract documents.
- 3.7 "Termination of Contract" - Extinction of contract by reason or resolution or rescission under applicable rules/regulations/laws arising from the default of the firms/individuals.
- 3.8 "Delist" - Removal of supplier/contractor from blacklisting.
- 3.9 "PA-Project Authority" - A three-member committee comprising of User, HSE&QA & Procurement Deptt. to address the issue.
- 3.10 RPC-SSG's Rights Protection Committee - To examine the justification of PC.

Page 1 of 10  
Dated : 12<sup>th</sup> October 2020  
Revision-1 : Dt: 3 Sept 2024



#### 4. REASONS FOR BLACKLISTING

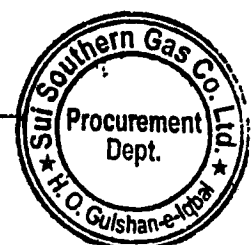
- 4.1 The following shall comprise the broad multilateral guidelines for blacklisting:
- 4.1.1 "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
  - 4.1.2 "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
  - 4.1.3 "Collusive Practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser, designed to establish bid price at artificial, non-competitive levels; and
  - 4.1.4 "Coercive Practice" means harming or threatening to harm, directly or indirectly, Person(s) / Firm(s) or their property to influence their participation in the procurement process or affect the execution of a contract.
- 4.2 In addition to above, blacklisting of firms/individuals may be resorted to when the charges are of serious nature, which include but are not limited to the following:

##### 4.2.1 Competitive Bidding Stage

During the competitive bidding stage, the Procuring Agency shall impose on bidders or prospective bidders the penalty of Suspension from participating in the public bidding process, without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution, as provided by applicable laws, for violations committed which include but are not limited to the following:

- i. Submission of eligibility requirements containing false information or falsified documents.
- ii. Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.
- iii. Submission of unauthorized or fake documents for pre-qualification/ tendering i.e. without specific authorization from the principals/ manufacturers etc.
- iv. Failure of the firm to provide authentic Warranty Undertaking and Performa Invoice of the manufacturers / Principal / Trading house.
- v. Failure of the firm to submit specific authority letter of the Original Equipment Manufacturer (OEM) for participation in a particular tender;
- vi. Unauthorized use of one's name, or using the name of the name of another for purpose of public bidding.
- vii. Deviations from specifications and terms & conditions of the purchase order/contract.
- viii. Withdrawal of a bid, or refusal to accept an award or refusal to perform the job or enter into contract with the government without justifiable cause, after he had been adjudged as having submitted the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid.
- ix. Refusal or failure to post the required performance security within the prescribed time.
- x. Refusal to clarify or validate in writing its Bid during post qualification within a period of seven (7) working days, or as may be specifically prescribed, from receipt of the request for clarification.

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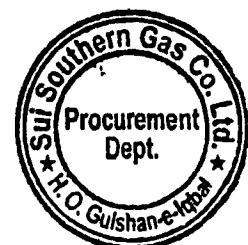


- xi. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.
  - xii. Any attempt to give illegal gratification to any representative of the purchaser to influence the process of procurement.
- In addition to the penalty of suspension, the bid security posted by the concerned bidder or prospective bidder could also be forfeited / encashed.

#### 4.2.2 Purchase Order / Contract Implementation Stage

During the Purchase Order / Contract implementation stage, the procuring entity shall impose on contractors after the termination of the contract the penalty of suspension from participating in the public bidding process, without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution, as provided by applicable laws, for violations committed which include but are not limited to the following:

- i. Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Letter to Proceed.
- ii. Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the Procuring Agency or its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following:
  - a. Employment of competent technical Person(s) / Firm(s)nel, competent engineers and/or work supervisors;
  - b. Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;
  - c. Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;
  - d. Deployment of committed equipment, facilities, support staff and manpower; and
  - e. Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation.
  - f. Non-Performance of the supplier in respect of tender terms & conditions and the delivery / supply of material.
- iii. Assignment and subcontracting of the contract or any part thereof or substitution of key Person(s) / Firm(s)nel named in the proposal without prior written approval by the Procuring Agency.
- iv. For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier or distributor arising from his fault or negligence and/or unsatisfactory or inferior quality of goods, as may be provided in the contract.
- v. For the procurement of consulting services, poor performance by the consultant of his services arising from his fault or negligence, any of the following acts by the consultant shall be construed as poor performance:
  - a. Defective design resulting in substantial corrective works in design and/or construction;
  - b. Failure to deliver critical outputs due to consultant's fault or negligence;
  - c. Specifying materials which are inappropriate, substandard or way above acceptable standards;





- d. Allowing defective workmanship or works by the contractor being supervised by the consultant; and
  - e. Submitting CV's of key Person(s) / Firm(s) in the prequalifying process or bid documents of professionals that are not in actual employment of the bidder.
- vi. For the procurement of infrastructure projects, poor performance by the contractor or unsatisfactory quality and/or progress of works arising from his fault or negligence.
  - vii. Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

In addition to the penalty of suspension, the performance security posted by the contractor could also be forfeited.

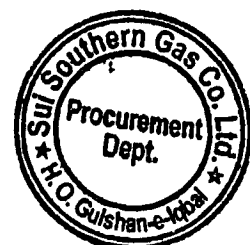
4.2.3 In addition to above, other grounds for blacklisting of firms/individuals include but are not limited to the following:

- i. Obtaining fraudulent payments;
- ii. Obtaining contracts by misleading the purchaser;
- iii. Refusal to pay SSGC dues etc.;
- iv. Failure to fulfill contractual obligations;
- v. Changes in the status of firm's ownership/partnership etc. causing dissolution of the firm which existed at the time of inspection / bidding prior to original registration of the firm;
- vi. Registration of a firm with a new name by the Proprietor or family or a nominee thereof of a firm that has been already blacklisted;
- vii. Consequential operational damages caused to SSGC equipment or infrastructure as a result of equipment or parts thereof supplied on trial basis or due to failure of such equipment;
- viii. Contractors who have negotiated Plea Bargain under the National Accountability Ordinance 1999, or contractors involved with any other criminal proceedings conducted by any investigation agency where default has been proved specifically in relation to supplies made to or contracts concluded with SSGC.
- ix. Involved in litigation or needless petitioning to influence or obstruct the procurement process either on his own behalf or at the behest of any other vested interest;
- x. A firm may be disqualified for a period extendable to two years in case a decision by a court is awarded against the said firm after litigation, or where the firm is involved in litigation at least three times during two financial years, or where a firm has on account of litigation caused substantial financial losses to SSGC;
- xi. Blacklisted by other Federal and Provincial Government Ministries / Divisions / Departments and organizations / autonomous bodies subordinate thereto; and
- xii. Blacklisting in case of Joint Venture firms will also result in termination of the concerned Joint Ventures Partners.

## 5. SYSTEM OF PENALTIES

For the purpose of uniformity, following system of penalties shall be adopted for procurement of goods, works and services:

- 5.1. Blacklisted and henceforth cross debarred for participation in any public procurement or disposal proceedings for the period of not more than ten years, if corrupt and fraudulent



practice as defined in these rules is established against the bidder or the bidders in pursuance of blacklisting proceedings;

- 5.2 blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than three years, if the bidder fails to perform his contractual obligations during the execution of contract or breaches the contract due to his capacity and capability to perform or otherwise. However, procuring agency shall initiate such blacklisting or debarment proceedings after exhausting the forum of arbitration, provided that such provision exists in the conditions of contract, and if such failure or breach is covered in the respective dispute settlement clauses of the contract, and
- 5.3 blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than six months, if the bidder fails to abide with a bid securing declaration, however without being indulged in any corrupt and fraudulent practice.

## 6. SUSPENSION AND BLACKLISTING PROCEDURE

1. The supplier or contractor who is to be blacklisted for a specified period is given adequate opportunity of being heard.
2. The supplier or contractor who is to be blacklisted for a specified period is called for meeting by providing adequate time, so as to given him adequate opportunity of being heard before taking any action.
3. In case the supplier or contractor does not attend the meeting on the given date and time a final notice is served to him / her to attend the meeting on the revised date and time. Despite the final notice, if the supplier or contractor does not attend the meeting as per schedule, automatically be considered at fault. Action will be taken as per below clauses 5 to 9.
4. A three-member committee will form comprising of User, Procurement and HSE&QA departments to address the issues in the meeting with the supplier or contractor. Members of committee may not below of grade IV.
5. In case the supplier or contractor is found at default based on the fact of the case as well as the tender terms and conditions, and do not justify the grounds of his default as per the tender terms and conditions, the approval is sought from the management for their temporary or permeant blacklisting alongwith encashment of bid bond or PBG as the case may be.
6. The decision of the management is communicated to the defaulted supplier or contractor through a formal letter.
7. A copy of the letter of the defaulted supplier / contractor alongwith covering letter with pertinent documents is / also forwarded to the Authority (PPRA) for uploading on PPRA website.
8. The blacklisting information of the supplier / contractor is uploaded on the websites.

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9. Any bidder not satisfied with the decision of the procuring agency, may lodge an appeal in the relevant court of jurisdiction.
10. After coming into force the procurement contracts, the dispute between the parties to the contract shall be settled by arbitration.

## 7. STATUS OF BLACKLISTED FIRM/INDIVIDUAL

Blacklisting of a firm/individual will not affect other ongoing contracts/works/supply orders. However, such blacklisted firm shall stand barred from all future tender processes/participation and Standing Security, if any, could be confiscated until recovery of financial damages ascertained by the authority while issuing Blacklisting Order.

## 8. DELISTING

A temporary blacklisted firm / individual shall be automatically restored after the period for the penalty has elapsed, unless the procuring agency wants to maintain the blacklisted status of firm / individual due to justifiable reasons with the prior approval of Appellate Authority. In the latter case, the temporary blacklisted firm / individual shall be restored.

## 9. AMENDMENTS

9.1 In the implementation of Blacklisting Mechanism, the modifications may be introduced thereto through the amendment of its specific provisions as the need arises.

9.2 Any amendment to this Blacklisting Mechanism shall be applicable to tenders advertised for bid after the effectivity of the said amendment.

## 10. EFFECTIVITY

The Blacklisting Mechanism or any amendments thereof shall take effect immediately and from the date of its issuance. All future tender documents must be governed by these instructions. However, these cannot override the provisions of Public Procurement Rules, 2004.

## **11. The Steps to be Followed are As Under**

The causes and reasons to be taken into consideration for Debarment / Blacklisting of any Person(s) / Firm(s) are given as under:

### 1. PRE-AWARD STAGE:

The following shall be considered, inter alia, the events / reasons for initiating proceedings under this Mechanism at the Pre-Award Stage:

- i Indulging in Corrupt: Fraudulent as well as Collusive practices.
- ii Submission of false and spurious documents, making false statements, making frivolous complaints and allegations to gain undue advantage.





- iii Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration, giving false evidence, furnishing of false information of serious nature.
- iv Submission of false bid security or infringement of documents to get undue monetary or any other benefit.
- v Breach of confidentiality of evaluation process based on illegal access or in any way to get undue benefit or to provide benefit or to frustrate the bidding/evaluation process. This will also include attempts to sabotage the bidding process directly or indirectly.

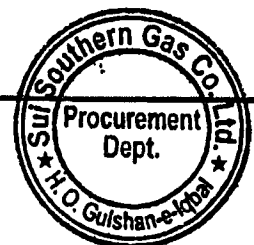
## 2. POST- AWARD STAGE:

The following shall be considered, inter alia, the events / reasons for initiating proceedings under this Mechanism at the Post-Award Stage:-

- i. Extraordinary delay in signing or refusal to accept the Notification of Award and/or the contract without any cogent reason.
- ii. Misconduct, i.e., failure to proceed with the signed contract, withdrawal of commitments, quoting an unreasonably and unfairly low financial offer and subsequently withdrawing such an offer, frustrating the evaluation/bidding process and not responding to written communication in a reasonable time.
- iii. Causes mentioned in Sub-Clauses i, ii and iii above.
- iv. Submission of fake / frivolous or mutilated Performance Guarantee or Advance Payment Guarantee etc.
- v. Non-satisfactory performance during the execution of the contract / purchase order.
- vi. Non-performance or Breach of provisions / clauses of the contract agreements/tender terms.
- vii. Notwithstanding the warranty/defect liability period, any defect in a product, equipment, plant, facility or services rendered that may subsequently surface during field operations within 5 years of its commissioning.
- viii. Failure to honour obligations within warranty period or defect liability period as defined in the contract.

## 3. OTHER CAUSES :

- i. The Person(s) / Firm(s) is blacklisted by any Government department in Pakistan, or it is established that the firm is involved in any kind of corruption or corrupt practices anywhere in the world.
- ii. Violations of provisions / instructions set down in the Bidding Documents.



- iii. Any attempt / activity to malign or bring SSGC into disrepute and harm its interest(s).
- iv. Person(s) / Firm(s) blacklisted by International Financial Institutions (donor agencies) will be liable to be blacklisted after receipt of confirmation from the donor agencies without any further proceeding.
- v. Any other cause deemed just and appropriate by CPPA in the given circumstances.

Note: (1) If above mentioned causes occur either on part of the principal bidder or the local agent, both shall be considered for blacklisting / debarment.

- (2) The authorization of the foreign bidder to local agent shall contain his complete particulars including the name of the company, name of the owner, National Tax number (NTN), CNIC (Computerized National Identity Card) No. etc. In case, the said information is found to be missing, even after calling for the same within a reasonable time, the authority letter shall not be accepted.
  - (3) The Bidding Documents shall be issued against original authority letter or in case of scanned copy, the email of the foreign bidder shall be enclosed. However, at the time of bidding, the original authority letter shall be attached with the bid. In the absence of the same, the bid shall be rejected.
4. FORMULATION of SSGC's Rights Protection Committee: A permanent Committee namely "SSGC's Rights Protection Committee (RPC or Committee)" shall examine the justification of the reasons given by the Project Authority prior to blacklisting. Member of RPC must be one grade up from the members of PA.

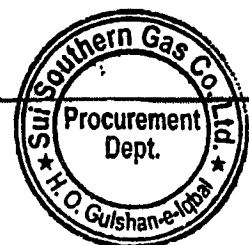
#### 5. PROCEDURE FOR BLACKLISTING

Upon receipt of or obtaining information and/or knowledge that any Person(s) / Firm(s) is involved in practices mentioned in hereinabove under the heading of Pre-Award Stage; Post-Award Stage and Other Causes, the concerned Project Authority / formation shall promptly formulate its recommendations and submit through the Managing Director, SSGC to SSGC's RPC / Committee along with its findings, details of charges and documentary evidences to initiate proceedings under this Mechanism.

#### 6. INITIATION OF AN ACTION

- (i) Within a period of 15 days after receiving the recommendations of Blacklisting / Debarment from the concerned Project Authority, the Convener of the Committee shall issue a Show Cause Notice ("Notice") thereby informing the Person(s) / Firm(s) about the alleged charges and shall provide an opportunity to the defend said charges within a time period of 15 (fifteen) days.
- (ii) The Person(s) / Firm(s) shall be accorded adequate opportunity of hearing in order to defend the charges within the given timelines.
- (iii) The Notice to the Person(s) / Firm(s) shall be sent at the mailing/postal address as provided under the Contract or any other address provided by way of subsequent written communication by the Person(s) / Firm(s). The non-receipt of the Notice due to incorrect / change in mailing address without any written communication shall not be attributable to

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Dated : 12<sup>th</sup> October 2020  
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SSGC. In case of non-receipt of any reply from the accused Person(s) / Firm(s) within the formulated time, but not less than the time given in (i) above, the Committee shall have the right to proceed on Ex-parte basis.

## 7. DECISION

The committee shall hold an independent inquiry/investigation as the case may be, and, which may include site visits and interviews with the parties concerned. The Committee shall complete the entire inquiry/investigation, preferably within a period of 30 days after receipt of response from the Person(s) / Firm(s) against whom proceedings under this Mechanism has been initiated and shall present the report to the Managing Director, SSGC. If required, the Committee may report the case to an appropriate law enforcement agency depending upon the nature of the case for detailed investigations with the prior approval of Managing Director, SSGC. iii. The Person(s) / Firm(s) against whom proceedings have been initiated under this Mechanism shall not proceed for arbitration/litigation during the proceedings for blacklisting.

## 8. COMMUNICATION OF DECISION

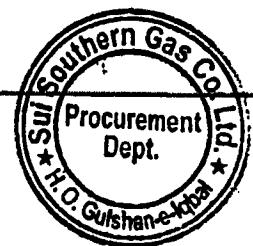
After recommendation for temporary & permanent blacklisting by "SSGC's Rights Protection Committee (RPC)", the Person(s) / Firm(s) concerned shall be informed within 10 days of such decision. The decision of the Committee will be notified on SSGC 's and PPRA's websites and shall also be conveyed to Pakistan Engineering Council.

The temporary Blacklisting on the grounds and reasons specified herein above shall be for a reasonable specified period of time and as a general rule of prudence, the period may not exceed three years, except in cases where debarment/blacklisting has been done by any other government department or an International Financial Institution (Donor Agency). In case the Person(s) / Firm(s) has been blacklisted by the government department or the International Financial

Institution (donor agency), the period of temporary blacklisting/debarment shall be for a maximum period of 3 years or the time period for which the concerned government department/International Financial Institution (Donor Agency) debarred the contractor (whichever is higher). However the permanent blacklisting cannot be revived.

Action after the Person(s) / Firm(s) are placed on Blacklisting List:

- i. The decision of blacklisting will be immediately circulated to all concerned as mentioned herein above under the heading Communication of Decision.
- ii. In case of a contract already awarded to a Person(s) / Firm(s) which has been blacklisted and termination is either not possible or not feasible, the concerned Project Authority may proceed in this case to complete the contract with the approval of Competent Authority. (iii) The blacklisted Person(s) / Firm(s) shall stand disqualified from bidding from the date of decision against them. Any pending bids shall also stand rejected. If a contract has already been awarded to Person(s) / Firm(s), it shall be voidable at the option of SSGC. (iv) A separate register or data base will be maintained for blacklisted firms indicating reasons and period.





9. Effectiveness

This Mechanism or any amendments thereof shall take effect immediately with the approval from Managing Director of Sui Southern Gas Company Limited.

Not for Bidding Purpose

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Dated : 12<sup>th</sup> October 2020  
Revision-1 : Dt: 3 Sept 2024



**PRICE SCHEDULE FOR GOODS TO BE OFFERED OUTSIDE PAKISTAN**

TENDER ENQUIRY NO : SSGC/FP/ 13596

**Section-3**

\* Only for local manufacturer

Sr. No	Description	Country of Origin / Make / Brand	Qty	Unit	Unit FOB price Port of Loading	Total FOB Cost / Item (COL 4x6)	Unit Price C&F (Port of Entry Karachi)	Total C&F Port of Entry (COL 4x8)	Unit FOR Price	Total FOR Price (COL 4x10)
1	2	3	4	5	6	7	8	9	10	11
	COMPOSITE SERVICES PRICE SCHEDULE REQUIRED FOR PER 01 NO. OF TBS, B => A* 47 = PRICE OF SERVICES FOR AUTOMATION OF 47 NUMBERS OF TBS (AS PER BID PRICE SCHEDULE 5.3 (i) / SPECS)									
1	[ 1 ] SC012102		1	Lot						
	COMPOSITE SERVICES PRICE SCHEDULE REQUIRED FOR PER SMSs HAVING 02 RUNS/LEGS, FOR D=C* 12 => PRICE OF SERVICES FOR AUTOMATION OF 24 LEGS/RUNS OF SMSs (AS PER BID PRICE SCHEDULE 5.3 (ii) / SPECS)									
2	[ 2 ] SC012103		1	Lot						
	COMPOSITE SERVICES PRICE SCHEDULE REQUIRED FOR PER SMSs HAVING 03 RUNS/LEGS, FOR F=E* 06 => PRICE OF SERVICES FOR AUTOMATION OF 18 LEGS/RUNS OF 06 SMSs (AS PER BID PRICE SCHEDULE 5.3 (iii) / SPEC)									
3	[ 3 ] SC012104		1	Lot						
	DESIGN, DETAILED ENGINEERING & INTEGRATION OF SMSs & TBSs WITH THE EXISTING AUTOMATION SYSTEM, AS PER THE SPECIFICATION & SCOPE OF OUTLINED IN THE TENDER (AS PER BID PRICE SCHEDULE 5.3 (iv) / SPECS)									
4	[ 4 ] SC012105		1	Lot						
	SYSTEM IMPROVEMENTS & OPTIMIZATION FEATURES SUCH AS MULTI-SCHEDULING, DYNAMIC ALARMS, BATCH ENTRY (IF APPLICABLE), DECIMAL LEVEL SET VALUE INPUT AS PER THE SPEC. & OTHER SMART FEATURES & SYSTEM IMPROVE (AS PER BID PRICE SCHED 5.3 (iv)/SPECS)									
5	[ 5 ] SC012106		1	Lot						
	RE-LOCATION OF SERVER ROOM FROM HEAD OFFICE TO KARACHI TERMINAL & ESTABLISHING THE CENTRALIZED CONTROL STATION FOR AUTOMATION & CONTROL SYSTEM FOR ALL AUTOMATE SMSs & TBSs (AS PER BID PRICE SCHEDULE 5.3 (iv)/SPECS)									
6	[ 6 ] SC012107		1	Lot						
	PROOF OF CONCEPT (POC) FOR THE AUTOMATION SYSTEM & ITS INTEGRATION TO BE CONDUCTED AT THE SYSTEM INTEGRATOR'S ACCOMMODATION, MEALS & LOCAL TRANSPORTATION FOR AT LEAST (15) SSGCL EXEC. FOR TWO DAYS (AS PER BID PRICE SCHEDULE 5.3 (iv)/SPECS)									
7	[ 7 ] SC012108		1	Lot						

**Important Note:** Bidders have to fill both the price schedules, i.e: Price Schedule in Section 3 as well as Bid Price Schedules, Clause# 5.3 in Specification (Section-4).



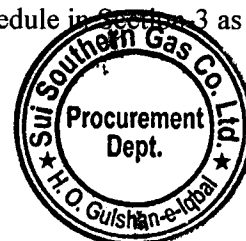
**PRICE SCHEDULE FOR GOODS TO BE OFFERED OUTSIDE PAKISTAN**

TENDER ENQUIRY NO : SSGC/FP/ 13596

**Section-3**

Sr. No	Description	Country of Origin / Make / Brand	Qty	Unit	Unit FOB price Port of Loading	Total FOB Cost / Item (COL 4x6)	* Only for local manufacturer		Total FOR Price (COL 4x10)
							Unit Price C&F (Port of Entry Karachi)	Total C&F Port of Entry (COL 4x8)	
1	2								
8	THE BIDDER WILL PLAN & HOST A MIN OF THREE(3)DAYS OF ENGIN. DESIGN REVIEW MEETINGS & TWO DAYS HEAD OFFICE OR KARACHI. IF CONDUCTED OUTSIDE KARACHI, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ARRANGING (AS PER BID PRICE SCHEDULE 5.3 (iv)/SPECS)		1	Lot					
9	TRAINING OF FIVE SSGCL EXECUTIVES ON CONTROL VALVE DESIGN, INSTALLATION, COMMISSIONING & MAINTENANCE AT THE MOV MANUFACTURER'S FACILITY. THE TRAINING MUST COVER COMPLETE DESIGN, VALVE SIZING (AS PER BID PRICE SCHEDULE 5.3(iv)/SPECS)		1	Lot					
10	COMPREHENSIVE HANDS ON TRAINING (PREVENTIVE & CORRECTIVE MAINTENANCE) FOR SSGCL STAFF TO ENABLE THEM TO OPERATE & PERFORM BLUE COLLAR TASKS RELATED TO THE COMPLETE AUTOMATION & CONTROL SYSTEM (AS PER BID PRICE SCHEDULE 5.3 (iv)/SPECS)		1	Lot					
11	PROVIDE 05 DAYS OPERATION TRAINING ON THE AUTOMATION & CONTROL SYSTEM TO A GROUP OF SSGCL EXECUTIVE (UP TO 20 PARTICIPANTS), INVOLVING BOTH ON FIELD & IN OFFICE SESSIONS IN KARACHI (AS PER BID PRICE SCHEDULE 5.3(iv)/SPECS)		1	Lot					
12	SERVICE CHARGES FOR GSM DATA & STATIC/RADIO IP FROM INTERNET SERVICE PROVIDERS (ISPs) WILL BE COVERED UNTIL THE COMPLETION OF THE WARRANTY-DETECT LIABILITY PERIOD (AS PER BID PRICE SCHEDULE 5.3(iv)/SPECS)		1	Lot					
13	SUPPLY PRICE SCHEDULE: J=1* 47=> FOB PRICE OF SUPPLY OF EQUIPMENT FOR 47 NUMBERS OF TBS (AS PER BID PRICE SCHEDULE 5.3(v)/SPECS)		1	Lot					
14	SUPPLY PRICE SCHEDULE FOR SMS HAVING (02 LEGS/RUNS): L= K*12=> 1*FOB PRICE OF SUPPLY OF EQUIPMENT FOR 12 NUMBERS OF SMS HAVING TOTAL 24 LEGS/RUNS (AS PER BID PRICE SCHEDULE 5.3(vi)/SPECS)		1	Lot					

**Important Note:** Bidders have to fill both the price schedules, i.e: Price Schedule in Section-3 as well as Bid Price Schedules, Clause# 5.3 in Specification (Section-4).





**PRICE SCHEDULE FOR GOODS TO BE OFFERED OUTSIDE PAKISTAN**

TENDER ENQUIRY NO : SSGC/FP/ 13596

**Section-3**

Sr. No	Description	Country of Origin / Make / Brand	Qty	Unit	Unit FOB price Port of Loading	Total FOB Cost / Item (COL 4x6)	Unit Price C&F (Port of Entry Karachi)	Total C&F Port of Entry (COL 4x8)	* Only for local manufacturer	
									Unit FOR Price	Total FOR Price (COL 4x10)
1	2									
15	SUPPLY PRICE SCHEDULE FOR SMS HAVING (03 LEGS/RUNS) N=M* 06 => FOB PRICE OF SUPPLY OF EQUIPMENT FOR 06 NUMBERS OF SMS HAVING TOTAL (18 LEGS/RUNS) (AS PER BID PRICE SCHEDULE 5.3(vii)/SPECS) [ 15 ] CC011406		1	Lot						
16	SUPPLY PRICE SCHEDULE FOR THE ESTABLISHMENT OF CENTRALIZED CONTROL STATION: O=1, FOB PRICE, ITEM SUPPLY PRICE (AS PER BID PRICE SCHEDULE 5.3(viii)/SPECS) [ 16 ] CC011407		1	Lot						
17	FOR SUPPLY OF NECESSARY TOOLS, GADGETS LIKE MULTI-METERS AC/DC, LOOP CALIBRATORS, TERMINAL SCREW DRIVER SETS, FOB PRICE FOR KARACHI REGION FOR KARACHI, LOWER SINDH & BALOCHISTAN (AS PER BID PRICE SCHEDULE 5.3(x)/SPECS) [ 17 ] CC011408		1	Lot						
18	SPARE PARTS OF COMPLETION AUTOMATION AND CONTROL SYSTEM BIDDERS ARE REQUIRED TO PROVIDE A MIN. OF 10% OF THE TOTAL SUPPLIES, FOB PRICE FOR CRITICAL COMPONENTS & SPARES REQUIRED TO ENSURE THE SMOOTH OPERATION (BID PRICE SCHEDULE 5.3(x)/SPECS) [ 18 ] CC011409		1	Lot						
19	SUPPLY PRICE SCHEDULE FOR THE ESTABLISHMENT OF CENTRALIZED CONTROL STATION, FOB PRICE (AS PER BID PRICE SCHEDULE 5.3(viii)/SPECS) [ 19 ] CC011412		1	Lot						

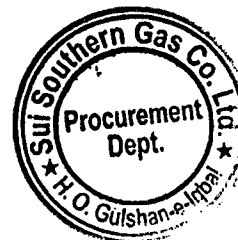
**Delivery Schedule:** *As mentioned in the specification Section-4.*  
FIXED BID SECURITY USD 16,000 OR PKR 4,500,000

**NOTE TO SUPPLIER:** \* According to SRO827(1)2001, "engineering goods" means good specified in CGO11/2007, as per SRO the bidder will be considered as local manufacturer for the engineering goods if their names are appearing in the CGO list.

**IMPORTANT**

We draw your special attention to :

- Prices given here in shall take into account with relevant factors including discounts , if any.
- Proforma Invoice of the principal is mandatory required to be submitted by the Supplier which shall match with the price schedule.
- In case when bidder submit alternate bids a separate bid bond for each bid is required, otherwise bid will be liable for rejection.
- All offer shall remain valid up to 120 days from the date of opening of bids and bid bond shall remain valid for 150 days.
- The prices on FOB and C&F (PNSC freight to be submitted by the bidder(s) is mandatory) basis should be quoted separately as given above.
- Following information shall be mentioned in the bid.  
(a) Country of Origin (b) Port of Shipment (c) Estimated Gross weight / Volume
- The bid validity and the delivery schedule shall match with the schedule of Requirement / Bid Form. In all circumstances the bid validity and delivery schedule given on Schedule of Requirement / Bid Form will prevail without any further recourse.
- Any Bidder who change/amend the BOQ or Price Schedule (Description, Quantity, UOM etc.) will render the bid as conditional bid and will be liable for rejection.



**Important Note:** Bidders have to fill both the price schedules, i.e: Price Schedule in Section-3 as well as Bid Price Schedules, Clause# 5.3 in Specification (Section-4).



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**Design, Supply, Fabrication, Installation, and  
Commissioning of Automation and Control  
System for 47 TBSs and 18 SMSs (42  
Legs/Runs) on Complete Package and  
Turnkey Basis**

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Rev 1





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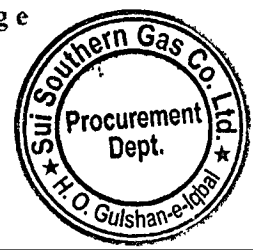
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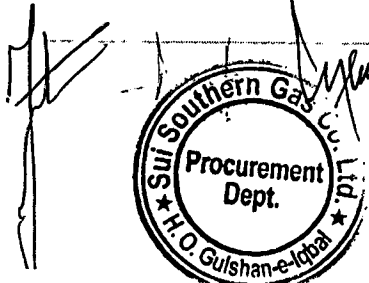
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### List of Abbreviations

SSGCL	Sui Southern Gas Company Limited
SMS	Sales Metering Station
TBS	Town Border Station
PSIG	Pounds per Square Inches Gauge
E&P	Exploration and Production
PEC	Pakistan Engineering Council
PID	Proportional Integral Derivative
HMI	Human Machine Interface
PPRA	Public Procurement Regulatory Authority
HSE /QA / QC	Health, Safety Environment / Quality Assurance / Quality Control
HAZOP	Hazard and Operability Study
OEM	Original Equipment Manufacturer
OGRA	Oil and Gas Regulatory Authority
ASME	American Society of Mechanical Engineers
SS	Stainless Steel
FAB	Frequency Allocation Board
PTA	Pakistan Telecommunication Authority
GSM	Global System for Mobile Communication
ATEX	Explosive Atmospheres
IP	Ingress Protection
Dbm	Decibel milliwatts
RSSI	Received Signal Strength Indicator
RSCP	Received Signal Code Power
SINR	Signal-to-Interference-plus-Noise Ratio
C/I	Carrier-to-Interference Ratio
Ec/Io	Energy per Chip to Interference Density
NDE	Non-Destructive Examination
RT	Radiographic Testing

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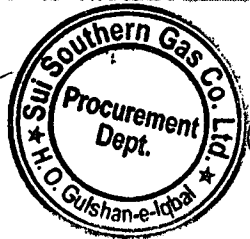
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**Automation and Control of SMSs and TBSs**

HART	Highway Addressable Remote Transducer Protocol
BOQ	Bill of Quantities
ISA	International Society of Automation
IEC	International Electrotechnical Commission
VRLA	Valve Regulated Lead Acid
SCFH	Standard Cubic Feet Hour
SCM	Standard Cubic Meter Hour
SCADA	Supervisory Control and Data Acquisition
JB	Junction Box
USB	Universal Serial Bus
Project	Complete scope of activities mentioned in these TORs for automation of TBSs and SMSs

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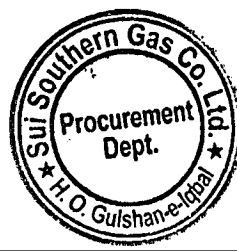
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## 1. Introduction

Sui Southern Gas Company Limited (SSGC) is a publicly listed large-scale company and Pakistan's leading integrated gas utility. The company primarily engaged in the transmission and distribution of natural gas, along with the installation of high-pressure transmission and low-pressure distribution systems.

In addition to its core activities, SSGC owns two subsidiaries: SSGC-LPG, which focuses on the import, marketing and distribution of LPG, and SSGC-AE, which is involved in non-conventional gases, fuels and renewable energy streams. SSGC also operates a Meter Manufacturing Plant dedicated to producing natural gas meters for residential applications. This facility manufactures two models of gas meters—the G-1.6 and G-4—with a cumulative annual production capacity exceeding 1 million units, ensuring the company can meet the growing demand for reliable gas metering solutions.

For more detailed information about SSGC's operations, please visit official website at [www.ssgc.com.pk](http://www.ssgc.com.pk)

### 1.1 Project Objective

SSGCL is seeking to automate and control the pressure & gas supply management of forty seven (47) number of Town Border Stations (TBSs) of Karachi Region and eighteen (18) Sales Metering Stations (SMSs) having total 42 Runs/Legs situated in Sindh & Baluchistan on lump sum turnkey basis.

SSGCL has successfully automated 50 TBSs in the Karachi region as part of a pilot project. The primary objective of this initiative was to facilitate daily load management activities and ensure optimized gas pressures and flows based on the specific load requirements of pipeline network. The installed automation system allows for remote control via regional workstations, enabling users to adjust load requirements on a daily basis. The system can be operated in both automatic and manual modes by the operator.

The newly listed sites are an extension of this initiative. The contractor will be responsible for automating and integrating these new sites with the existing automation system. Alternatively, the contractor may propose a new automation HMI platform/system for all sites, including both the new and the already automated ones. However, any work performed on the already automated sites—whether integration, upgrading, or supply of hardware/HMI software—will be at no cost to SSGCL. The contractor will only be paid for work performed on the new sites.

Firms with extensive EPCC experience in automating oil and gas facilities including engineering designing are invited to submit bids under this tender. The selected contractor will be fully responsible for the design, supply, fabrication, installation, and commissioning necessary to automate the SMSs/TBSs and enable remote operation.

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### 1.2 SMS & TBS Infrastructure Brief

A Sales Metering Station (SMS) is a vital component of the natural gas transmission and distribution network, designed to regulate and manage the pressure of natural gas as it transitions from high-pressure transmission pipelines to the lower-pressure distribution systems. These stations typically regulate pressures ranging from 1,200 psig to 10 psig, with gas flow rates varying from 800 MMSCFD to 0.5-02 MMSCFD.

Pressure regulation is achieved using either pressure regulators or pressure control valves, depending on the flow rate and pressure requirements. This regulation can take place either upstream or downstream of the gas metering system, depending on the metering system design and operational needs.

To accommodate varying flow and pressure requirements, SMSs besides bypasses may have multiple pipeline runs (or "legs") to ensure flexibility, operational efficiency, and system redundancy.

The typical equipment in an SMS includes gas metering systems, isolation valves, scrubbers, filters, flow computers, electronic volume correctors (EVCs), odorization systems, data acquisition system, and other ancillary components necessary for safe operation, accurate data acquisition, and monitoring. The metering systems are designed in compliances to AGA-03, AGA-05, AGA-07, AGA-08/NX-19, AGA-09 etc., depending on the type of meter.

A Town Border Station TBS is responsible for stepping down medium pressure (05 – 100 psig) from SMS (Sales Metering Stations) to low distribution mains pressure (0 – 80 psig) suitable for the downstream pipelines that are connected to households, commercial and industrial customers.

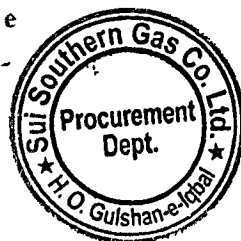
It act as pressure regulating station (with measurement) and maintains downstream pressures through pressure regulators, providing a wide range of flows. Generally, the TBS are segregated, meaning one TBS alone supplies gas to a town or a larger consumer population (including domestic, commercial and industrial customers). However, there are possibilities, where multiple TBS may be interconnected and gas is supplied to an either larger or smaller segment of consumers from more than one TBS.

A typical TBS infrastructure may consist of Metering System, Electronic Volume Corrector (EVC), Pressure Regulators, Isolation Valves, Flanges, Filters, and Data Acquisition System. At single locations, there may be multiple TBSs, and each TBS may have bypass spools. However, the bidder is required to automate one leg/run for each TBS.

Natural gas reserves are continuously depleting, leading to a corresponding reduction in SSGCL's supply volumes. The bidder must take into account this overall depletion of gas volumes and daily load fluctuations in the system design. The proposed automation system should be adequately sized and capable of managing such variations effectively.

### 1.3 Existing Automation & Control System Description

Sui Southern Gas Company Limited (SSGC) has successfully installed an Automation and Control System at 50 Town Border Stations (TBSs) in the Karachi region as part of a pilot project. The system is capable of, but not limited to, enhanced daily load management, continuous 24/7 network visibility,

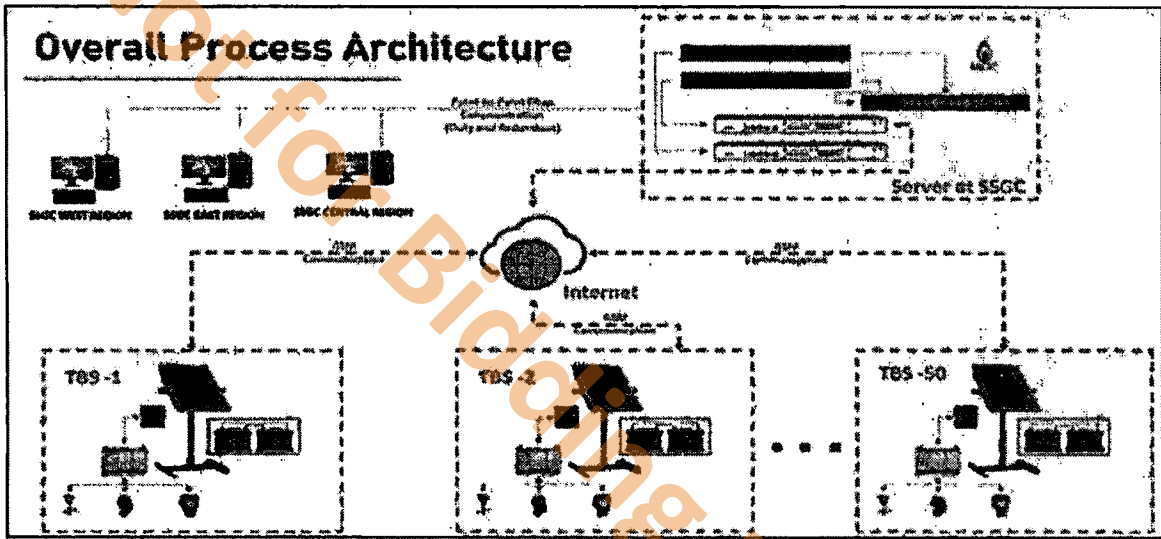


## Automation and Control of SMSs and TBSs

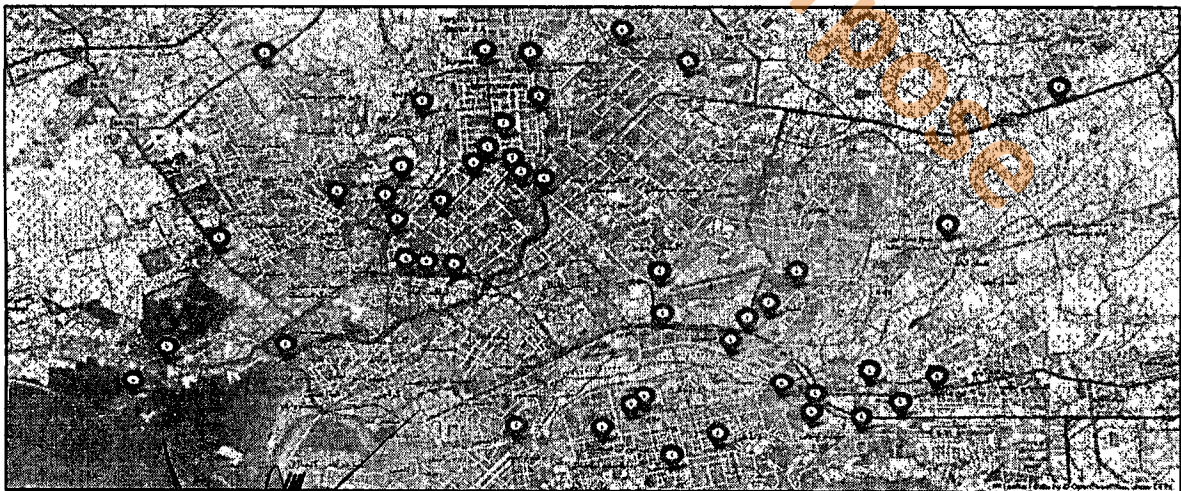
improved asset and personnel safety, multi-scheduling, communication with EVCs for data acquisition and remote emergency shutdown capabilities.

The system consists of several integrated components, including Remote Terminal Units (RTUs), customized motor-operated valves, solar systems, batteries, surge protection devices, pressure transmitters, relays, redundant grounding, security shear bolts, Human-Machine Interface (HMI) software (FactoryTalk View Site Edition) PID controllers, GSM M2M communication systems, Static Private IP, redundant VPNs & servers, and client arrangements. The three (03) regional workstations in Karachi are connected via redundant third Party FOC (Fiber Optic Cable) with SSGC Head Office.

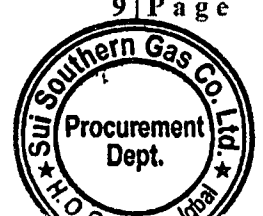
The entire system has been custom-designed, developed, programmed, installed, and commissioned in accordance with SSGC's operational requirements. The GSM and Fiber optic services are acquired from telecom and internet service providers (ISPs).



### 1.4 List of Auto TBSs marked on Map.



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## 2. Scope of Work

### 2.1 General Scope

- i. The Contractor shall be responsible for activities to be performed on the SMSs and TBSs, included but not limited to those mentioned in the tender herein:
- ii. The contractor shall be responsible for integrating 47 TBSs, each having one run/leg, and 18 SMSs with a total of 42 legs/runs, into the existing automation and control platform (FactoryTalk View Site Edition). Alternatively, the contractor may propose an equally efficient, robust, and optimized HMI platform and carry out the integration of both the new sites and the existing 50 automated TBS sites. In the case of opting for the second option (new HMI automation platform), the cost for the new platform, along with any supply or services required to integrate the existing 50 automated TBS sites, will be at no additional cost. However, the cost for the new 47 TBSs and 18 SMS sites will be paid according to the offered bid price.
- iii. The contractor shall be responsible for the design and detailed engineering of the automation and control solution/proposal, considering process parameters, ease of maintenance, site conditions, operation criticality, and overall system reliability. The contractor must propose the most suitable solution, keeping in mind the operational requirements and international standards, including but not limited to IEC 61850, IEC 61131, IEC 62351, ISO/IEC 27001, ISA 95, IEEE 1613, IEC 11801, IEC 62443, IEC 60534 and the ISA 75 series. The solution must also adhere to best practices in oil and gas distribution, OGRA standards, Process Safety, and comply with the technical specifications outlined in the tender.
- iv. The contractor shall keep in view the site process conditions and design the system such that it must be capable of operating adequately throughout the operational envelope and any details shared later after award of contract. At any stage, if the SMSs and TBSs recommended for automation are found not feasible/fit for the said modifications/automation to achieve the intended purpose, then SSGCL has the right to suggest alternate site or delete those from scope of work.
- v. The automation system must be able to communicate independently with the existing models of Electronic Volume Correctors (EVCs) and Flow Computers. These devices are already integrated with other data acquisition systems, so the bidder must establish their own connections/polls with the system. The design should ensure that both communication streams operate concurrently without interference or disruption. Bidders are advised to thoroughly review the communication protocols of these devices, as some models may require protocol translators and some may have occupied ports i.e., RS 232 / 485 Port. However, the preferred approach would be to implement the best engineering practices to establish communication without the need for protocol translators.
- vi. SSGC will arrange a pre-bid site visit for prospective bidders of candidate SMS & TBS for automation. Bidders are strongly advised to visit the sites and thoroughly review the existing power systems of the EVCs. Currently, all TBS sites, including the existing 50 automated TBSs are cell battery-operated. However, the bidder must design and implement a solar-powered

## Automation and Control of SMSs and TBSs

- charging solution for all EVC based sites to ensure the EVCs' batteries remain continuously operational, preventing depletion and ensuring 24/7 availability for instant communication.
- vii. The automation and control platform (HMI) must be configured and programmed to provide operators with features such as multi-scheduling, dynamic alarms, batch entry (if suitable) for scheduling, and the ability to set pressure/flow rate control values up to the decimal level. Bidders are advised to consider additional optimizations during the design phase based on the inputs and requirements of the system operators.
  - viii. For the SMSs, the primary communication channel will be the Radio Frequency (RF) system of SSGCL, and the dual SIM based GSM would act as secondary communication. The general RF system specifications are provided in the tender; however, detailed specifications, if required, will only be shared with the successful bidder. SSGCL will provide the communication link between the Karachi Terminal (Control Station) and the various repeater stations (wherever, available). At some SMSs, no additional hardware, such as radios or towers will be required; however, at other sites, such hardware will be necessary to establish the communication link. Therefore, bidders are advised to carefully review the site conditions and RF infrastructure and submit their bids accordingly.
  - ix. For the TBSs, the preferable communication channel will be the GMS; however, in order to ensure the site availability more than 99.5%, the bidder should select redundant M2M Sims of different network providers or any other solution for better connectivity. Before, the site selection for automation, it would be sole responsibility of bidder to conduct site surveys and provide network performance metrics like dBm, RSSI, RSCP, SINR, C/I, and Ec/Io and proper assessment report. The existing automated TBSs will also be equipped with redundant GMS Sims.
  - x. TBSs are generally located within city areas; however, a few may be situated on the outer periphery of the city, depending on the specific gas network requirement. Most of these sites are secured, with boundary walls, razor wire, broken glass, and wire mesh providing reasonable protection. In contrast, SMSs are typically located in remote areas covering large land footprint, and they have relatively short boundary walls. While most of these sites are guarded, it is the bidder's responsibility to assess the site conditions and propose/design suitable solutions for protecting critical assets. This may include the design and installation of porta cabins or underground pits for battery storage, security/shear bolts, permanent adhesives to prevent theft of solar panels and batteries, and the installation of hooter systems for alerting security personnel.
  - xi. The contractor shall submit all relevant documentation, including but not limited to Preliminary Design Reports, FEED Reports, Detailed Engineering Design Reports, Installation Reports, Cold & Hot Commissioning Reports, datasheets, drawings, wiring diagrams, schedules, hookups, P&IDs, control valve sizing, password free PLC programming, network coverage reports, RF communication infrastructure studies, electrical load calculations, sizing sheets, etc. The contractor shall also provide all relevant material certificates, calibration certificates, and inspection test certificates for each delivered item. The complete ownership and title of the automation system, including all associated documents, codes, and programs, shall vest exclusively with SSGCL.



**Automation and Control of SMSs and TBSs**

- xii. All key components of the automation system quoted in the proposed solution, including but not limited to motorized control valves, I/P converters, manual valves for sensing tubes, PLC controllers, batteries, solar systems, charge controllers, pressure transmitters, GSM modules, slave radios, antennas and cabling, fiber glass junction boxes, digital and analog I/O cards, serial cards, ethernet modules, terminal blocks, connectors, relays, interposing relays, circuit breakers, internal/external wiring, etc., must be sourced from renowned international manufacturers and OEMs. When sourcing critical components, the Reliability, Availability, and Maintainability (RAM) of the overall system must be considered as the highest priority.
- xiii. Supply & Installation of robust and most reliable Motorized Control Valve with positioner, tubing, and all allied works.
- xiv. Supply and installation of robust and highly reliable I/P converters capable of covering all possible pressure ranges, along with supporting equipment, cables, instrument regulator, connectors, tubing, and all related works
- xv. Supply and installation of an advanced SIL 2 PLC (PID - Proportional, Integral, and Derivative) controller that is reliable and compatible with the expected operational functions. The controller must be capable of mitigating conversion risks, buffering memory, handling high-speed counter inputs, and improving overall efficiency with expanded capabilities and functionalities.
- xvi. During the design phase, the bidder will provide a Proof of Concept (POC) for the complete automation system and its integration, at the System Integrator's facility within Pakistan. If the POC is conducted outside Karachi, the contractor shall be responsible for arranging (02) days hotel accommodation, meal and local transportation for at least 15 SSGCL executives.
- xvii. The bidder will plan and host a minimum of three (03) days of Engineering Design Review meetings and (02) days HAZOP (Hazard and Operability) study, to be conducted outside the SSGCL premises, preferably in the city of their head office or Karachi. However, independent chairperson for HAZOP will be hired by SSGCL.
- xviii. The contractor will arrange a minimum of 05 days of training at the motorized control valve manufacturer's facility, covering the complete design, valve sizing, manufacturing, day-to-day operations, troubleshooting, and routine maintenance of control valves. All expenses related to lodging, boarding, ticketing, etc., for a minimum of (05) executive shall be borne by the contractor. However, for pricing purposes, the cost of training per executive shall also be shared, along with the total training cost. SSGCL reserves the right to exclude or include any executives based on management approval.
- xix. The contractor shall provide comprehensive hands-on training to SSGCL staff to enable them to operate and perform blue-collar tasks (field maintenance activities) related to the complete automation and control system. This includes, but is not limited to, training on all hardware/equipment installed at sites, minor issues related to the HMI screen, networking, and other associated components. The necessary tools, gadgets like Multi-meters AC/DC, Loop calibrators, Terminal Screw driver sets, Lugs punch, wire stripper, Nose plier, Cutter plier, RJ45 network cable tool and tester etc., to perform the blue collar jobs shall be supplied by the bidder.

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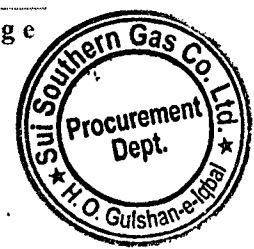
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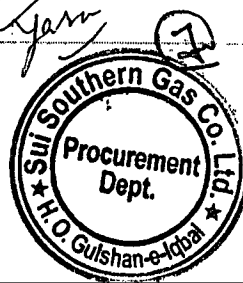
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## Automation and Control of SMSs and TBSs

- xx. The knowledge transfer and hands-on training shall not be limited to a specific number of days. It is the contractor's responsibility to ensure that SSGCL staff are fully trained to the extent that they can independently perform all blue-collar tasks and address the aforementioned minor issues. Until the SSGCL staff are adequately trained and capable of performing these tasks independently, the contractor shall continue to provide the necessary services at no additional cost.
- xxi. Provide 05 days Operational Training on the automation and control system to a group of SSGCL executives (up to 20 No.s) involving office sessions at Karachi. All the necessary arrangements will be done by SSGCL, however, meals will be provided by the contractor.
- xxii. Supply & Installation of Pressure Transmitter for monitoring of upstream and downstream pressures.
- xxiii. Supply and Installation of Solar System, Industrial grade Charge Controller with Batteries. The system must be capable to supply minimum 03 days of power backup.
- xxiv. Supply and Installation of Fiber glass ingress protected Junction Boxes.
- xxv. Supply and installation of dual SIM GSM routers for TBSs & SMSs, capable of automatically acquiring the signal without the need for resetting or restarting to regain the required signal strength for the smooth operation of the automation system. While the primary communication for SMS will be through RF, dual SIM GSM communication should be available at those SMS sites having network coverage.
- xxvi. Supply and Installation of manual isolation valves for sensory tubings.
- xxvii. Supply and Installation of Cables, Cable Trays, Tubing, Glanding, Wiring, Termination, and all allied works.
- xxviii. Supply and Installation of all piping work / Fabrication, welding, sand blasting, painting of pipe spools, flanges, redundant Electrical Earthing and civil foundations.
- xxix. Relocation of automation servers and operating systems from the Head Office and respective regions, along with the development of a Centralized Control Station at the Karachi Terminal Office. For the development of the control station, the contractor is required to supply and install the high-definition LED video wall, functional consoles, server cabinets, KVM (server-type) systems connecting at least 8 machines, 4 chairs, a UPS with a minimum capacity of 10 KVA or higher to meet load requirements, and any other necessary items required for a standardized control station. The available space would be around 15 x 12 ft. Currently, services such as Static IP are provided through ISPs; however, it will be the contractor's responsibility to relocate the equipment from the Head Office server room to the Karachi Terminal Control Unit and provide redundancy for the Static IP via a radio link. Bidders are advised to visit the site to assess the scope of work.
- xxx. Purchase of M2M SIMS, registration, necessary approvals from PTA for GSM / GPRS communication and payments up to the release of PBG (DLP) period.
- xxxi. Completion of all allied works, whether explicitly mentioned here or communicated during the design or execution stages, required for the proper functioning of the complete system.





Automation and Control of SMSs and TBSs

xxxii. Provide after sales support during the warranty period and after warranty, standard SLA will be executed.

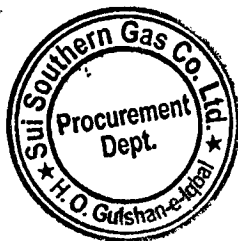
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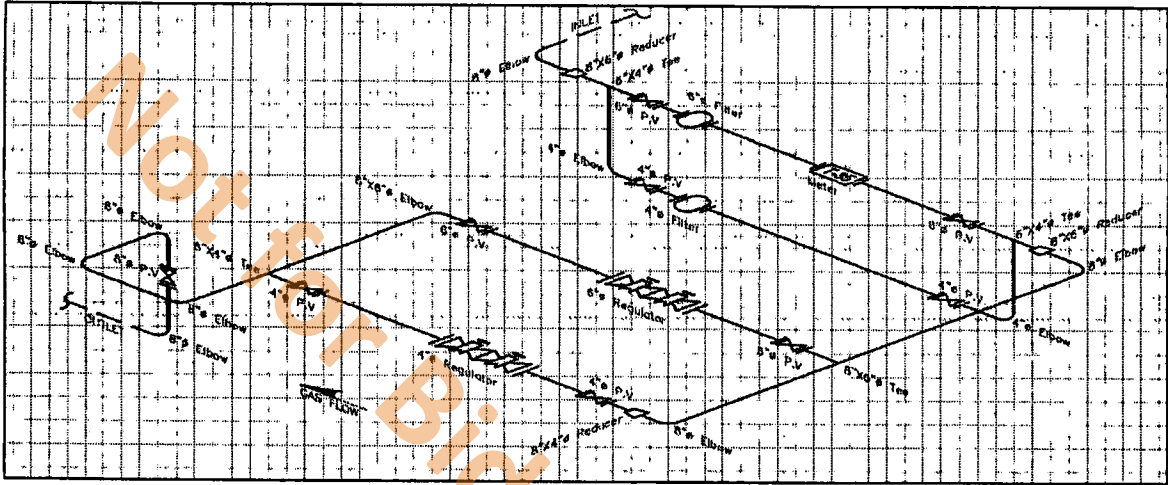
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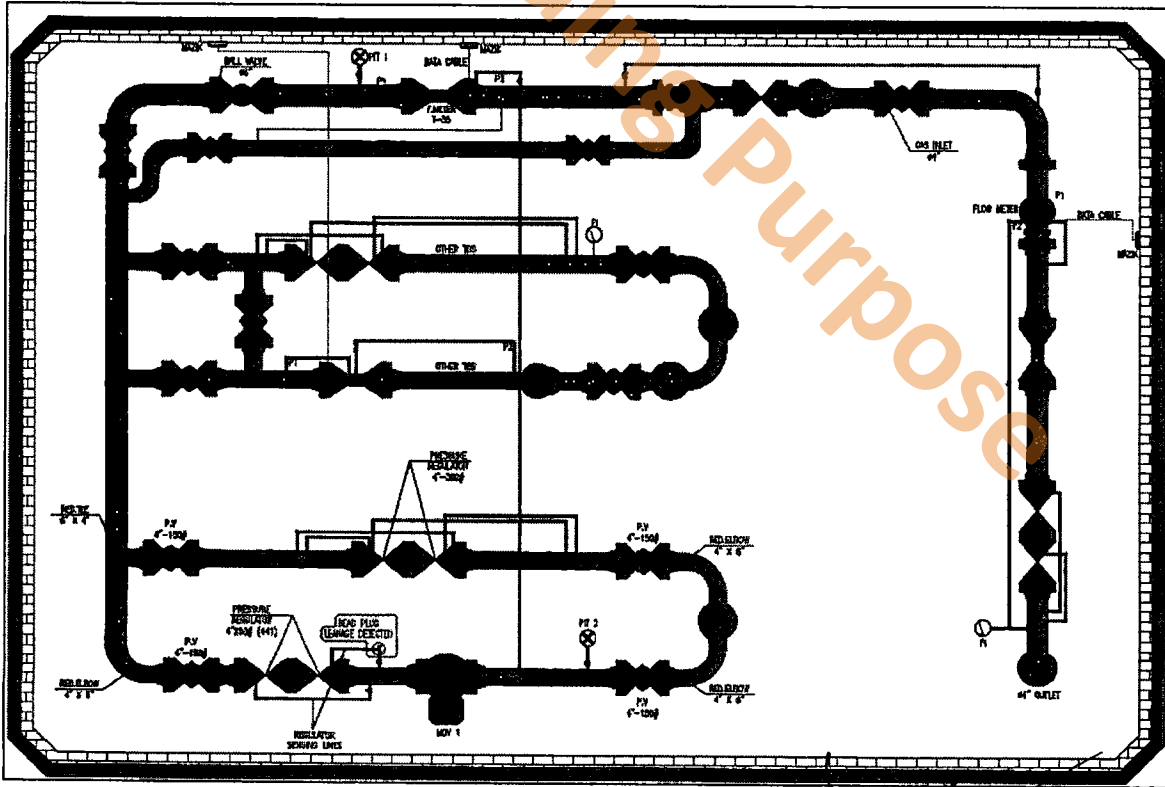
## 2.2 Schematic Drawings TBSs and SMSs for Reference

The general existing diagrams of the non-automated SMS and TBS, as well as one example of an automated TBS, are shown below for reference. It should be noted that a single TBS premises may have multiple runs/legs, with each run/leg categorized as a separate TBS. Therefore, the number of TBS sites will be equal to the total number of runs/legs. However, in the case of SMS, a single SMS may have multiple legs/runs to meet flow requirements.

### Non- Automated TBS

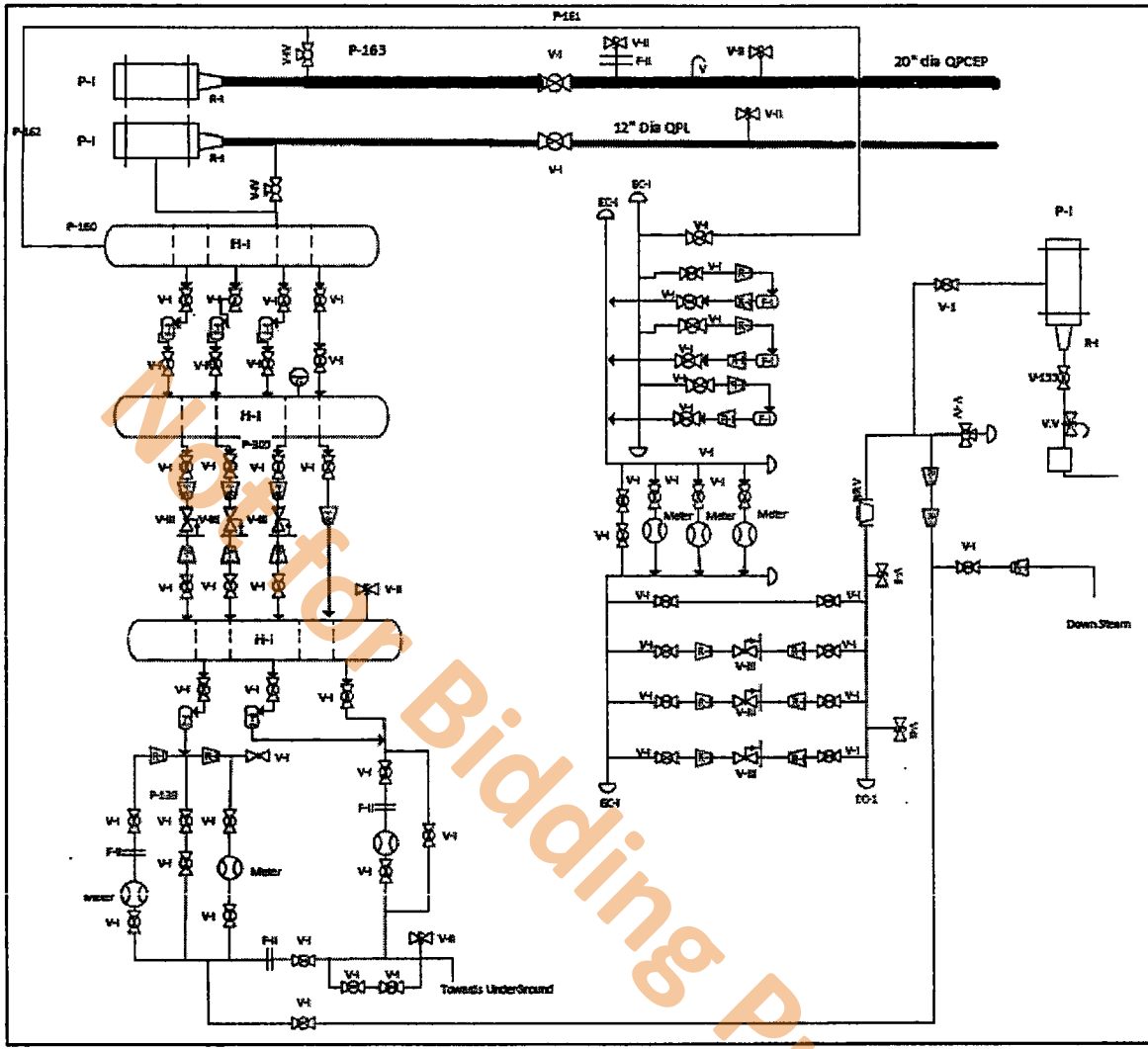


### Automated TBS leg/Run



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Non-Automated SMS



Bidding Purpose

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### 2.3 Equipment Specifications / Requirements Guidelines

All key supply equipment and other accessories shall be designed for minimum engineering life duration of 20 years under the stated service conditions. The bidder shall detail the anticipated service life of the equipment, along with details of any parts requiring specific maintenance or replacement because of their operating life limitations.

#### a. Motorized Control Valve (MOVs)

The control valve shall preferably be of the motorized type, operated/actuated through DC power supplied by the solar power system. The valve should be equipped with necessary auxiliaries such as limit switches and actuators to ensure smooth operation. The valve type shall be Globe. The MOV must comply with Zone 1, IIA T4 rating.

The control valve must be suitable for operation with natural gas, considering the presence of rugged particles and condensates. The flange connections shall be of ANSI 16.5, Class 150 raised face (this class rating is applicable to TBS sites only, for SMSs Class 300 or above is recommended), and sized in accordance with ISA 75 and IEC 60534 standard series.

The noise level of the control valve is recommended to be kept below 85 dB (decibels), though exceptions can be made depending on the remoteness of the site location. The casting of the valve shall be free from defects, such as blowholes, porosity, shrinkage faults, cracks, or any other detrimental imperfections.

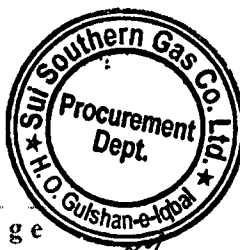
The trim component materials for the control valve shall be selected based on the process requirements, ensuring they are long-lasting, reliable, and durable (preferably SS316 or superior). The valve shall meet ASME IV leakage class or better.

The gasket should be selected for optimal sealing performance, durability, and resistance to natural gas leakage, and must be suitable for corrosive environments. The preferred gasket material is graphite spiral wound gasket with 316SS outer rings, although bidders may offer alternative solutions if they provide superior performance.

The MOV should be operable on 24 VDC, with a 4-20 mA power supply and appropriate glanding. The MOV must be capable of operating in a natural gas environment with the potential for rugged particles and condensates. The valve tubing shall be made of 316 SS. The positioner electronics shall be suitable for operation in a natural gas environment, and must meet IP66 or better ingress protection standards.

The valve manufacturer must provide valid ISO 9001 and ISO 14001 certificates. All performance, calibration, fire protection and material test certificates must be provided. The valve manufacturer must have a well-established global presence in the oil and gas industry with at least 15 years of experience in supplying valves for similar applications.

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## Automation and Control of SMSs and TBSs

The mounting base shall comply with the ISO 5211 standard. The actuator must be equipped with an auto-declutching manual override hand wheel and a pad lockable auto/manual switchable lever for manual operation in case of power failure.

The actuator must feature a large-size window and an indicator for better position indication visible from a distance. It shall include a continuous mechanical position indicator with a dial window to provide accurate position feedback. The actuator shall be equipped with torque switches to protect against damage caused by overload from the driven valve throughout the entire travel range.

It must have spring-loaded push-type terminals to ensure tight wiring connections, even under severe vibration. The actuator shall have limit switches (02 each for Open and Close positions), rated for SPDT 250VAC/10A.

Each MOV shall be sized according to the process parameters for natural gas, as specified in the tender. Detailed historical process data will be shared after the contract award.

The overall design, sizing, and selection of the MOV should prioritize reliability, maintainability, and availability (RAM). Therefore, bidders are advised to select the best-in-class MOV manufacturer and offer accordingly. The detailed specifications will be confirmed during the engineering design phase.

Each MOV should have the tag number, TBS/SMS site number, ratings and proper nomenclature as per the best industry practices.

### b. PLC Controller

The SIL 2 certified PLC controller for all sites and preferably housed inside a junction box suitable for Natural Gas environment. It shall be capable of accepting set points from a remote location wirelessly via GSM or RF communication.

Considering the criticality of SMS operations and multiple legs on single SMS site, the contractor has to choose best in class fully redundant PLC controller with dedicated power supplies having sufficient analogue and Digital I/Os. At SMSs, redundant controller shall be used to control the all legs/runs of SMS.

The controller shall be industrial grade with CE marking and Under Writer Laboratories (UL) certification for electronics. The controller shall be designed for tough industrial environments and able to perform with reliability and long life.

The PLC Controller shall be capable to operate effectively for the automation and control system, providing precise control and monitoring capabilities. The controller must be capable of handling a variety of applications, including but not limited to flow control & pressure regulation.

The controller must be capable of executing control algorithms for both single-loop and multi-loop control processes. The controller must support both continuous and discrete control modes, with capability for manual/automatic (M/A) mode switching.



## Automation and Control of SMSs and TBSs

- i. The PLC must support industry-standard communication protocols such as Modbus RS-232/RS-485, TCP/IP, Ethernet/IP, or DNP3 to seamlessly integrate with the automation system.
- ii. The controller should have dual Ethernet ports and or serial ports for redundant communication paths to ensure high reliability and fault tolerance.
- iii. PLC controller must store historical data locally, even when communication (e.g., GSM or RF communication) is lost. The local data logging or data buffering option should be available in the controller. The Data storage configuration and memory management shall be discussed in designing phase.
- iv. The system must allow easy integration with other field devices such as remote I/O, smart sensors, and actuators for natural gas flow and pressure control.
- v. The PLC must have embedded I/Os for AI, AO, DI, DA with sufficient redundancy (50%) IOs spare or as per best engineering practices and standards.
- vi. SSGCL may also advise additional signals integration during detailed engineering phase.
- vii. The controller should support advanced control programs such as feedforward control, cascade control, and ratio control for more complex operational requirements.
- viii. The controller must be capable of providing data logs and historical trend data for analysis and reporting, ensuring compliance with regulatory and operational standards in natural gas utilities.
- ix. The controller must have built-in redundancy for critical processes, such as fail-safe mechanisms in case of power loss or communication failure.
- x. The PLC must be capable of automatic fault detection and diagnostics, with visual or digital alarms to alert operators of any malfunction or system deviation.
- xi. The controller must be rated for operation in harsh industrial environments with ambient temperature ranges of -10°C to +70°C and humidity levels of 30% to 90% (non-condensing).
- xii. The RTU system should include built-in over-voltage protection, current limiting, and surge protection to ensure long-term reliability and avoid damage in case of electrical faults.
- xiii. The PID PLC controller must comply with international standards, including but not limited to:
- xiv. ISO 9001 (Quality Management)
- xv. ISO 14001 (Environmental Management)
- xvi. IEC 61131 (Programmable Controllers)
- xvii. IEC 61508 (Functional Safety)
- xviii. ATEX or IECEx for hazardous location classification as per the gas safety requirements.
- xix. The manufacturer of the PLC controller must have a minimum of 15 years of experience in supplying control systems to Oil & Gas sector, with proven capability in delivering high-reliability control solutions for industrial applications.
- xx. The manufacturer must have a well-established global presence and support network, with local offices or authorized representatives for on-site service and support.

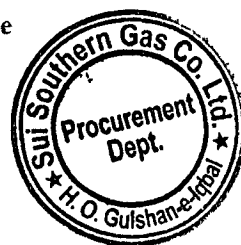
### c. Pressure Transmitters

Typically, two (02) Pressure Transmitters (PTs) are used at each leg/run of the TBS to monitor upstream and downstream pressures. However, for SMSs, the contractor must consider all legs/runs at each SMS, as well as the upstream and downstream headers. SSGCL generally references header pressures for routine operations.



**Automation and Control of SMSs and TBSs**

- i. The Pressure Transmitters must be HART-compatible to enable integration with automation systems for real-time monitoring and diagnostics.
- ii. The transmitters shall utilize latest sensor technology, which is known for its reliability, accuracy, and stability in harsh natural gas environments.
- iii. The selected transmitters must be fully compatible with natural gas, resistant to corrosion, and designed for long-term, trouble-free operation in pipeline monitoring applications.
- iv. The transmitters should be designed for high reliability with minimal drift over time, ensuring consistent measurement accuracy for preventive maintenance and predictive analytics in automation systems.
- v. The transmitter shall be capable of measuring pressures with a span that covers 60% of the maximum process pressure range ensuring the optimal measurement range for typical operational conditions.
- vi. The Pressure Transmitter shall have an accuracy of 0.075% of span or better. This level of precision is critical to ensure reliable readings for automation integration and system control.
- vii. Measurement units shall be in PSIG (Pounds per Square Inch Gauge) with local digital display capability for on-site monitoring.
- viii. The transmitters should be capable of handling a wide turndown ratio (e.g., 100:1), allowing accurate readings across a broad range of pressures, which is critical for diverse operating conditions.
- ix. The transmitter housing and body must be IP65 rated to ensure protection against dust, water, and other environmental elements.
- x. The transmitter should also be highly resistant to vibration (in compliance with IEC 61000-6-2 for immunity to electrical noise) and shock, ensuring reliability under harsh field conditions.
- xi. The equipment must be designed for extreme temperatures, capable of operating in environments ranging from -10°C to +70°C, making it suitable for both hot and cold climates.
- xii. The transmitter must also be resistant to gas composition changes and temperature fluctuations typical in natural gas pipelines.
- xiii. The installation should include 316 SS two-way manifold (block and bleed), providing ease of maintenance, isolation, and safety during installation or service activities.
- xiv. The impulse tubing connecting the transmitter to the pipeline should be made of 316 stainless steel, properly routed, and secured to avoid mechanical damage.
- xv. The Pressure Transmitter must be 24 VDC powered, and support a 4-20 mA output signal to provide continuous pressure measurement to the automation system.
- xvi. The transmitter should allow for adjustable zero and span settings, either locally or remotely, to ensure precise calibration without the need for complete replacement or recalibration in the field.

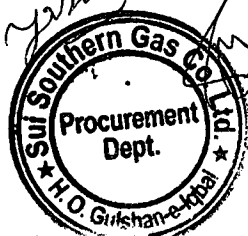


## Automation and Control of SMSs and TBSs

- xvii. Factory calibration certificates shall be provided with delivery, including traceability to national or international standards (e.g., ISO 17025 calibration).
- xviii. Field calibration shall be performed after installation to ensure the transmitter's accuracy is maintained after environmental installation conditions.
- xix. The selected Pressure Transmitter manufacturer must have at least 15 years of proven experience in supplying high-performance pressure transmitters for the oil and gas and automation systems.
- xx. Compliance with Industry Standards: The transmitter must meet international standards such as ATEX or IECEx (for hazardous areas), CE, and CSA if applicable, to ensure safety and operational reliability.

### d. Electrical & Instrumentation Cables

- i. Minimum conductor size for field cables shall be 1.5 sq. mm or greater as per site load and best engineering design practices.
- ii. Conductor material shall be high-quality copper or tinned copper for optimal conductivity and corrosion resistance.
- iii. Insulation shall be PVC, XLPE, or LSZH material providing adequate electrical insulation and fire resistance.
- iv. Voltage rating for cables shall be suitable for automation field devices.
- v. Cables must be suitable for operating temperatures between -10°C to +70°C.
- vi. Cables should be flame-retardant and comply with IEC 60332 or equivalent.
- vii. Cables shall have electromagnetic shielding (braided copper or aluminum foil) to protect against EMI/RFI and signal distortion.
- viii. Cables must be flexible and robust to withstand bending, pulling, and rough handling during installation and operation.
- ix. Cables must be UV-resistant and suitable for both indoor and outdoor applications.
- x. Compression-type lugs and sleeve-type lugs shall be used for cable terminations to ensure secure and reliable connections.
- xi. Cable glands shall be E1W M20 industrial type (IP66), brass, double compression, suitable for armored cables (SWA), including locknut, IP washer, and PVC shrouds.
- xii. UPVC conduit shall be used for routing cables in dry indoor environments, and flexible conduit shall be used in areas requiring cable flexibility or protection.
- xiii. Manufacturer of cables must hold valid ISO 9001 (Quality Management) and ISO 14001 (Environmental Management) certifications.
- xiv. Cables and accessories must comply with IEC, BS, or equivalent industry standards such as BS 5308, BS 6724, and IEC 60332.





**e. Junction Box and Battery Enclosures and Porta Cabins**

- i. Junction box made up of fiberglass or equivalent shall have reasonable ingress protection for dust and water resistance, suitable for both indoor and outdoor use in Natural Gas Metering Stations.
- ii. For battery placement, a dedicated battery enclosure shall be provided, constructed from fire-resistant materials (in accordance with UL 94 V-0 or equivalent standards) to prevent the spread of fire in case of battery malfunction. The battery enclosure shall be equipped with a lockable door cover to prevent unauthorized access and ensure the safety of the battery and electrical components. The enclosure must include limit switches to notify the automation team of any unauthorized access.
- iii. At SMS sites, depending on the site conditions and the risk of theft, appropriate porta cabins may be required for the placement of batteries. It will be the contractor's responsibility to design the battery placement in a way that minimizes the risk of theft.
- iv. The size of the junction box and battery enclosure shall be adequate to accommodate PLC, batteries, relays, SPDs, GSM modules, solar charge controllers, wiring, and future expansion, with easy access for maintenance.
- v. The junction box shall be mounted on the boundary walls of civil enclosures available at the site. For outdoor locations, it shall be covered with shade to protect it from direct sunlight.
- vi. Internal mounting features such as DIN rails or wall-mounting brackets shall be provided to secure components in place.
- vii. If necessary, the junction box or battery enclosure shall be equipped with ventilation slots or fans with waterproof covers to ensure adequate heat dissipation.
- viii. The enclosure shall include multiple cable entry points with IP-rated cable glands for proper sealing and protection against external elements.
- ix. Internal cable management features, such as cable ties, clips, or ducts, shall be included to organize and secure wiring.
- x. The junction box and battery enclosure shall have a grounding/Earthing terminal to ensure safe grounding of components.
- xi. The enclosure shall provide protection against electromagnetic interference (EMI) and radio frequency interference (RFI) to ensure reliable operation of sensitive electronics.
- xii. Clear identification labels and schematic diagrams shall be included for easy component identification during installation and maintenance.

**f. Solar Power System and Back-up Batteries**

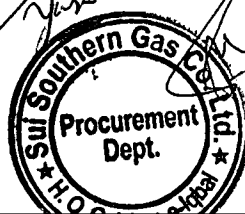
- i. The complete automation and control system shall be powered by batteries, charged by the Solar System.

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## Automation and Control of SMSs and TBSs

- ii. The solar system shall be sized based on site-specific requirements, considering sunlight hours; geographic location, battery storage needs, and load demand. Solar panels should be oversized to account for annual efficiency degradation and dust coverage deficiencies.
- iii. At SMSs there could be many legs/runs as per the BOQ, so the bidder may design a combined solar system, however, single point failure in design philosophy should be avoided.
- iv. While most of these sites are guarded, it is the bidder's responsibility to assess the site conditions and propose/design suitable solutions for protecting critical assets. This may include the design and installation of porta cabins or underground pits for battery storage, security/shear bolts, permanent thread lock adhesives to prevent theft of solar systems, and the installation of hooter systems for alerting security personnel.
- v. The system must have the Overcharge Protection, Undercharge Protection, Temperature Compensation etc.,
- vi. Battery and system components must be accessible for routine maintenance and replacement.
- vii. All system components, including solar panels, should be designed to withstand environmental factors such as UV radiation, dust, wind, and rain typical to the installation site.
- viii. All solar system components should be selected in accordance with the appropriate hazard classification area.
- ix. The cable connectors shall be dust worthy and should perform function without any failure.
- x. Solar panels shall be mounted on galvanized iron spools, frames, and supports designed to withstand wind loads. The power system and civil foundations shall be designed to endure wind gusts of up to 115 mph (185 km/h).
- xi. The height of the mounting poles should not exceed the height of the civil boundary walls to prevent theft. However, at certain TBS sites with a roof, solar panels will be mounted on a rack/frame structure. The contractor must consider the site conditions when designing the solar system.
- xii. Solar panels shall use Polycrystalline Silicon Cell Technology and have a guaranteed operational lifespan of at least 20 years.
- xiii. Batteries shall be Gel Type, maintenance-free, deep cycle, and capable of providing backup power for 3-4 days on a full charge. Rated non-Spill able by ICAO, IATA and DOT. Operating temperature should be -20C to +50C or higher.
- xiv. Battery storage shall be sized to meet daily energy consumption with a depth of discharge (DOD) of 30-35%.
- xv. A separate Earthing system shall be provided for the solar power system to prevent electrical faults and ensure safe operation.
- xvi. The system shall include an industrial-grade Maximum Power Point Tracking (MPPT) charge controller to optimize solar energy conversion and battery charging efficiency. The preferred features of the charge controller include the display of voltage, input current, and ampere-hours,



**Automation and Control of SMSs and TBSs**

a cut-off at a minimum voltage to prevent deep discharge with reconnection when typical system voltage is restored, three-stage charging algorithms (Bulk, Absorption, Float) to extend battery life and prevent overcharging, quick-charge capability for faster battery recharging, overload, overheating, overvoltage, under voltage, and short-circuit protection, 95% or higher conversion efficiency, and LED indicators for battery health, charging status, and fault conditions.

- xvii. UV-resistant cables, connectors, and cable glands to prevent degradation from sun exposure.
- xviii. Surge Protection Devices (SPD) for added protection against electrical surges.
- xix. The solar system shall meet the requirements of S.R.O. 604 (I)/2019.

**g. Communication Mediums (GSM & Radio Frequency)**

The communication infrastructure for the Sales Metering Stations (SMSs) will leverage the Radio Frequency (RF) communication system of SSGCL.

The general RF system specifications are detailed in the tender documents; such as bandwidth data rate (9,600 bps), frequency allocation 414-419 MHz etc., however, more specific technical information will be shared only with the successful bidder. The bidder will be responsible for ensuring that their proposed system meets the SSGCL's technical requirements. For RF communication, SSGCL will facilitate the communication link between the Karachi Terminal (Centralized Control Station) and the various repeater stations, ensuring network availability. The RF system will operate on licensed spectrum frequencies, and the bidder is expected to ensure compatibility with the existing network infrastructure.

For SMS, RF will be the primary communication medium. However, to ensure maximum site availability and connectivity, dual SIM GSM modules should be installed by the contractors on sites where signal coverage is available. The system should be capable of automatic switching, either through hardware or coding

At certain SMS locations, additional hardware, such as RF radios, antennas etc., may not be required if the existing RF infrastructure is sufficient. However, at few SMS sites, the bidder will need to supply the necessary hardware to establish and maintain the communication link. This could include point-to-point or point-to-multipoint radio systems, antennas and self-support towers maximum 60 ft. height. Below table depicts the RF infrastructure status at each SMS Location. Serial No.5 & 6 and S.No 15 & 16 are at same location.

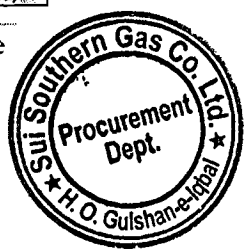
SN	SMS	Zone	RF Status	Latitude	Longitude	Infrastructure
1	9613	Quetta	Yes	30.107109	66.985878	Inside HQ - RF system available
2	9614	Quetta	Yes	30.107109	66.985878	Inside HQ - RF system available
3	9612	Quetta	No	30.072393	66.985649	No RF infrastructure available
4	9619	Mastung	No	30.04123	66.985949	No RF infrastructure available
5	9603	Dera Ala Yar	Yes	28.375175	68.341614	Inside Repeater Station, RF system
6	9602	Dera Ala Yar	Yes	28.375175	68.341614	Inside Repeater Station, RF system
7	9264	Latifabad	Yes	25.447213	68.336524	Inside HQ - RF system available
8	9263	Hyderabad	Yes	25.446801	68.336261	Inside HQ - RF system available
9	9225	Dadu	Yes	27.192046	67.933011	Inside repeater Station - RF system
10	9227	Dadu	Yes	27.047008	67.843576	Radio System would be required
11	9256	Hala	Yes	25.882638	68.559875	Inside repeater, RF system
12	9257	Hala	Yes	25.755826	68.572699	Radio System would be required
13	9259	Mir Pur Khas	Yes	25.575678	68.548166	Radio System would be required
14	9222	Jacababad	Yes	28.251133	68.46317	Radio System would be required
15	9215	Kambar	Yes	27.571945	68.174126	Radio System would be required

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**Automation and Control of SMSs and TBSs**

16	9214	Larkana	Yes	27.572012	68.174229	Radio System would be required,
17	9236	Sukkur	Yes	27.688142	68.843255	Radio System would be required
18	9246	Naushero Feroz	No	26.714242	68.398073	No RF Infrastructure available

Bidders are required to conduct a site survey to evaluate existing RF coverage, terrain obstacles, and environmental factors (such as temperature and humidity) that may affect the signal propagation. The bidder will need to ensure that the signal strength, antenna alignment, and coverage areas meet the required thresholds for communication reliability and availability. Site survey reports detailing the radio coverage, path loss analysis, and any additional hardware requirements must be submitted during the engineering design phases of project.

For the Town Border Stations (TBSs), the preferred communication channel will be the GSM cellular networks or any other solution for better connectivity. The bidder is required to deploy redundant M2M SIM cards from different network providers to ensure continuous communication with minimal downtime, even in the event of a network failure or poor signal conditions. The redundant M2M SIM cards should be provisioned for failover purposes, with automatic switching between network providers to ensure uninterrupted service. The cellular network should be capable of supporting low-latency communication, with data transfer rates sufficient for real-time monitoring and control of gas network operations.

To guarantee the availability of communication services at TBS locations, the bidder is required to perform detailed site surveys prior to the automation of the TBSs. The site surveys must provide a comprehensive assessment of the local network conditions, including key performance indicators (KPIs) such as dBm (Received Signal Strength Indicator), RSSI (Received Signal Strength Indicator), RSCP (Received Signal Code Power), SINR (Signal-to-Interference-plus-Noise Ratio), C/I (Carrier-to-Interference Ratio), and Ec/Io (Energy per Chip to Interference per Chip Ratio). The bidder must submit a detailed network performance report outlining the results of the site survey, as well as any potential risks or issues that may affect network performance (e.g., signal attenuation due to buildings, terrain, or weather conditions). The bidder will also need to include a plan to address any connectivity issues, including the installation of external antennas or repeaters, if necessary.

In addition, the existing automated TBSs should also be equipped with redundant GSM SIM cards from different network providers to ensure continuous and stable communication. This redundancy will ensure that if one cellular provider's network becomes unavailable, the other provider's network can take over, ensuring service continuity. The bidder should also ensure that while selecting the GSM module, it must be capable of performing auto resetting features in the event of communication failure, such as automatically re-attempting to reconnect or switching to a backup communication path.

TBSs are typically within urban areas, however, some sites may be located on the outer periphery of the city, based on the specific needs of the gas distribution network. These sites may require special consideration for network design, particularly in areas with lower network coverage.

Finally, the bidder is responsible for ensuring that all communication systems meet the required operational needs.

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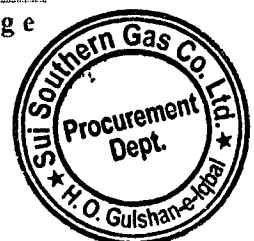


**h. Re-Locating of Centralized Control Room**

- i. Relocation of automation servers and operating systems from the Head Office and respective regions, along with the development of a Centralized Control Station at the Karachi Terminal Office.
  - ii. For the development of the control station, the contractor is required to supply and install the high-definition LED video wall, functional consoles, server cabinets, KVM (server-type) systems connecting at least 8 machines, 4 ergonomically designed chairs, a UPS with a minimum capacity to supply 03-04 hour power backup or higher to meet load requirements, and any other necessary items required for a standardized control station.
  - iii. The available space would be around 15 x 12 ft. Currently, services such as Static IP are provided through ISPs; however, it will be the contractor's responsibility to relocate the equipment from the Head Office server room to the Karachi Terminal Control Unit and provide redundancy for the Static IP via a radio link. Bidders are advised to visit the site to assess the scope of work.
  - iv. The relocation will involve disassembling the equipment from the Head Office server room, safely transporting it, and reinstalling it at the Karachi Terminal Control Unit.
  - v. The contractor is responsible for integrating the screens with the existing control system software.
  - vi. The contractor will handle the safe transportation associated hardware, and related equipment from the Head Office server room to the Karachi Terminal Control Unit, ensuring proper reinstallation and configuration at the new location.
  - vii. Any necessary adjustments or corrections during the commissioning phase must be addressed by the contractor to ensure the system operates as intended.
  - viii. During the re-location, contractor will ensure that existing automation system shall face minimum downtime.
  - ix. Bidders are advised to visit the site to assess the full scope of work, site conditions, infrastructure, and potential challenges involved in the relocation and installation process to better prepare their proposal.
- i. Communication with Flow Devices (EVCs and Flow Computers)**

The automation system must be designed to communicate seamlessly and independently with the existing Electronic Volume Correctors (EVCs) and Flow Computers installed at the Sales Metering Stations (SMSs) and Town Border Stations (TBSs). These devices are currently integrated with other data acquisition systems, and the bidder is required to establish dedicated communication links or polling mechanisms with these flows recording equipment. The automation system should be capable of communicating with these devices concurrently, ensuring that all communication streams operate without interference, data loss, or disruption.

Bidders should thoroughly assess the communication protocols of the existing EVCs and Flow Computers. Different models of EVCs may use varying protocols, and the bidder must account for these challenges. Some devices may require protocol translators or gateways to facilitate communication with the automation system, while flow computers may have already occupied communication ports, such as RS-232 or RS-485 ports, which may limit the availability of additional connections. In such cases, the bidder must provide appropriate solutions to establish reliable and continuous communication between the automation system and the existing devices, ensuring that no conflict arises between the communication channels.



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**Automation and Control of SMSs and TBSs**

The preferred approach would be to implement the best engineering practices to establish communication without the need for protocol translators, wherever possible. The system design should optimize the use of available ports and communication resources to avoid overloading or interference, and ensure that data flows efficiently from the EVCs and Flow Computers to the central control system.

If protocol translator is unavoidable due to limitations or incompatibility, the bidder should specify the required hardware and software solutions, including protocol converters or gateway devices, in the proposal.

The system must also ensure data integrity and security throughout the communication process, protecting the transmitted data from unauthorized access, tampering, or loss. The bidder should propose solutions for encryption and authentication mechanisms, where applicable, to safeguard critical operational data. Furthermore, to avoid disruptions in the flow of data, the communication system should include redundancy measures, such as failover mechanisms or backup communication paths, to ensure continuous data acquisition and monitoring, even in the event of a network failure or communication link breakdown.

All TBSs have different EVC models, such as EVC Mini Max, EVC Mini AT, Turbo Corrector (TOC), however at SMS, which either have EVCs or flow computers are installed. Typically, one (01) flow computer is used to cover all metering legs/runs of an SMS. However, for EVCs, each metering leg/run requires a separate EVC to convert the meter reading into an electronic format. Bidders are advised to consider the following information when preparing their bid.

SN	SMS	Runs	Controller Type	Flow/EVC	Flow/EVC Model	RS 232 / 485 Port	Pressure Regulation
1	9613	3	OMC, Fisher-4195	Flow Computer	Emerson 107	Occupied	Before Metering
2	9614	3	Fisher-4195	EVC	TOC	NA	After Metering
3	9264	2	2 x Fisher-4195	Flow Computer	Emerson 107	Occupied	Before Metering
4	9619	1	Fisher-4195	EVC	MiniMax	NA	Before Metering
5	9263	2	2 x Fisher-4195, Fisher-4100 UR	Flow Computer	Bristol GFC & Emerson S1200	Occupied	Before Metering
6	9603	1	Fisher - 4195	EVC	MiniMax	NA	Before Metering
7	9236	2	Fisher-4195, OMC	Flow Computer	Emerson 107	Occupied	Before Metering
8	9214	2	Fisher 4195, Fisher -4195	EVC	MiniMax	NA	Before Metering
9	9259	2	Fisher-4195, Fisher-4195	EVC	MiniMax	NA	Before Metering
10	9612	1	Fisher-4195	EVC	MiniMax	NA	Before Metering
11	9222	1	Fisher 4195, OMC	EVC	MiniMax	NA	Before Metering
12	9215	1	Fisher 4195, Fisher Marc-2	EVC	MiniMax	NA	Before Metering
13	9246	1	Fisher - 4195	EVC	MiniMax	NA	Before Metering
14	9225	1	OMC	EVC	MiniMax	NA	Before Metering
15	9227	1	2 x Fisher-4195	EVC	MiniMax	NA	Before Metering
16	9602	1	Fisher 4195, Fisher 627	EVC	MiniMax	NA	Before Metering
17	9256	2	2 x Fisher-4195, 1 xOMC	Flow Computer	Emerson 107	Occupied	Before Metering
18	9257	1	Fisher-4100 UR, OMC	EVC	MiniMax	NA	Before Metering

**j. Features Enhancements**

- i. The HMI must provide a user-friendly, intuitive interface for operators to monitor and control automation and control system parameters.

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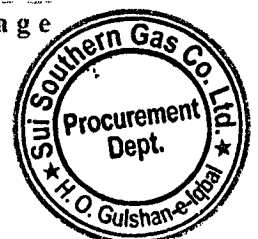
**Automation and Control of SMSs and TBSs**

- ii. Multi-screen support for multiple HMI displays should be enabled to enhance operator interaction and visibility.
- iii. The system should allow customization of the HMI interface, including display configuration, trend selection, and alarm settings based on operator preferences and job roles.
- iv. Real-time dynamic alarms must be displayed, with visual and audible (if needed) notifications for critical events. Here dynamic alarms means deviations from the operator inputs. If operator has set a certain value like closure or opening of MOV, then in case of deviation, the alarms must be prompted. The routine event alarms should be grouped into a different category.
- v. The alarms must be prioritized by severity (e.g., Critical, High, Medium, Low) and allow for acknowledgment and suppression.
- vi. A historical alarm log should be maintained, with time stamps, event details, and acknowledgment status.
- vii. Operators must have the ability to acknowledge and silence alarms safely, reducing false positives.
- viii. Alarm filtering by severity, time range, or device location should be possible for easier fault identification.
- ix. The system must support multi-scheduling for different processes and allow operators to set, modify, and monitor multiple schedules. The code should be designed in such a way that, in the event of an emergency shutdown, the operator can easily reschedule the new program.
- x. Batch entry for scheduling (if possible) be available for applicable processes, enabling automated task execution for predefined workflows.
- xi. Operators must be able to set control set value parameters like pressure and flow rate with precision up to the decimal level (e.g., 0.01).
- xii. Report generation capabilities should allow customizable reports for daily, weekly, monthly, and annual data analysis.
- xiii. The system must support exporting reports and historical data to common formats such as CSV, PDF, and Excel.
- xiv. Trend visualization tools should display key process parameters and allow operators to monitor real-time or historical trends.
- xv. Trend filtration should be optimized to allow users to filter trends by time range, process variable, or parameter to view relevant data.
- xvi. The HMI to a reasonable extent must include graphical representations of as-built schematics for SMS and TBS.
- xvii. Security features like user multifactor authentication, firewalls, role-based access control, and audit logs must be integrated into the HMI software to protect system integrity.

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k. Training Sessions and Transfer of Knowledge

i. Training on Motorized Control Valves

The contractor must arrange a minimum of 05 days of training at the motorized control valve manufacturer's facility.

The training must cover, Complete valve design, Valve sizing, Manufacturing process, Day-to-day operations of motorized control valves, Troubleshooting techniques, Routine maintenance of control valves etc.,

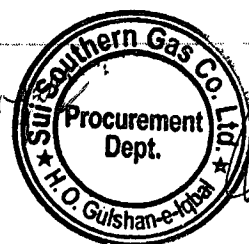
The contractor will bear all expenses related to lodging, boarding, and ticketing for a minimum of 05 executives.

For pricing purposes, the contractor must provide the cost per executive for training, along with the total training cost.

SSGCL reserves the right to adjust the number of executives based on management approval and needs.

ii. Training on complete automation system for preventive and corrective maintenance

- i. Comprehensive training for SSGCL staff on complete automation system preventive and corrective maintenance.
- ii. Training on all hardware, equipment, HMI screens, networking, and associated components, ensuring full competence in these areas.
- iii. Contractor has to ensure SSGCL staff can independently perform all blue-collar tasks and resolve field related issues.
- iv. Detailed training on automation system architecture, including RTUs, sensors, actuators, electronics and communication networks.
- v. Training on system integration with other devices and systems, covering network protocols.
- vi. Hands-on instruction in field maintenance activities, including troubleshooting, diagnostics, and performing repairs on field equipment.
- vii. Preventive and corrective maintenance procedures for automation system components, including calibration, cleaning, and component replacement.
- viii. Detailed guidance on communication network setup, including troubleshooting network issues and ensuring proper connectivity.
- ix. Continuous knowledge transfer through hands-on training, with refresher courses as necessary for system updates or staff development.
- x. Practical assessments of staff to evaluate proficiency in system maintenance, troubleshooting, and operation.
- xi. Theoretical exams to assess understanding of system components and fault diagnosis techniques.





**Automation and Control of SMSs and TBSs**

- xii. Contractor is responsible for ensuring that SSGCL staff can independently operate and maintain the automation system, with continued support until full competence is achieved.
- xiii. Until the SSGCL executives and staff are adequately trained and capable of performing these tasks independently, the contractor shall continue to provide the necessary services at no additional cost.

**iii. Operation Training session**

Provide 05-day comprehensive operational training on automation and control systems for a group of up to 20 SSGCL executives. The sessions will take place in-office in Karachi. All necessary arrangements will be made by SSGCL, while meals will be provided by the contractor.

The sessions must cover all the existing features, as well as the new features added to the automation system, including routine operations, multi-scheduling, dynamic alarms etc., capabilities.

**I. Hazardous Area & Weather Protection**

All electronics devices including Control Valve Positioner, Pressure Transmitter, PID controller, Battery and Charger shall be suitable for operation in natural gas environment, as per classification of each SMS/TBS site determined by the Contractor during the Detailed Engineering phase and in HAZOP study. All equipment provided shall have suitable ingress protection.

**m. Line pipe Specifications**

Any pipe spools installed or tied-in by the vendor shall comply with API-5L 46th edition or above, using seamless or seam-welded pipes. A report must be submitted containing chemical and physical analysis from a reputable independent laboratory. SSGCL typically uses API 5L Grade B and X for the distribution and transmission network; however, the selection of thickness depends on multiple design factors outlined in ASME B31.8.

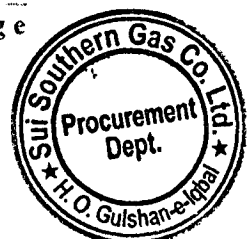
Nominal Dia	Outside Dia	Wall Thickness	OD Tolerances	Wall Thickness
4"	4.5"	0.188"	±0.75%	+15% to -12.5%
6"	6.625"	0.188"	±0.75%	+15% to -12.5%
8"	8.625"	0.219"	±0.75%	+15% to -12.5%
10"	10.75"	0.25"	±0.75%	+15% to -12.5%
12"	12.75"	0.25"	±0.75%	+15% to -12.5%

Contractor shall perform all types of non-destructive tests to ensure the overall integrity of spool and other fittings to be installed at Site. These spools will be the property of SSGCL.

**n. Installation and Commissioning**

Contractor shall submit a site work procedure, for approval, prior to accessing the sites and shall include the method of notifying SSGCL for a request for inspection, the control of inspection and test plans, and the control of punch lists.

Contractor shall request SSGCL for accessing the site and SSGCL will arrange for isolating the SMS/TBS etc. before any work can be performed at the TBS site. SSGCL will dictate the downtime for each site



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## Automation and Control of SMSs and TBSs

for modifications. Contractor shall ensure that all supporting fittings, equipment, and works are completed and available at each site prior to downtime so installation works take place at a fast pace to enable swift restoration of gas operations. The downtime of site shall be minimal at most. Hierarchy of SSGCL's Project team and the focal persons for site support will be communicated after award of project to the Contractor.

### o. Work Schedule

The Contractor shall provide a detailed work schedule outlining the timeline for all project activities, including but not limited to the kick-off, planning, design, procurement, construction, installation, pre-commissioning, and commissioning phases. This schedule will enable SSGCL to verify progress on a bi-weekly or monthly basis to ensure it aligns with the project timelines. A project planning and progress monitoring software, such as Primavera or Microsoft Project, shall be used.

### p. Project Document Dossiers

The CONTRACTOR shall develop the Specification for Automation and Control System in detail during detail engineering stage. The CONTRACTOR shall supply documentation in accordance with applicable codes and standards. All additional documentation required by this Specification shall also be provided by the CONTRACTOR. All documents shall be in English language.

CONTRACTOR shall provide the documents for the installation of operating system software, Configuration of System as per this specification for each mode of operation etc. CONTRACTOR shall take approval for each document.

The complete ownership and title of the automation system, including all associated documents, codes, and programs, shall vest exclusively with SSGCL.

CONTRACTOR's documents shall include the following information as a minimum:

- i. Operation manuals
- ii. Maintenance manuals
- iii. Automation and Control System operating Manual for control room Operators, Engineers etc.,
- iv. Operating system Installation
- v. Telemetry configuration
- vi. Full range of Engineer configuration manuals
- vii. Equipment manuals
- viii. System operational flowchart
- ix. Loop diagrams
- x. Wiring diagrams
- xi. I/O schedules
- xii. System/ Marshalling Cabinet GA Drawings.
- xiii. System Cabinet dimensioned layout drawings
- xiv. Cable and cable gland schedule
- xv. System interface details
- xvi. Equipment GA drawings
- xvii. System communication details and drawings.
- xviii. Color Graphic Sketches Prints.



## Automation and Control of SMSs and TBSs

- xix. Inspection and certification.
- xx. Description of all implemented computational algorithms.
- xxi. Password Free Codes and programs.
- xxii. All system installation drawings.
- xxiii. Complete "As-built" documents and drawings package.
- xxiv. Commissioning Manual.
- xxv. License of all software in favor of SSGC.

CONTRACTOR shall provide three (3) hardcopies and two (2) soft copies for all documents.

CONTRACTOR shall also provide the individual hardcopies of operating manual to operators / Engineers.

CONTRACTOR shall provide compliance statement for the offered automation system as per specification and any deviation to the specification shall be highlighted for approval.

Language in all documents and drawings shall be in English: dimensions shall be in metric SI-units.

As a general rule, any document or drawing which may be needed to allow correct installation, start-up, operation and maintenance, even if not explicitly listed in this specification shall be provided by the CONTRACTOR.

### q. HSE & QA Compliance

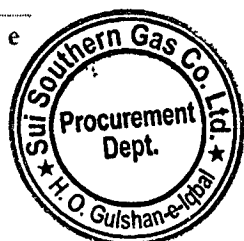
The HSE & QA Compliance shall be in accordance with SSGCL's Integrated Management System (IMS) Procedure, "Guidelines for Suppliers and Contractors" (SSGCL-IMS/GSC-08), which is enclosed with this tender.

The following safety precautions must be followed:

- i. Wearing closed shoes, safety harness/belt, safety helmets, goggles, gloves, etc.
- ii. LOTO System
- iii. Avoiding loose clothing.
- iv. Not using defective machinery and plant.
- v. Not working in unsafe conditions.
- vi. Not performing unsafe acts.

Failure to comply with HSE initiatives at operational sites will result in disciplinary actions and may lead to penalties as follows:

- i. 1st Violation: Warning letter
- ii. 2nd Violation: Deduction of Rs. 5,000/-
- iii. 3rd Violation: Deduction of Rs. 20,000/-
- iv. 4th Violation: Deduction of Rs. 100,000/-



r. **Scope Requirements Compliance sheet**

All deviations from the requirements of any of the listed or attached specifications, codes, standards, regulations, guidance notes, drawings etc. shall be clearly stated in the bid and agreed with Client before proceeding.

In the event of any conflict, inconsistency or ambiguity between the CONTRACTOR scope of work. Specification, international codes and standard, referenced in this Specification or any other attached documents, the CONTRACTOR shall be responsible for describing such confliction to Client.

The deviations / exceptions not mentioned in the Deviations section shall be considered complying with the document.

The Bidder shall give clause-by-clause compliance to the requirements defined in the tender document. All major/minor/partial deviations or alternate offers/suggestions shall be clearly mentioned in the technical proposal, clause-by-clause.

Clause-by-Clause commentary shall contain the actually offered values and shall not be just limited to just "Yes" or "No" commentary. For example, if tendered operating pressure requirement is "minimum 200 psig" and offered value is "300 psig", the actual offered value of "300 psig" shall be mentioned in the compliance column instead of just writing "Yes", "OK", "Compliant" etc.

**2.4 After Market Support (AMS) Requirements**

The bidder shall provide a written assurance guaranteeing the availability of spare parts for the installed system. The bidder shall also provide a comprehensive maintenance assurance, including updates, patches, and technical support for the overall automation system and installed HMI software, ensuring the system's operability, reliability and security.

The Contractor must establish a dedicated After Market Support (AMS) team with a well-defined hierarchical structure to provide comprehensive support for the automation and control system. This team will be responsible for ensuring the system's continued operation, performance, and reliability throughout its lifecycle.

**2.4.1. Responsibilities During Warranty Period (DLP)**

- i. From the project completion until the expiry of the warranty period (Defect Liability Period), the Contractor is responsible for maintaining the system and providing both blue collar and elite services.
- ii. The AMS team will perform blue-collar jobs (routine maintenance and repairs) and elite services (specialized tasks requiring advanced skills), and ensure SSGCL staff is trained to independently handle blue-collar tasks over time.
- iii. Any delays or lack of response to complaints during this period (DLP) will be considered 'Poor Performance' and may lead to penalties or forfeiture of submitted guarantees.
- iv. After the expiry of DLP period (warranty period), white-collar activities (advanced, elite services) will be covered under a Separate Service Level Agreement.





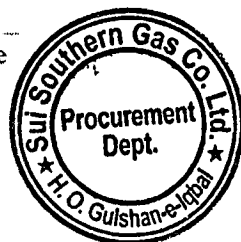
## 2.4.2. Mandatory Services During Warranty (DLP) Period

The bidder must provide the following minimum services during the warranty period:

- i. The bidder must provide 24/7, 365 days per year, to address issues or queries related to the system.
- ii. The bidder must categorize issues by severity and provide guaranteed response times. Critical issues must be addressed within 24 hours.
- iii. The bidder must establish a comprehensive preventive maintenance program for all installed equipment to ensure optimal performance and longevity.
- iv. The bidder must support data management and disaster recovery to ensure minimal downtime in case of system failure.
- v. Regular system health checks will be conducted to monitor and report on the status and performance of the automation and control systems.
- vi. The bidder must ensure that all systems are regularly updated with the latest hardware and software versions to maintain system integrity and security.
- vii. Periodic gap analysis should be conducted to identify potential performance issues or areas for system improvement.
- viii. The bidder must assist in planning and executing improvements to enhance site performance and operational efficiency.
- ix. The bidder must provide necessary software upgrades, customizations, and improvements as required by SSGCL.
- x. The bidder must provide account management services tailored to SSGCL's specific requirements and expectations.
- xi. The bidder must guarantee system/equipment availability of 99.5%.
- xii. Shall be available as needed, offering both direct interaction and troubleshooting for issue resolution.
- xiii. The bidder must meet the following Key Performance Indicators (KPIs):
  - a) Response time: 2-3 hours for critical issues. However, rectification of complaint should be achieved within 24 hours.
  - b) System availability: 99.5% uptime.
  - c) Preventive maintenance: Clear metrics and schedule for all preventive maintenance tasks.
  - d) Performance guarantees: Ensure service quality, response times, and system uptime metrics are met as agreed.

## 2.4.3. AMS Team Structure

- i. The AMS team must have a clear hierarchical structure with defined roles and responsibilities to ensure efficient escalation and resolution of issues.
- ii. The bidder must submit a detailed 'Responsibility Matrix' and 'Training Strategy' along with the bid proposal, covering both elite services and blue-collar jobs (preventive and corrective maintenance).



**Automation and Control of SMSs and TBSs**

- iii. The bidder must develop a detailed 'Training Strategy and Responsibility Matrix' document that includes:
- a) Responsibilities of SSGCL and Bidder regarding the blue collar vs elite services, how bidder will train SSGCL officials on blue collar jobs, time frame etc.,
  - b) Methodology, mechanisms, and required skills for SSGCL staff to perform blue-collar tasks.
  - c) Post-project training to empower SSGCL staff to independently manage and maintain the system.

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### 3. Special Terms and Conditions

#### 3.1 Pre-Bid Meeting

A pre-bid meeting will be held in SSGCL Head Office after publishing of the tender. The venue, date and timing of the meeting will be notified by SSGCL in due course. Bidders are advised to attend the pre-bid meeting and obtain clarifications and information necessary for preparation of bid document.

#### 3.2 Project Delivery Period

The entire project of automation and control of 18 Number of SMSs having 42 legs/runs and 47 Number of TBSs having 47 runs/legs on turnkey and package basis and their integration with existing automation system, should be completed within twelve (12) Months, after the award of Letter to Proceed (LTP) from SSGCL.

Vendor/Bidder shall submit an overall project schedule showing the number of calendar days required to reach the date of completion & showing the time required for completion of various phases of project.

Vendor shall submit detailed Gantt chart for the entire project at various phases including all engineering design, surveys, local & foreign procurement, installation and commissioning, testing, work force and equipment allocation report.

#### 3.3 Site Visits

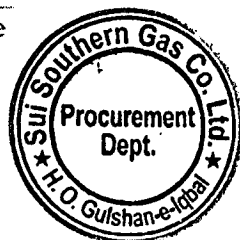
The bidders are advised to visit and examine the site to assess the scope of work and its surroundings. They should obtain, at their own responsibility, all necessary information for preparing their bid and entering into a contract for this project. All costs associated with this visit shall be borne by the bidders. The visit will cover five (05) selected TBS sites and two (02) SMS sites on specific dates and times, which will be communicated after the pre-bid meeting. The schedule of visits will be shared with bidders following the pre-bid meeting. However, if a bidder wishes to visit additional sites, such visits may be arranged upon special request, subject to the availability of SSGCL staff, but cannot be guaranteed.

#### 3.4 Agents / Representatives

The Agents/Representatives can collect the tender document and submit the Bid (Including the Bid Bond) on behalf of their principals. However, they shall be required to submit Agency/Representation letter (On Principal's Letterhead) duly signed and stamped with authorization for the subject tender. Further, the Agent/Representative firm can represent only one (01) principal for the submission of bid.

#### 3.5 Inspections of Materials and Witness Testing

In addition to responsibilities outlined in the Scope of Work, following are also applicable:



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## Automation and Control of SMSs and TBSs

1. The Contractor shall carry out all inspections, examinations, and tests and provide certifications as per the requirements stipulated in the Contract Documents, industry practices, and the instructions of SSGCL.
2. Should any inspected or tested equipment or material fail to conform to the Specifications, SSGCL may reject the item. The Supplier shall either replace the rejected equipment/material and installation work or make all necessary alterations to meet the specification requirements at no cost to SSGCL.
3. SSGCL reserves the right to inspect and, where necessary, reject the equipment and material. This right shall not be limited or waived by reason of any equipment, material, or installation work having previously been inspected, tested, and passed by SSGCL.
4. It shall be the sole responsibility of the Contractor to provide the best engineering design and procure supplies accordingly. In the event of any malfunction or poor performance of the equipment, the Contractor shall be responsible for replacing the item with a new one.

### 3.6 Inspection and Testing of Overall Automation System, SAT and SPT

Inspection & testing shall be divided into below mentioned areas:

#### i. Site Acceptance Test (SAT)

The CONTRACTOR shall submit a complete plan for the Site Acceptance Test to Client. This plan must be complete and in sufficient detail to indicate the exact nature of each test, time required, expected results and systematic procedure. The SAT shall include but not be limited to the following:

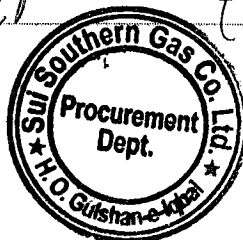
- a) A complete repeat of the FAT.
- b) Full loop tests of all input / output to the field equipment.

#### ii. Sustained Performance Test (SPT)

A Sustained Performance Test (SPT) for the system shall be conducted. The objective of the SPT is to determine the long-term stability and availability of the systems under normal operating conditions. It will also verify the ability of the systems to report all malfunctions in an easy way to understand and the system supplier's ability to diagnose and fix and problem in a timely manner. The tests commence when the systems start to control and monitor a portion of the process.

The Contractor will conduct the SPT over a sustained period of 30 consecutive days (or longer under agreed conditions). The criteria for success will include at least 99.5% availability (in the standard statistical sense) and not more than one (01) hardware and / or software failure during the 30-days period.

A failure is defined as any occurrence preventing full utilization of the systems availability. The SPT will be suspended in case of any failure caused by the project supplied equipment or services.





### 3.7 Warranty/Defect Liability Period

- i. CONTRACTOR shall have final and total responsibility for the design, fabrication, installation, commissioning and performance of the automation and control system supplied. CONTRACTOR shall warrant the materials, construction and performance of the installed system.
- ii. The CONTRACTOR will have to provide the warranty/guarantee for 12 months faultless functioning of the unit from the date of commissioning including free of cost repair maintenance, procurement and installations of parts.
- iii. The Bidder warrants to SSGCL that the goods provided are brand new and free from defects in workmanship and materials used in their manufacture.
- iv. The warranty period shall be twelve (12) months from the date of issuance of the Substantial Completion Certificate for whole project, which shall be issued by SSGCL after the complete installation and commissioning of all sites.
- v. Any defective parts shall be replaced by the Supplier if claimed during the stated warranty period.
- vi. Transportation and freight costs for the replacement of defective parts shall be borne by the Supplier.
- vii. The warranty claim shall cover all potential issues that may occur during the operation of the automation and control system, details are provided in the After Market Support section.
- viii. Historical data shall be maintained by the Contractor regarding all types of issues and the preventive and corrective maintenance carried out by the Contractor. For the release of submitted guarantees, the Contractor must submit performance report of the overall system. Upon satisfactory operation, the submitted guarantees will be released.
- ix. Failure to fulfill warranty requirements will result in penalization and may lead to the forfeiture of the submitted guarantees and blacklisting.

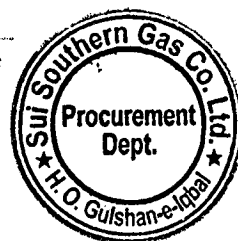
### 3.8 Payment Schedules

The payment for the contract shall be made in accordance with the following terms:

#### 3.8.1. Foreign Supply Scope:

The delivery of foreign supplies on an FOB (Free on Board) basis shall be offered by a Letter of Credit (LC) in USD (\$). However, payment of local supplies, including services will be made in PKR.

The bidder is required to submit an unpriced, detailed Bill of Quantities (BOQ) as part of the technical bid, clearly segregating foreign supplies and local supplies, and including a separate listing of all consumable items.



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- Bottom left: A signature with a circled number "7".  
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- Middle right: "Ali" and "Farwa".  
- Bottom right: "Jag".

## Automation and Control of SMSs and TBSs

SSGCL shall open an LC for the delivery of foreign supplies for all SMS/TBS sites. The LC may specify partial payments based on the quantity of supply item or certain milestones, as mutually agreed upon by both parties.

To mitigate financial risk, the bidder shall submit an Advance Bank Guarantee (ABG) equivalent to 45% of the total LC amount. This guarantee will be released after the successful completion of all sites, one month of operational testing experience, and compliance with the requirements set forth in **Section 3.9. Performance Acceptance Criteria.**

The following payment milestones are agreed upon for the foreign supply scope:

Payment Milestones	Payment Amount	Payment Terms
1 <sup>st</sup> Milestone	20% of Foreign Supply	Payment upon delivery of a specified quantity of foreign supplies, equal to or greater than the agreed partial LC amount.
2 <sup>nd</sup> Milestone	30% of Foreign Supply	Payment upon delivery of a specified quantity of foreign supplies, equal to or greater than the agreed partial LC amount.
3 <sup>rd</sup> Milestone	40% of Foreign Supply	Payment upon delivery of a specified quantity of foreign supplies, equal to or greater than the agreed partial LC amount.
4 <sup>th</sup> Milestone	10% of Foreign Supply	Payment upon meeting the requirements of Section 6.4, after the completion of testing and operational compliance.

### 3.8.2. Services Scope:

1. Payments for the combined service scopes outlined in the **Bid Price Schedule (Section 5.3 (iv))** will be made upon completion of each individual service item. For example, if the contractor completes the engineering design item (1) in **Section 5.3 (iv)**, 100% payment for that specific service line item will be made. Similarly, 100% payment for other line items listed in **Section 5.3 (iv)** will be made upon their satisfactory completion.
2. Payments for the composite service scope may include the cost of locally supplied materials, consumables, etc. Bidders are required to prepare invoices in accordance with applicable taxes (such as GST, SST, etc.) and ensure full compliance with tax regulations.
3. Payments for the remaining services, as outlined in other parts of **Section 5.3**, will be made upon the successful completion of the specified number of TBS and SMS sites installations. For example, if the contractor has completed 10 TBS sites, they may submit an invoice for the completed TBS sites, or the contractor may combine and submit invoices for lump sum payments. However, payment release will be contingent upon SSGCL's satisfaction and acceptance, and subject to meeting the performance acceptance criteria detailed in **Section 3.9 Performance Acceptance Criteria**

### 3.9 Performance Acceptance Criteria

The following performance criteria are defined for each of the items listed below:

- i. Availability of TBS and SMS Sites: The availability of the overall system must be 99.5% or greater throughout each calendar day.
- ii. Smooth Operation of Control Valves: Control valves must operate smoothly in both automatic and manual modes.
- iii. Downstream Pressure and Flow Control: In automatic mode, the control valve must maintain downstream pressures and corresponding flows in accordance with the given set point.
- iv. Manual Mode Operation of Control Valve: In manual mode, the control valve must operate from 0% to 100% opening as per the command given from the Centralized Control Station.
- v. Response Time: The response time for commands, executed from Centralized Control Station must be less than 5 seconds.
- vi. Downstream Flow and Pressure Requirements: The downstream flow and pressure must meet the specifications as outlined in the tender document.
- vii. Real-time Data Monitoring: The automation system should continuously provide real-time monitoring of key parameters such as pressure, flow and valve positions, with no data gaps.
- viii. Communication Link Availability: Communication links between the Centralized Control Station, RTUs (Remote Terminal Units), and field devices must maintain an availability rate of 99.5% or higher. In the event of a temporary communication loss, the RTU system must have a buffering feature that stores data and, upon reconnection, automatically posts the trends and overall data.
- ix. System Security & OT: The automation system should be protected with advanced security measures (e.g., multi-factor authentication, firewalls, encryption, access control levels) to prevent unauthorized access or tampering. The contractor has to submit rating as per IEC 62443.

### 3.10 Transportation & Storage

The delivery of the foreign supplies shall be on FOB basis. Material shall be stored in SSGCL Store. However, the locally purchased bulk material for construction (sand, stones, cement etc.) shall not be stored in SSGCL stores. The Bidder will issue material from SSGCL Stores, as per requirement, through proper procedure defined by SSGCL stores. All material received in SSGCL Stores will undergo joint inspection to determine immaculate condition and compliance as per specifications. The Bidder shall also maintain its own temporary storage facility for ease of construction activities.



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3.11 Subcontracting

1. Sub-contracting arrangement for Engineering / Design and Supply by the Principal bidder is not allowed, however for installation, fabrication & commissioning, local firms maybe engaged, under the supervision and complete liability of the principal bidder.

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Not for Bidding Purpose

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*Yasir*  
*Ali*  
*Farhan*

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#### 4. Eligibility Criteria

1. Bidder must have provided at least one Extensive Automation Solution\* on turnkey basis for a renowned Oil and Gas company of the world in the last 10 years. Bidder must submit complete details of such project(s) including project methodology, completion certificates or work orders or purchase orders, letter of intent, letter of authorization etc.
2. Any entity duly organized, existing, registered under the laws of Pakistan, and/or a consortium/joint venture/ or business entities who has/have purchased this Tender from SSGCL, shall be eligible for evaluation. Foreign bidders are also allowed to bid as per applicable laws of Pakistan. (updated PEC Bye laws) *Handwritten*
3. In case of Pakistani Principal Bidder, it must have a valid registration in PEC C-1 category or above, copy to be attached with bid.
4. The bidder has to submit valid copies of Active Status of FBR Income Tax, professional tax and active SRB/BST whichever applicable tax certificates.
5. In the case of a Foreign Principal Bidder, it must obtain a provisional FC-1 license or higher from the Pakistan Engineering Council (PEC) to submit the bid. However, the contractor must provide a copy of the valid PEC license before commencing any work.
6. In case of Joint Venture, the local bidder/partner must have registration in PEC-C2 category or above and international bidder/partner shall obtain provisional FC-1 or above license from PEC and provide copy of provisional license for foreign bidder. However, the foreign contractor must provide a copy of the valid PEC license before commencing any work.
  - by 'Extensive Automation Solutions\*' it is meant that the solution involves the automation and control of pressures/flow rates of gas/oil transmission / distribution companies or Custody Transfer Stations (CTS) /Point of Deliveries -PODs / Pressure Regulation/Valve Assemblies of Oil and Gas/E&P/Gas Utility Companies remotely/wirelessly.

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## 5. Preparation of Bid

### 5.1 Bid Method

The Bids are invited under Two Stage – Two Envelope (TSTE) Bidding Procedure i.e. Technical Bid and Commercial Bid under PPRA Rule # 36 (d). The Bids are required to be submitted in a single package containing two separate envelopes sealed and clearly marked as per details given in enclosed Instructions to Bidders.

#### 5.1.1. Technical Bid/Proposal

The following information shall be submitted with the Technical Bid:

**General:**

- i. Corporate & Financial information of Bidder as per format given in Annexure – I
- ii. A list and details as per Annexure – II of (Extensive Automation Solutions) projects being executed by bidder's organization in the last 10 years.
- iii. The method of performing the work, including the integration and control philosophy, as well as the after-sales service strategy, should be provided in detail along with the tender documents. Annexure-III
- iv. After Sale Support program (details of services and plan to transfer the knowledge and train the SSGCL staff on blue-collar job activities. Annexure-IV
- v. Organization chart for the Project staff & After Sales Team Annexure-V
- vi. Project Schedule Annexure-VI
- vii. Scope Requirements Compliance Sheet Annexure-VII
- viii. Undertaking on Rs. 50/- Stamp Paper that the firm has not been black-listed by any Government/Semi Government Organization.

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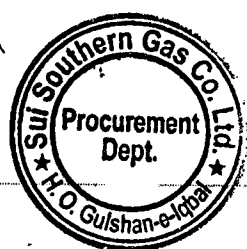
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## Automation and Control of SMSs and TBSs

### Technical Details:

The Bidder shall submit details of the technical proposal containing following information/details and documents necessarily.

#### i. Proposal stage solution for:

- a) Automation and control of 47 TBS runs/legs and 18 SMS (42 legs/runs).
- b) To Integrate Remote Terminal Units (RTUs) data from TBS/SMS with main centralized automation and control software wirelessly by using fault tolerant GSM/Radio Frequency/VPN Tunnel/ to connect all stations with centralized HMI software currently located at SSGCL Head office and at three regions connected through fiber optic. The integration scope shall include following:

- Integration of new SMSs/TBSs with existing automation and control software or offering a new HMI platform for the same, however, the new software/program platform or any work done required at already automated TBSs, would be at no cost to SSGCL.
- Integration with Existing 50 Nos. TBS Stations already commissioned. (if the bidder offers new HMI platform)
- Integration with Existing Radio Frequency (RF) Network of SSGCL for SMSs.
- Control philosophy and new feature enhancements discussed in the tender.
- Relocating the entire Server System from the Head Office and regional locations to the Karachi Terminal Station (KT Station) and establishing/Developing the new Centralized Control Work Station to operate 24/7. However, viewer screens will be placed at the Head Office for management monitoring.

ii. Equipment data sheets, technical specification / literature for the solution being proposed as per requirements of Tender Document.

iii. Assurances of After Sales Services and availability of spare parts.

iv. Unpriced detailed BOQ for the offered solution, including the complete 47 TBSs, 18 SMSs (42 legs/runs), centralized control station, tools and gadgets for blue-collar jobs, and critical spare parts, should be provided.

v. Brief Process Narrative & Integration philosophy.

vi. Electrical / Solar system load estimates.

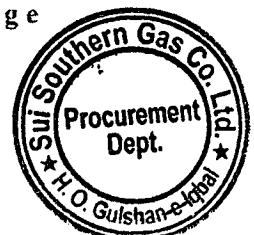
vii. P&ID / Process Flow Diagram

viii. Communication philosophy (GSM & RF)

ix. Solar power system for EVCs

x. Initial Valve Sizing Reports.

xi. Strategy on how independent communication will be established with installed different Flow



## Automation and Control of SMSs and TBSs

Computer and EVC models.

- xii. Comments or deviations/exceptions to the scope and specifications and other relevant codes and standards.
- xiii. Availability of after sales services (SLA), as explained in tender.
- xiv. Confirmation of system integration and Proof of Concept (PoC) in System Integrator facility.
- xv. Schedule and Methodology for Design Review Meeting / HAZOP Study

All the above-mentioned documents under section 5.1.1 are necessary; required along with the technical bid. Any missing information / discrepancy may lead to rejection of technical bid and not be considered for technical evaluation.

1. Initially, bids shall be evaluated against Eligibility Criteria set out under Section 04. In case bid does not meet the criteria; it will be rejected technically.
2. Bids meeting the Eligibility Criteria will be reviewed in detail against the submitted documents.
3. Bids will be scored against 'Technical Evaluation Criteria'
4. Technical Evaluation Criteria consists of two parts. i.e. (A) **Mandatory Requirements**, and (B) **Category Based Requirements**.
5. Bidder failing to comply any requirement of mandatory section shall be disqualified.
6. Bidder obtaining less than 70% overall marks from 'Category Based Requirements' shall be disqualified.
7. A minimum score of 65% is mandatory from 'Category Based Requirements' section (1, 2 & 3, combined.)

### 5.1.2. Commercial Bid / Proposal

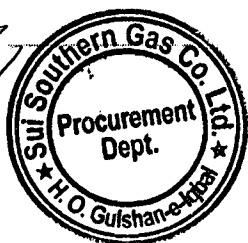
Contents of Commercial Bid/Proposal

1. Photocopy of Bid Bond.
2. Bid Price Schedule as per Section 5.3.
3. Item-wise break-up of all the supply items and composite & combined services including proper segregation of local and foreign supplies.
4. SSGCL shall not be responsible for any payment over and above the price indicated.

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5.2 Technical Qualification Criteria

A. Mandatory Requirements

SN	Description
Approvals / Registration	
1	Registration of Bidder with the tax (FBR) Authorities. (If yes, please provide NTN Certificate):
2	GST Certificate of Bidder Please attach copy of valid GST certificate
3	SST/BST (as applicable) Certificate of Bidder Please attach copy of valid PST/SST/BST certificate
4	Bidder must have authorized distribution of either existing and/or proposed automation & control (HMI) software (Please provide authorization letter from the OEM)

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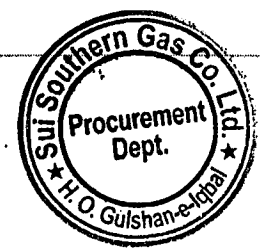
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Automation and Control of SMSs and TBSs

B. Category Based Requirements

B	Category Based Requirements			
SN	DESCRIPTION	Max.	Marks	Marks
1	Experience of the Firm in executing EPCC/Turn Key Projects			
1.1	15 years & above	10	10	
1.2	10 - 14 years		07	
1.3	07 - 09 years		03	
1.4	Less than 07 years		01	
2	Successful Completion of *Extensive Automation Projects for Gas/Oil Transmission /Distribution / E&P Companies			
2.1	05 or more Projects	30	30	
2.2	04 Projects		20	
2.3	03 Projects		15	
2.4	02 Projects		10	
2.5	01 Project		05	
3	No. of Service level agreement / Maintenance/After Sales agreement with customers in Pakistan Projects.			
3.1	More than 10 contracts	10	10	
3.2	08- 10 contracts		08	
3.3	05- 07 contracts		05	
3.4	02- 04 contracts		03	
<i>Note: A minimum score of 65% is mandatory from section (1, 2 &amp; 3, combined)</i>				
4	Human Resource Capacity			
4.1	Two (02) PMP / PRINCE 2 Certified Project Manager with Engineering Team possessing 10 years of Experience	10	10	
4.2	(01) PMP / PRINCE 2 Certified Project Manager with Engineering team possessing 07 years of Experience		05	
4.3	Project Management & Engineering Team possessing 05 years		02	
5	International Experience - Global Presence (Regional Offices & Services)			
5.1	In 03 or more countries	10	10	
5.2	In 01 - 02 countries		07	
5.3	In 01 country		03	
6	Certifications (Valid and Latest)			
6.1	Compliance of ISO 9001-2015, ISO 14001, ISO 27001 and OSHAS	05	05	
6.2	Compliance of OSHAS 18001/ISO 45001		03	
6.3	Compliance of ISO 9001-2015		01	
7	Financial (Turn Over per Annum)			
7.1	PKR 8 Billion and above	25	25	
7.2	PKR 6.0 – 7.99 Billion		20	
7.3	PKR 4.0 – 5.99 Billion		15	
7.4	PKR 2.51 – 3.99 Billion		10	
7.5	PKR 01 – 2.5 Billion		07	
		100		

Note: Documentary evidence and proof must be provided for all sections. Bidder obtaining less than 70% overall marks shall be disqualified.

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Automation and Control of SMSs and TBSs

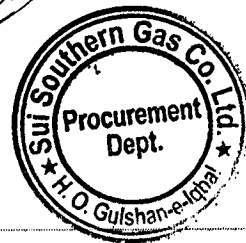
5.3 Bid Price Schedule

i. COMPOSITE SERVICES PRICE SCHEDULE FOR TBSs:

Composite Services Required per 01 No. of TBS		Price for 2 Inch	Price for 4 Inch	Price for 6 Inch	Price for 8 Inch
SN.	Particulars				
1	Automation of Town Border Stations (TBSs)				
1.1	Installation of custom sized motorized control valve with Positioner/limit switches.				
1.2	Installation of Pressure Transmitters for upstream and downstream.				
1.3	Installation of SIL 2 certified PLC controller having features as outlined in relevant section.				
1.4	Installation of solar system including solar Panel, battery backup, redundant earth pits and Industrial grade charger controller etc.,				
	Supplies for Item 1.4				
	Services for Item 1.4				
1.5	Installation of Fiber glass Junction Box containing PID controller, GMS module, Solar charger and other electronics.				
1.6	Installation of battery enclosure/ underground pit depending on the site condition and its security measures like cage, locks, wire rope locks etc.,				
1.7	Installation of manual isolation valves for instrumentation/sensory tubing.				
1.8	Installation of Cable Trays, Cable laying, Wiring, Termination, Glanding, Tubing and allied works for all Instruments				
	Supplies for item 1.8				
	Services for Item 1.8				
1.9	Fabrication, welding of Pipe Spools, non-destructive testing NDT, solar poles, Flanges, security bolts, adhesive, hooter system, Civil Foundations, and allied works				
	Supplies for item 1.9				
	Services for Item 1.9				
1.10	Establishing the independent communication with installed EVCs and developing solar powered system for all TBSs including 50 automated TBS sites.				
	Supplies for Item 1.10				
	Services for Item 1.10				
A = Total Composite Services Price Per TBS					
Number of TBS sites as per Leg/Run Dia		01	23	17	06
B = A * 47 => Price of Services for Automation of 47 Number of TBS:					

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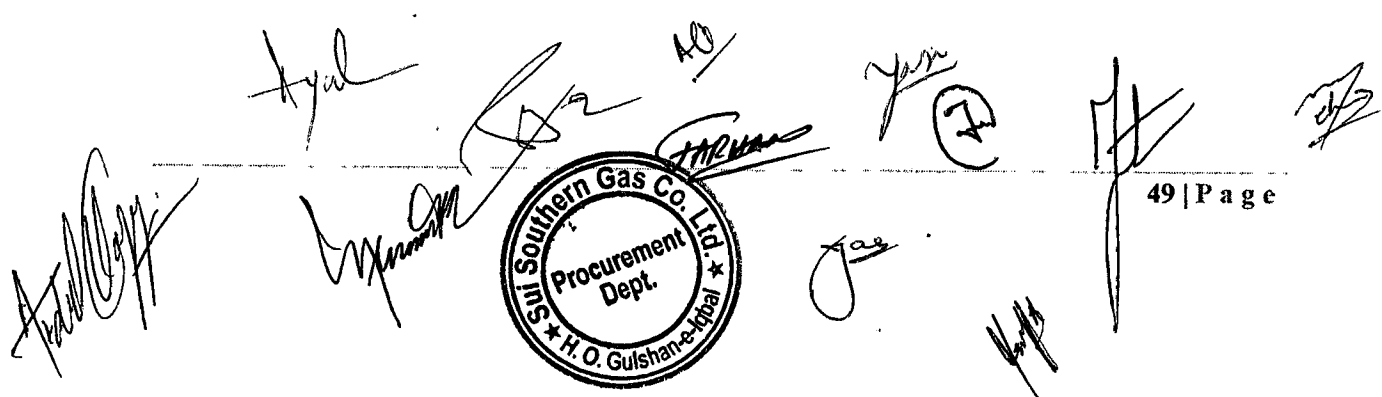
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**Automation and Control of SMSs and TBSs**

**ii. COMPOSITE SERVICES PRICE SCHEDULE FOR SMSs HAVING (02 RUNS/LEGS)**

Composite Services Required per SMS having (02 legs/Runs)		Price for 1 Inch	Price for 2 Inch	Price for 4 Inch	Price for 6 Inch
SN.	Particulars				
1	Automation of Sales Metering Station (SMS) – 02 Legs/Runs				
1.1	Installation of I/P convertor on each leg of installed PCVs				
1.2	Installation of SIL 2 certified or above fully redundant PLC controller with dedicated power supplies for complete SMS.				
1.3	Installation of RF radios, antennas and towers on those SMSs where SSGCL infrastructure is not available. (will be billed as per actual)				
	Supplies for item 1.3				
	Services for Item 1.3				
1.4	Installation of Pressure Transmitters for upstream, downstream of each leg and simplex or redundant PTs for upstream and downstream Gas Headers.				
1.5	Installation of solar system including solar Panel, battery backup, poles, civil foundations, redundant earth pits, and charger controller etc., Single solar system for all legs/runs per SMS.				
	Supplies for item 1.5				
	Services for Item 1.5				
1.6	Installation of fiber glass Junction Box containing PLC controller, GMS module, Solar charger and other electronics.				
1.7	Installation of battery enclosure/ underground pit depending on the site condition and its security measures like cage, locks wire rope locks etc.,				
1.8	Installation of Manual Isolation Valves for sensory tubing				
1.9	Installation of Cable Trays, Cable laying, Wiring, Termination, Glanding, Tubing and allied works for all Instruments				
	Supplies for item 1.9				
	Services for Item 1.9				
1.10	Fabrication, welding of Pipe Spools, non-destructive testing (NDT), solar poles, flanges, security bolts, adhesive, hooter system, Civil Foundations, and allied works				
	Supplies for item 1.10				
	Services for Item 1.10				
1.11	Installation of local HMI screen for local controlling of PCV valves				
1.12	Installation of Dual SIM GSM Modules on those SMS sites where signal coverage is available (As per actual)				
1.13	Establishing the independent communication with installed EVCs & Flow Computers and developing solar powered system for all those SMSs, which have EVCs installed. Flow Computers are already equipped with solar charging system.				
	Supplies for item 1.13				
	Services for Item 1.13				
C= Total Composite Services Price per SMS having (02 leg/runs)					
Number of SMS Leg/Run and Installed PCVs Dia		13	08	01	02
D= C* 12 => Price of Services for Automation of 24 legs/runs of 12 SMSs:					


  
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 Procurement Dept.
   
 Sui Southern Gas Co. Ltd.



**Automation and Control of SMSs and TBSs**

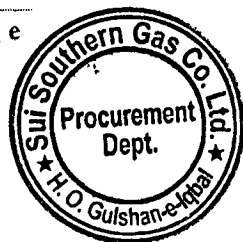
**iii. COMPOSITE SERVICES PRICE SCHEDULE FOR SMSs HAVING (03 RUNS/LEGS)**

Composite Services Required per SMS having (03 legs/Runs)		Price for 1 Inch	Price for 2 Inch	Price for 4 Inch	Price for 6 Inch
SN.	Particulars				
1	Automation of Sales Metering Station (SMS) – 03 Legs/Runs				
1.1	Installation of I/P convertor on each leg of installed PCVs				
1.2	Installation of SIL 2 certified or above fully redundant PLC controller with dedicated power supplies for complete SMS.				
1.3	Installation of RF radios, antennas and towers on those SMSs where SSGCL infrastructure is not available. (will be billed as per actual)				
	Supplies for item 1.3				
	Services for item 1.3				
1.4	Installation of Pressure Transmitters for upstream, downstream of each leg and simplex or redundant PTs for upstream and downstream Gas Headers.				
1.5	Installation of solar system including solar Panel, battery backup, poles, civil foundations, redundant earth pits, and charger controller etc., Single solar system for all legs/runs per SMS.				
	Supplies for item 1.5				
	Services for item 1.5				
1.6	Installation of fiber glass Junction Box containing PLC controller, GMS module, Solar charger and other electronics.				
1.7	Installation of battery enclosure/ underground pit depending on the site condition and its security measures like cage, locks wire rope locks etc.,				
1.8	Installation of Manual Isolation Valves for sensory tubing				
1.9	Installation of Cable Trays, Cable laying, Wiring, Termination, Glanding, Tubing and allied works for all Instruments				
	Supplies for item 1.9				
	Services for item 1.9				
1.10	Fabrication, welding of Pipe Spools, non-destructive testing (NDT), solar poles, flanges, security bolts, adhesive, hooter system, Civil Foundations, and allied works				
	Supplies for item 1.10				
	Services for item 1.10				
1.11	Installation of local HMI screen for local controlling of PCV valves				
1.12	Installation of Dual SIM GSM Modules on those SMS sites where signal coverage is available (As per actual)				
1.13	Establishing the independent communication with installed EVCs & Flow Computers and developing solar powered system for all those SMSs, which have EVCs installed. Flow Computers are already equipped with solar charging system.				
	Supplies for item 1.13				
	Services for item 1.13				
<b>E = Total Composite Services Price per SMS having (03 leg/runs)</b>					
<b>Number of SMS Leg/Run and Installed PCVs Dia</b>		<b>03</b>	<b>04</b>	<b>06</b>	<b>05</b>
<b>F = E * 06 =&gt; Price of Services for Automation of 18 legs/runs of 06 SMSs</b>					

- ❖ Any allied activity not explicitly mentioned above will be carried out by the contractor to ensure smooth operation and meet project objectives.
- ❖ Payments will be made only for the actual services rendered and local supplies consumed at each site.
- ❖ Some SMSs may be located in the same premises, such as SMS Code 9602 & 9603, and similarly SMS Code 9214 & 9215. Therefore, it may be possible that not all of the above services or local supplies are required for those SMSs located in the same premises.

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**Automation and Control of SMSs and TBSs**

**iv. COMBINED SERVICES PRICE SCHEDULE FOR TBSs & SMSs**

1 Item Services for all TBSs/SMSs		
SN	Particulars	Price
1	Design, Detailed Engineering, and Integration of SMSs and TBSs with the existing automation system, as per the specifications and scope outlined in the tender.	
2	System Improvements and optimization features such as multi-scheduling, dynamic alarms, batch entry (if applicable), decimal-level set value input, and other smart features and system improvements.	
3	Re-location of Server room from Head Office to Karachi Terminal and establishing the Centralized Control Station for automation and control system for all Automated SMSs & TBSs.	
4	Proof of Concept (POC) for the automation system and its integration, to be conducted at the System Integrator's facility within Pakistan. If the POC is carried out outside Karachi, the contractor shall be responsible for arranging hotel accommodation, meals, and local transportation for at least (15) SSGCL executives for two (02) days. Automation of one (01) SMS should be part of this POC.	
5	The bidder will plan and host a minimum of three (03) days of Engineering Design Review meetings and two (02) days of HAZOP (Hazard and Operability) study, to be conducted outside the SSGCL premises, preferably in the city of their head office or Karachi. If conducted outside Karachi, the contractor shall be responsible for arranging hotel accommodation, meals, and local transportation for at least (15) SSGCL executives.	
6	Training of five (05) SSGCL executives on control valve design, installation, commissioning, and maintenance at the MOV manufacturer's facility. The training must cover complete design, valve sizing, manufacturing, troubleshooting, and routine maintenance of control valves. All expenses related to lodging, boarding, ticketing, etc., for a minimum of five (05) executives shall be borne by the contractor. However, for pricing purposes, the cost per executive for training shall be provided, along with the total training cost. SSGCL reserves the right to exclude or include any executive based on management approval.	
7	Comprehensive hands on training (preventive and corrective maintenance) for SSGCL staff to enable them to operate and perform blue-collar tasks related to the complete automation and control system. This shall not be limited to a specific number of days. It is the contractor's responsibility to ensure that SSGCL staff are fully trained to the extent that they can independently perform all blue-collar tasks and address the field related issues independently. Until the SSGCL staff are adequately trained and capable of performing these tasks independently, the contractor shall continue to provide the necessary services at no additional cost.	
8	Provide (05) days operation training on the automation and control system to a group of SSGCL executives (up to 20 participants), involving both on field and in-office sessions in Karachi. All necessary arrangements will be made by SSGCL; however, meals will be provided by the contractor.	
9	Service charges for GSM data and Static/Radio IP from Internet Service Providers (ISPs) will be covered until the completion of the Warranty-Defect liability Period.	
		G = 11 Item Services Price

H = B + D + F + G => Total Price of Services for Automation of 47 Number of TBS & 18 SMSs (42 legs/runs)

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Automation and Control of SMSs and TBSs

v. SUPPLY PRICE SCHEDULE FOR TBSs

Supply Scope for 01 No.s of TBSs						
SN	Particulars	Qty.	Price for 2 Inch	Price for 4 Inch	Price for 6 Inch	Price for 8 Inch
1	Motorized Control Valve with positioner/Limit switch and allied fittings	1				
2	Pressure Transmitters for upstream and downstream and allied fittings	2				
3	Advance & most reliable SIL -02 PLC Controller.	1				
4	Advance & most reliable Dual SIM GSM Router	1				
5	Fiber glass Junction Box (For RTU) capable of dissipating heat and can withstand in hard environment (dust , water etc.,) and allied fittings	1				
6	Appropriate battery enclosure along with all security gadgets/locks/wire locks/Cage etc.,	1				
7	Manual / Isolation Valves / Flanges / Pipe Spools / Civil Foundations	As per Actual				
8	Cables, Cable Trays, Glands, Termination & Tubing Equipment	As per Actual				
9	Complete Solar System having minimum (02) -200 AH Gel type Batteries with Industrial grade Charge Controller and Solar Panel along with all necessary frame & fittings, shear bolts, permanent adhesive/solar poles/civil foundations and redundant earth pits	1				
1 = Price of Supply of Equipment per TBS						
Number of TBS sites as per Leg/Run Dia.			01	23	17	06
J-1*47 -> FOB Price of Supply of Equipment for 47 Number of TBS.						

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Automation and Control of SMSs and TBSs

vi. SUPPLY PRICE SCHEDULE FOR SMS HAVING (02 LEGS/RUNS)

Supply Scope SMS having (02 Legs/runs)			
SN	Particulars	Qty.	Price
1	I/P convertor with allied accessories and complete system for automation for Installed PCVs at each regulation Leg/Run of SMS. The I/P convertor must be equipped with visual reading features like pressure input and current output.	02	
2	Precision pressure regulator for I/P convertor.	02	
3	Pressure Transmitters and allied fittings (02 PTs for each leg/run)	04	
4	Pressure Transmitters and allied fittings for upstream and downstream headers	02	
5	SIL -2 certified or above redundant PLC Controller.	1	
6	Radio Transceivers (Radio Modems), antenna and network switches along with complete set of system to establish the radio communication at those sites where SSGC's RF infrastructure is not available.	As per Actual	
7	Advance & most reliable Dual SIM GSM Router on those SMS sites where signal coverage is available.	As per Actual	
8	Fiber glass Junction Box and allied fittings	1	
9	HMI Screen for local control of PCVs	1	
10	Appropriate battery enclosure along with all security gadgets/locks/wire locks/Cage etc.,	1	
11	Manual / Isolation Valves / Flanges / Pipe Spools / Civil Foundations	As per Actual	
12	Cables, Cable Trays, Glands, Termination & Tubing Equipment	As per Actual	
13	A complete solar system comprising gel-type battery (.ies), an industrial-grade charge controller, solar panel(s), and all necessary frames, fittings, shear bolts, permanent adhesive/solar poles, and redundant earth pits. The bidder must estimate the total load requirement and offer minimum 03-04 days of power backup. No of batteries should be mentioned as per the load and backup requirements.	1	
K = Price of Supply of Equipment per SMS having (02 Legs/Runs)			
L = K*12 ⇒ FOB Price of Supply of Equipment for 12 Number of SMS having total 124 legs/runs		12 SMS	

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Automation and Control of SMSs and TBSs

vii. SUPPLY PRICE SCHEDULE FOR SMS HAVING (03 LEGS/RUNS)

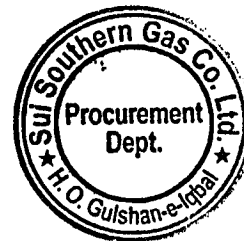
Supply Scope SMS having (03 legs/runs)			
SN	Particulars	Qty.	Price
1	I/P convertor with allied accessories and complete system for automation for installed PCVs at each regulation Leg/Run of SMS. The I/P convertor must be equipped with visual reading features like pressure input and current output.	03	
2	Precision pressure regulator for I/P convertor.	03	
3	Pressure Transmitters and allied fittings (02 PTs for each leg/run)	02	
4	Pressure Transmitters and allied fittings for upstream and downstream headers	02	
5	SIL -2 certified or above redundant PLC Controller.	1	
6	Radio Transceivers (Radio Modems), antenna and network switches along with complete set of system to establish the radio communication at those sites where SSGC's RF infrastructure is not available.	As per Actual	
7	Advance & most reliable Dual SIM GSM Router on those SMS sites where signal coverage is available.	As per Actual	
8	Fiber glass Junction Box and allied fittings	1	
9	HMI Screen for local control of PCVs	1	
10	Appropriate battery enclosure along with all security gadgets/locks/wire locks/Cage etc.,	1	
11	Manual / Isolation Valves / Flanges / Pipe Spools / Civil Foundations	As per Actual	
12	Cables, Cable Trays, Glands, Termination & Tubing Equipment	As per Actual	
13	A complete solar system comprising gel-type battery (.ies), an industrial-grade charge controller, solar panel(s), and all necessary frames, fittings, shear bolts, permanent adhesive/solar poles, and redundant earth pits. The bidder must estimate the total load requirement and offer minimum 03-04 days of power backup. No of batteries should be mentioned as per the load and backup requirements.	1	
M = Price of Supply of Equipment per SMS having (03 Legs/Runs)			
N = M*06 = FOB Price of Supply of Equipment for 06 Number of SMS having total (18 Legs/runs)		06 SMS	

- ❖ The Pressure Control Valves (PCVs) with different diameters, as specified in the composite service scope, are installed on the legs/runs of the SMSs. Bidders are advised to thoroughly review the models and diameters of the PCVs to ensure proper selection of I/P converters. Some PCVs operate at a pressure range of 03-15 psig, while others operate at 06-30 psig. There are total of 39 PCVs, distributed across the following diameters: 1 Inch – 14 PCVs, 2 Inch – 11 PCVs, 4 Inch – 7 PCVs, 6 Inch – 7 PCVs

HO

All

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Automation and Control of SMSs and TBSs

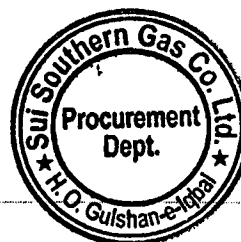
viii. SUPPLY PRICE SCHEDULE FOR THE ESTABLISHMENT OF CENTRALIZED CONTROL STATION

1 Item Supply of Equipment for Complete Automation System		
SN	Particulars	Price
1	Supply and the high-definition LED video wall (6X8 ft.), functional consoles, server cabinets, KMV (server-type) systems connecting at least 8 machines, 4 chairs, a UPS with a minimum capacity of 10 KVA or higher to meet load requirements, and any other necessary items required for a standardized control station. The available space would be around 15 x 12 ft.	
O = 1 Item Supply Price		

ix. SUPPLY PRICE SCHEDULE FOR TOOLS AND GADGETS TO PERFORM BLUE COLLAR JOBS

Supply item for Q3 different regional teams			
SN	Particulars	Region	Price
1	The supply of necessary tools, gadgets like Multi-meters AC/DC, Loop calibrators, Terminal Screw driver sets, Lugs punch, wire stripper, Nose plier, Cutter plier, RJ45 network cable tool and tester etc., to perform the blue collar jobs.	Karachi	
2	The supply of necessary tools, gadgets like Multi-meters AC/DC, Loop calibrators, Terminal Screw driver sets, Lugs punch, wire stripper, Nose plier, Cutter plier, RJ45 network cable tool and tester etc., to perform the blue collar jobs.	Lower Sindh	
3	The supply of necessary tools, gadgets like Multi-meters AC/DC, Loop calibrators, Terminal Screw driver sets, Lugs punch, wire stripper, Nose plier, Cutter plier, RJ45 network cable tool and tester etc., to perform the blue collar jobs.	Baluchistan	
R = Items Supply Price			

<p>O + L + N + O + P =&gt; Total FOB Price of Supply of Equipment for 47 Number of TBS and 18 SMS having 142 Legs/Runs</p>	
--	--



**Automation and Control of SMSs and TBSs**

**x. SPARE PARTS OF COMPLETION AUTOMATION AND CONTROL SYSTEM**

Bidders are required to provide a minimum of 10% of the total supplies for critical components and spares required to ensure the smooth operation of the system and for corrective maintenance. This includes, but is not limited to, major and minor components such as solar panels, batteries, charge controllers, PLC controllers, relays, switches, gaskets, transducers, MOV actuators, GSM modules, radio modem and antennas, rubber parts, etc. Items with a low shelf life, such as batteries, should be quantified accordingly. The overall objective is to ensure the availability of critical spares for a minimum of 03 years. Bidders are required to list the critical spares in the format provided below:

SN	Critical Item Description	Part No.	Make	Qty. which will be installed	Spare Quantity	Price per Item	Total Price
1							
2							
3							
4							
.							
.							
R= Grand Total Price							

**xi. TOTAL BID PRICE**

Category	Identifier	Price
Total Price of Services for Automation of 47 Number of TBS & 18 SMSs having (42) Legs/Runs	H	
Total Price of Supply of Equipment for 47 Number of TBS & 18 SMSs having (42) Legs/Runs	Q	
Total Price of minimum 10% of supply of critical components for complete automation system	R	
Total Lump/Sum Price for Service & Supply of Equipment for 47 No.s of TBSs and 18 SMSs having (42) Legs/Runs	H+Q+R	

- ❖ The equipment shall be provided with all the necessary accessories for complete operation.
- ❖ The supply scope may vary as per Detailed Engineering performed by Contractor & Identified by HAZOP chairperson.
- ❖ By 'renowned' it is implied that company/manufacturers/OEMs shall be reputable, well established and known in the oil and gas industry. Preferable, a 20 years heritage / track record of supplying solutions/products. They should have traceable and genuine certifications meeting the standards.
- ❖ The above supply equipment & services shall include the price of all allied accessories / works required for complete functioning of the Automation System.

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6. ANNEXURES

6.1 ANNEXURE – I: CORPORATE & FINANCIAL INFORMATION

PART – I

GENERAL INFORMATION

1. Name (Full Company Name):

- Postal Address:
- Telephone:
- Facsimile:
- e-mail:
- Website Address:

Has the Company operated under any other name? If yes, please give name, date of change and reason for change.

2. Type of Entity/Firm:

- Corporation/Stock Company
- Public Limited
- Private Limited
- Partnership
- Proprietorship

3. Shareholders information/pattern with names and addresses of majority shareholders.

4. Place of Incorporation/Registration:

5. Year of Incorporation/Registration:

(Please provide copies of Incorporation/Registration Certificates and Memorandum & Articles of Association)

6. Company's National Tax No.

7. Name & Address of Owners/Directors

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**Automation and Control of SMSs and TBSs**

**PART – II**

**FINANCIAL STRENGTH**

1. Provide details with regard to the financial standing of the bidder including copies of last three (3) years Audited profit & loss account and balance sheet. Also, please fill the financial summary as per below table;

Sr. No.	Description	Years		
		2021	2022	2023
1	Sales Revenue			
2	Profit Before Tax			
3	Profit After Tax			
4	Current Assets			
5	T. Asset			
6	Owner Equity			
7	Long Term Debt			
8	Current Liability			
9	Total Liabilities			

2. Bank(s) credit worthiness certificates (Latest Period) of applicant organization and available credit ceiling/limits with Account Number/Title.
3. Detail record with regard to litigation/arbitration proceedings or any other dispute related to project undertaken/being undertaken by the Bidder their local agent/representative and Suppliers (Specially with SSGCL, Joint Venture Partners or other public and private organizations working in the Oil & Gas sector of Pakistan) during past five (05) years.
4. Any information including brochures, references and other documentary evidence of technical qualification, capability, and experience of the Applicant to execute the Project.



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6.2 ANNEXURE – II: EXTENSIVE AUTOMATION PROJECTS BEING EXECUTED LAST (10) YEARS.

SN	Name, Description & Capacity of the Project	Name & Address of Client	Country & Year	Project Completion Period	Contract Value			Detailed Description of Work, Scope & Responsibilities	Details of Equipment Procured (including nature/type of equipment, its value and origin/source)	Whether the Project was on Schedule? If not, specify reasons for delay and give expediting plans
					Foreign Currency	Local Currency	Total			

Note:

Complete details of such projects including project documents / methodology, completion certificates with client feedback, work orders, purchase orders, letter of intent, and letter of authorization etc to be provided.

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6.3 ANNEXURE – III: METHOD OF PERFORMING THE WORK & INTEGRATION

The Bidder is required to submit a narrative outlining the method of performing the Work. The narrative should indicate in detail and include but not be limited to:

1. Organization Chart indicating head office and field office personnel involved in management and supervision, Engineering, equipment maintenance and purchasing.
2. Field Mobilization Plan.
3. The method of executing the Works, Integration with existing automated Sites, re-location of server setup, the procedures for installation of equipment, machinery, and materials at the site.
4. Quality control / Quality assurance measures to be adopted including procedures to be followed for carrying out all tests required under specifications.
5. The Bidder/Supplier shall submit QA/QC checklists / protocols with bid for quality assurance during construction work.
6. The Bidder/Supplier shall submit its HSE plan for approval from Client / Engineering Consultant prior to commencement of construction work.

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6.4 ANNEXURE - IV: AFTER SALES SUPPORT PROGRAM

Details of services, responsibility matrix (blue vs elite services) and plan to transfer the knowledge and training of SSGCL staff

Yes

Yes

Not for Bidding Purpose

Yes

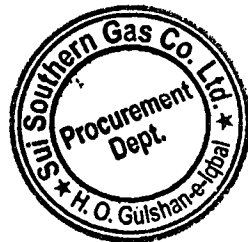
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6.5 ANNEXURE – V: PROJECT AND ATER SALES TEAM DETAILS

Attach Organogram of Staff deputed on the project with designations and After sales team who would provide support throughout the warranty period (DLP) and after the SLA. Etc.,

1. Name:
2. Profession/Expertise:
3. Qualification/ No. of Years of Experience:
4. Date of birth:
5. Nationality:
6. Years with the firm:
7. Degree of proficiency:
8. Experience:
9. Membership of professional societies:
10. Academic Qualification:
11. Other trainings:

I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience

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

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

Note:

1. Please fill one form for each expert as above. Additional experience information may be attached with the form.
2. An affidavit on stamp paper of Rs. 20 (One affidavit for complete team) stating that the copies of certificates attached of key staff are genuine and will be responsible for any discrepancies arising later on.
3. All the above information provided shall be supported with documentary evidence; otherwise no marks will be awarded.
4. Please don't attached CVs of extra and irrelevant personnel / experience Certificates. Only required and relevant credentials are needed.

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6.6 ANNEXURE-VI: PROJECT SCHEDULE (GANTT CHART)

Yes

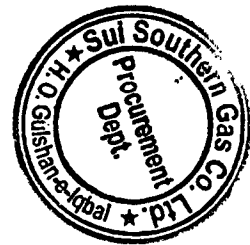
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6.7 ANNEXURE-VII: SCOPE REQUIREMENT COMPLIANCE SHEET

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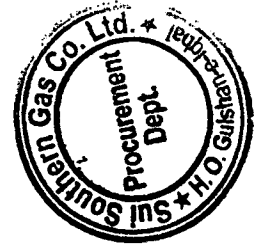
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Automation and Control of SMSSs and TBSSs

6.8 ANNEXURE-VIII: LIST OF NEW TBSSs

Sl. No.	Code	Site Name	Region	MMF/Block	Site Size	Location	GenCode	Already Auto
1	2055	Hassan Square	Central	120	6	24.901414	67.073481	No
2	2022	CSD (Kalapuli)	Central	80	6	24.851098	67.053366	No
3	2034	Mavach Goth I (Baldia Town)	West	71	6	24.928316	66.943237	No
4	0047	Korangi S1-B	East	82	8	24.823891	67.165886	No
5	1138	Rasheed Steel Mills (Itehad Town)	West	40	4	24.908578	67.031385	No
6	2017	Chaki Wara (P)	Central	50	6	24.871616	66.99663	No
7	1067	Orangi Town Sector 11-1/2	West	44	8	24.95737	66.982786	No
8	2101	Saudabad (P)	Central	100	6	24.890909	67.1862	Yes
9	2044	Gulshan-e-Iqbal (KT Bypass) I (Residence)	Central	35	4	24.977778	67.109438	No
10	1001	Al Azam	West	58	8	24.910314	67.04944	No
11	2137	Awami Markaz (PNS Mehran II)	Central	30	4	24.87281	67.096913	No
12	2131	Mallir 15 (Res) (P)	Central	50	6	24.875312	67.192998	No
13	1015	Ghatareabad I (Res)	West	94	8	24.908435	67.062427	No
14	1050	North Karachi 11 K I (Res)	West	51	8	24.985484	67.065732	No
15	2012	Baloch Colony 1 (Res)	Central	40	4	24.866196	67.084283	No
16	2112	Superior Science Collere I (Res) P	Central	90	6	24.883847	67.149139	No
17	2079	Mazra-e-Quaid I (Res) P	Central	120	6	24.8716746	67.042989	No
18	2110	Sultanabad City	Central	25	4	24.842256	67.016261	No
19	2082	Memon Foundation I (Res) (P)	Central	60	6	24.946623	67.146216	No
20	1108	North Karachi Sector 11 A	West	58	8	24.985516	67.065717	No
21	1056	North Nazimabad Block E	West	27	4	24.937219	67.04222	No
22	0031	I.I.L-1 (Rehri Goth)	East	39	4	24.839286	67.204283	Yes with 0033
23	0079	Abbott - I (Domestic Bulk)	East	31	6	24.855092	67.21676	No
24	0027	Gulshan-e-Handee, CNG	East	29	6	24.864553	67.34954	No
25	2084	Memon Goth (P)	Central	25	4	24.920279	67.262218	No
26	0115	Singer Korangi Domestic	East	25	4	24.848523	67.181526	No
27	1002	A O Clinic Nazimabad No 4	West	19	4	24.919396	67.031923	No
28	0034	Ibrahim Hoderi	East	20	4	24.797138	67.136092	No
29	2098	Rafa-e-Aam Society (P)	Central	40	4	24.881387	67.175825	No
30	2129	Gizri Leg I (P)	Central	60	6	24.840251	67.03288	No
31	2033	Gizri	Central	75	4	24.877426	67.013248	No
32	2030	Dhobi Ghat (P)	East	29	6	24.826993	67.165088	No
33	0121	KCG Landhi	West	21	4	24.947971	67.051676	No
34	1062	North Nazimabad Block K	East	20	6	24.823873	67.165828	No
35	0099	Korangi - 43/B	East	9	4	24.862166	67.282932	No
36	0092	Abdullah Goth II	West	23	4	25.070425	67.100573	No
37	1146	Ansar Ali Lareeb	East	9	4	24.789795	67.135319	No
38	0082	PAF Korangi Creek	Central	20	6	24.919167	67.099438	No
39	2046	Gulshane-Iqbal (Nirpal Res) (P)	Central	10	4	25.003203	67.345207	No
40	2064	Kathore	West	25	4	24.911117	67.070554	No
41	1044	Nazimabad Oranabad	East	20	2	24.868438	67.261239	No
42	0088	Shah Latif Town 19 B (Sporty)	East	21	4	24.836693	67.225297	No
43	0114	Muslimabad Ellial Colony	East	33	4	24.818728	67.143838	Yes with 0045
44	0096	Noorani Basti	East	11	4	24.848147	67.20601	Yes with 0101
45	0087	Landhi Domestic Bulk	East	39	6	24.834789	67.121944	No
46	0109	Zia Colony	East	9	4	24.820989	67.188437	No
47	0049	Korangi 51-C	East					



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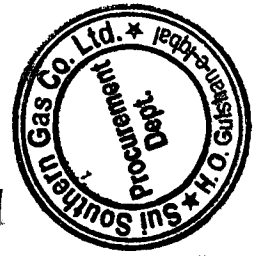
Automation and Control of SMSs and TBSs

Regulator Code	Regulator (PSig)	Type	P1 Min	P1 Max	P1 Average	P2 Min	P2 Max	P2 Average	Q-Mass	Q-Av	Q-Set Min	Q-Set Max	Q-Set Av	T Min	T Max	T Av	SIG
2055	8	6" 441	0.0	72.4	22.7	0.0	58.6	4.2	0	16.325	6.882	0	4.571	63	118	85	0.588-0.7012
2034	6	6" 441	0.0	90.4	16.7	0.0	34.2	4.3	0	16.381	3.014	0	3.937	64	96	85	0.588-0.7013
1034	9	6" Sensus 441-575	0.0	86.5	13.8	0.0	32.8	7.7	0	19.075	4.161	0	4.985	65	100	88	0.588-0.7014
0047	9	Self Operated	0.0	84.8	38.5	0.0	20.5	5.2	0	9.134	2.460	0	3.484	56	127	86	0.588-0.7015
1138	9	4" Valve Italia	0.0	42.2	14.8	0.0	0.0	0.0	0	3.911	1.626	0	1.440	49	124	82	0.588-0.7016
2017	5	6" Valvitalla	0.0	88.0	11.1	0.0	10.9	1.8	0	6.647	1.292	0	3.541	51	121	84	0.588-0.7017
1062	9	6" Sensus 441-575	12.4	86.0	50.3	0.0	22.8	6.2	0	10.494	4.038	0	2.535	53	91	75	0.588-0.7018
2101	10	6" 441	0.1	81.4	45.7	0.0	16.7	6.6	0	4.184	1.150	0	1.003	53	134	76	0.588-0.7019
2044	8	4" 441	0.0	91.4	26.0	0.0	21.0	6.1	0	8.744	2.768	0	2.647	64	96	85	0.588-0.7021
1001	9	6" Sensus 441-575	0.0	22.6	3.9	0.0	0.0	0.0	0	1.948	1.92	0	1.500	41	119	85	0.588-0.7022
2137	6	4" Valvitalla	0.0	43.9	21.8	0.0	18.5	5.0	0	3.576	1.666	0	1.500	54	126	88	0.588-0.7023
2131	9	6" Valvitalla	0.0	92.9	28.9	0.0	30.2	10.5	0	11.804	4.393	0	2.857	51	115	84	0.588-0.7024
1015	9	6" Sensus 441-575	0.2	92.0	20.9	0.0	38.1	7.0	0	11.610	1.822	0	2.466	49	118	86	0.588-0.7025
1050	7	4" 441	0.0	91.0	25.1	0.0	9.6	3.2	0	4.464	1.674	0	1.620	58	97	83	0.588-0.7026
2112	8	6" 441	0.0	70.2	29.1	0.0	29.2	4.4	0	7.991	2.360	0	3.756	54	106	86	0.588-0.7027
2079	6	6" Valvitalla	3.8	83.1	24.3	0.0	17.0	3.8	0	20.514	4.229	0	7.800	64	99	86	0.588-0.7028
2110	5	4" 441	0.0	79.2	13.4	0.0	31.6	4.8	0	4.492	9.78	0	1.534	51	117	84	0.588-0.7029
2082	9	4" 441	0.0	78.3	33.5	0.0	20.1	5.7	0	8.339	1.573	0	2.903	51	100	85	0.588-0.7030
1108	9	6" Valve Italia	0.0	91.7	20.4	0.0	26.3	6.9	0	10.310	2.401	0	2.940	45	116	82	0.588-0.7031
1056	9	4" Axial Flow	0.0	91.5	23.0	0.0	30.7	7.6	0	4.186	1.315	0	1.239	53	109	84	0.588-0.7032
0031	2	Pilot Operated	0.1	89.8	30.7	0.0	10.7	1.7	0	13.359	1.788	0	3.000	64	95	82	0.588-0.7033
0079	2	Self Operated	0.0	90.2	24.4	0.0	17.9	2.3	0	4.911	1.176	0	3.000	47	120	84	0.588-0.7034
0027	5.5	Self Operated	0.0	82.5	34.6	0.0	0.1	0.0	0	4.377	8.59	0	1.219	59	101	84	0.588-0.7035
2084	4	4" 441	0.1	58.4	17.7	0.0	8.9	1.9	0	1.943	7.22	0	1.003	34	104	69	0.588-0.7036
0115	6	Pilot Operated	0.1	96.9	30.5	0.0	22.3	7.6	0	2.435	8.55	0	1.045	52	112	87	0.588-0.7037
1002	9	4" Fisher + 441	0.0	76.3	36.3	0.0	17.4	6.1	0	5.283	1.491	0	1.440	50	121	82	0.588-0.7038
0034	3	Self Operated	0.0	90.9	15.5	0.0	18.9	3.0	0	7.835	1.838	0	3.224	58	104	83	0.588-0.7040
2098	9	6" 441	0.0	119.6	13.6	0.0	18.8	4.3	0	7.860	1.811	0	2.250	99	105	80	0.588-0.7042
2033	7	6" 441	0.0	91.5	12.0	0.0	22.6	2.8	0	12.463	1.750	0	3.375	47	120	84	0.588-0.7043
2030	5	4" Valvitalla	0.0	83.1	39.2	0.0	0.0	0.0	0	3.250	1.284	0	1.029	55	116	84	0.588-0.7044
0121	8	Pilot Operated	1.4	81.3	37.7	0.0	17.9	4.5	0	5.907	8.32	0	2.000	49	117	83	0.588-0.7046
1062	9	4" Sensus 441-575	0.1	81.3	37.7	0.0	17.9	4.5	0	5.907	8.32	0	2.000	49	117	83	0.588-0.7046
0099	7	Self Operated	0.1	104.7	39.9	0.0	12.3	5.2	0	3.070	1.357	0	1.161	170	170	170	0.588-0.7047
0092	2	Self Operated	0.1	104.7	39.9	0.0	12.3	5.2	0	3.070	1.357	0	1.161	170	170	170	0.588-0.7047
1146	9	4" Fisher	0.0	5.8	3.2	0.0	0.0	-0.1	0	714	411	0	609	70	95	85	0.588-0.7049
0082	2.5	Pilot Operated	0.0	80.8	35.9	0.0	11.3	4.7	0	1.919	6.10	0	6.21	38	125	82	0.588-0.7050
2046	8	6" 441	0.0	120.2	8.0	0.0	47.1	10.3	0	3.451	1.275	0	1.475	55	122	84	0.588-0.7052
2064	4	2" 441	0.0	39.7	23.3	0.0	6.3	0.3	0	3.316	7.84	0	1.298	56	121	83	0.588-0.7053
1044	9	4" Sensus 441-575	0.0	87.9	34.3	0.0	23.8	4.5	0	4.174	8.85	0	1.277	52	126	86	0.588-0.7053
0088	4	Pilot Operated	0.0	73.9	14.7	0.0	22.5	3.4	0	1.256	4.22	0	5.31	49	120	83	0.588-0.7053
0114	5	Self Operated	0.0	52.2	7.0	0.0	14.9	3.7	0	3.514	1.012	0	1.662	56	117	85	0.588-0.7053
0096	7	Self Operated	0.0	54.2	35.9	0.0	0.0	0.0	0	1.149	3.12	0	3.48	55	112	85	0.588-0.7053
0087	5	Self Operated	0.0	54.2	35.9	0.0	0.0	0.0	0	1.149	3.12	0	3.48	55	112	85	0.588-0.7053
0109	7	Self Operated	0.0	54.2	35.9	0.0	0.0	0.0	0	1.149	3.12	0	3.48	55	112	85	0.588-0.7053
0049	1.5	Pilot Operated	0.0	54.2	35.9	0.0	0.0	0.0	0	1.149	3.12	0	3.48	55	112	85	0.588-0.7053



## 6.9 ANNEXURE-IX: LIST OF SMSs

S.No	SMS/TBSS	SMS Code	SMS/TBSS Name	Region	Zone	No. of TBSS (Number of)	MMCT (Mbit/s)	End Type	End (M) (M)	Inlet Pipe Dia (Inch)	Regulator on side (No of Runs)	Runs in BGV/S OR	Regulation Run Pipe Size (Inch)	Mat. with Run (No. of)	Control Valve Size (Dia X No. of)	Control Valve Type	Pneumatic Controller Type
1	SMS	9613	Quetta	Quetta	Quetta	32	1,548	TSBW	100,60	12,18	3+1	3	6"x1,8"x2(8")	3	6" x 1, 4" x 2	PCV	OMC, Fisher-4195
2	SMS	9614	HPCP	Quetta	Quetta	15	800	Fenced	120,70	12,18	3+1	3	12"x3(12")	3	6" x 3	PCV	Fisher-4195
3	SMS	9264	Hyderabad 3rd supply	Hyderabad	Hyderabad	30	477	FSBW	77, 58	18,24	2+1	2	8"x2 (8")	2	6" x 2	PCV	2 x Fisher-4195
4	SMS	9619	Mastung/Kalaat	Lower BR	Mastung	5	111	FSBW	80,40	12,20	2+1	2	4"x1,4"x1(2")	1	4" x 1, 2" x 1	PCV	Fisher-4195
5	SMS	9263	Hyderabad Old -1 & 2	Hyderabad	Hyderabad	35	304	FSBW	77, 58	16,18	3+0	3	4"x2,4"x1	2	4" x 2, 6" x 1	PCV	2 x Fisher-4195, Fisher-4100 UR
6	SMS	9603	Jhat Pat/ Usta Muhammad	Lower Balochistan	Dera Ala Yar	3	41	FSBW	236, 254	12,18	2+0	2	2"x2	1	2" x 2	PCV	Fisher - 4195
7	SMS	9236	Sukkur-I	Sukkur	Sukkur	12	202	FSBW	13, 34	16	3+0	3	4"x2(2")	2	2" x 3	PCV	Fisher-4195, OMC
8	SMS	9214	Larkana -	Larkana	Larkana	53	142	FSBW	25, 29	18,20	2+0	2	4"x1,3"x1(D/S)	2	2" x 1, 1" x 1	PCV	Fisher 4195, Fisher -4195
9	SMS	9259	Tando Allahyar	Mirpurkhas	Mir Pur Khas	205	158	FSBW	20, 10	16,20	2+1	2	3"x2(2")	2	2" x 2	PCV	Fisher-4195, Fisher-4195
10	SMS	9612	Rahkshan	Quetta	Quetta	2	27	FSBW	20,40	12,20	2+0	2	2"x2	1	1" x 2	PCV	Fisher-4195
11	SMS	9222	Jacobabad	Larkana	Jacobabad	8	46	FSBW	65, 39	12	2+0	2	4"x2	1	2" x 2	PCV	Fisher 4195, OMC
12	SMS	9215	Qamber - Shahdadkot	Larkana	Kambar	75	64	FSBW	33, 54	18,20	2+1	2	2"x2(2")	1	1" x 2	PCV	Fisher 4195, Fisher Marc-2
13	SMS	9246	Padiden	Nawabshah	Naushero Feroz	148	87	FSBW	30, 39	16	2+1	2	2"x2 (1")	1	1" x 2	PCV	Fisher - 4195
14	SMS	9225	Thari Mohabbat	Hyderabad	Dadu	53	37	FSBW	102, 133	18,20	2+1	2	1"x2(1")	1	1" x 1, 1,SLR	PCV	OMC
15	SMS	9227	Seeta	Hyderabad	Dadu	62	24	FSBW	28,17	18	2+0	2	1"x2	1	1" x 2	PCV	2 x Fisher-4195
16	SMS	9602	Shohbatpur / DA Yar	Lower Balochistan	Dera Ala Yar	3	37	FSBW		12,18	3+0	3	2"x2,1"x1	1	1" x 2,	PCV	Fisher 4195, Fisher 627
17	SMS	9256	Shahdadpur - SSGC Transmission Network	Mirpurkhas	Hala	92	84	FSBW	53, 44	16,20	3+0	3	4"x2,4"x1	2	4" x 2, 2" x 1	PCV	2 x Fisher-4195, 1 x OMC
18	SMS	9257	Tando Adam - SSGC Transmission Network	Mirpurkhas	Hala	47	64	FSBW	47, 74	16,20	2+1	2	2"x2 (1")	1	1" x 2	PCV	Fisher-4100 UR, OMC



Automation and Control of SMSs and TBSs

Sl. No. Code	Material Code	Long Lead	Metering (VOC)	Flow Computer/EVC	Flow Computer/EMH	Availability (G. H. B.)	Pressure Regulation	Regulation Pressure Min.	Regulation Pressure Max.	Regulation Pressure Min.	Regulation Pressure Max.
9613	30.107109	66.985878	Orifice Meter	Flow Computer	Emerson 107	Already Occupied	Before Metering	100	580	20	100
9614	30.107109	66.985878	Turbine Meter	EVC	TOC	NA	After Metering	150	580	30	90
9264	25.447213	68.336524	Orifice Meter	Flow Computer	Emerson 107	Already Occupied	Before Metering	600	780	55	80
9619	30.041123	66.985949	Turbine Meter	EVC	MiniMax	NA	Before Metering	150	550	10	15
9263	25.446801	68.336261	Orifice Meter	Flow Computer	Bristol GFC & Emerson S1200	Already Occupied	Before Metering	600	780	30	55
9603	28.375175	68.341614	Turbine Meter	EVC	MiniMax	NA	Before Metering	600	900	20	35
9236	27.688142	68.843255	Orifice Meter	Flow Computer	Emerson 107	Already Occupied	Before Metering	550	610	12	40
9214	27.572012	68.174229	Turbine Meter	EVC	MiniMax	NA	Before Metering	700	900	30	60
9259	25.575678	68.548166	Turbine Meter	EVC	MiniMax	NA	Before Metering	600	770	40	55
9612	30.072393	66.985649	Turbine Meter	EVC	MiniMax	NA	Before Metering	150	500	20	45
9222	28.251133	68.46317	Turbine Meter	EVC	MiniMax	NA	Before Metering	600	1000	25	30
9215	27.571945	68.174126	Turbine Meter	EVC	MiniMax	NA	Before Metering	700	900	35	65
9246	26.714242	68.398073	Turbine Meter	EVC	MiniMax	NA	Before Metering	580	680	50	60
9225	27.192046	67.933011	Turbine Meter	EVC	MiniMax	NA	Before Metering	700	850	30	60
9227	27.047008	67.843576	Turbine Meter	EVC	MiniMax	NA	Before Metering	700	850	20	35
9602	28.375	68.341	Turbine Meter	EVC	MiniMax	NA	Before Metering	600	900	15	25
9256	25.882638	68.559875	Orifice Meter	Flow Computer	Emerson 107	Already Occupied	Before Metering	700	850	30	90
9257	25.755826	68.572699	Turbine Meter	EVC	MiniMax	NA	Before Metering	700	850	40	90

Handwritten signatures and initials are present in the right margin, including a large signature that appears to be 'M. M. M.' and another signature below it. There is also a circled number '7' at the bottom right of the signature area.







**Sui Southern Gas Company Limited**  
Health, Safety, Environment & Quality Assurance

# HSE&QA AWARENESS FOR SUPPLIERS AND CONTRACTORS (Revised in 2023)

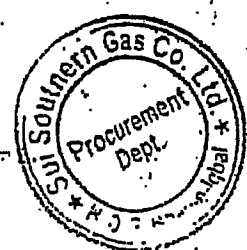


Always be proactive about safety!

Report Hazard before it results in an Accident

If it's UNSAFE!

- ✓ Report it
- ✓ Remove it
- ✓ Replace it



MP



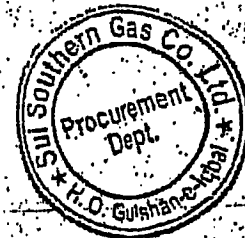


Sui Southern Gas  
SSGC Company Limited.

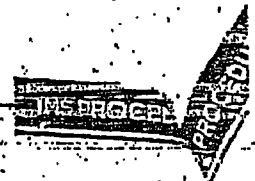
## HSE & QA-IMS POLICY

SSGC is committed to the Health and Safety of all its Employees & Stakeholders, preservation of Environment and achieving Operational excellence by improving Quality of products / services along with efforts to promote Safety Culture in the Company. Continual improvement of HSE and QA performance by reducing potential hazards to prevent injuries and illness is our key priority. It also includes communication, consultation and participation on HSE and QA objectives and targets with stakeholders, conserving resources and adhering to applicable Laws and Regulations in all activities / processes related to the Transmission and Distribution of natural gas within its franchise area.

  
Managing Director  
AUGUST 2021



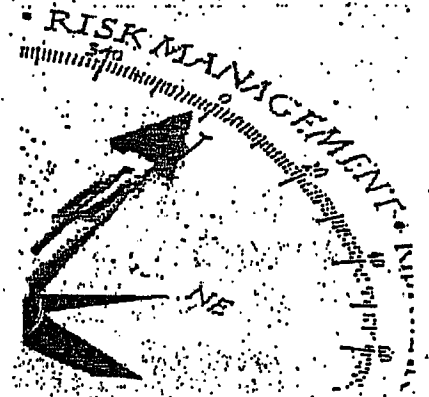
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## 1. PURPOSE

The purpose of this procedure is to identify the context of the organization, assess the risks and opportunities and establish controls associated with all the activities undertaken by the company to address risks and opportunities for:

- a. SSGC existing facilities/installations.
- b. Any routine/non-routine activity, performed within permanent locations or outside permanent locations of SSGC, that requires prior permit/safety analysis to identify and mitigate safety risks.
- c. Any new project.
- d. Covering all the activities performed by SSGC taking into consideration of compliance, obligations, risks & opportunities within the scope, external and internal issues related to scope of operations, requirements, information, needs and expectations of relevant interested parties.
- e. Providing guidance to employees in relation to hazard identification, risk assessment and risk control in respective areas.
- f. Identification, control, monitoring and management of environmental aspects and assessment of its impacts.



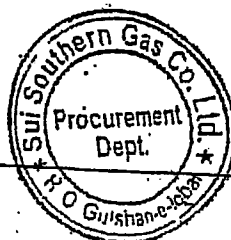
## 2. SCOPE

This procedure is applicable to the identification of occupational health and safety hazards and associated risks, environmental aspects and impacts associated with activities, processes and equipment related to SSGC existing facilities/installations, any new project or any routine/non-routine activity, performed within permanent locations or outside permanent locations of SSGC, that requires prior permit/safety analysis to identify and mitigate occupational health and safety risk.

## 3. DEFINITIONS & ACRONYMS

- a. **HAZARD:** Source or situation with a potential for harm in terms of injury or ill health, damage to property or damage to workplace environment, or a combination of these.
- b. **RISK:** Combination of probability of occurrence of a hazardous event or exposure and the resulting consequences.
- c. **OPPORTUNITY:** Opportunities can arise as a result of a situation favorable to achieving an intended result, for example, a set of circumstances that allow the organization to attract customers, develop new products and services, reduce waste or improve productivity. Actions to address opportunities can also include consideration of associated risks.
- d. **SWOT:** Strength, Weakness, Opportunity & Threat.
- e. **RISK MANAGEMENT:** The set of control measures used to reduce or eliminate specific risk.
- f. **RISK ASSESSMENT:** Risk Assessment is a systematic approach to hazard identification. This is the overall process of estimating the priority of risk and deciding significance of risk.
- g. **RISK ASSESSMENT METHODOLOGY:** Risk priority shall be defined by the risk assessment matrix. Hazards related to applicable legal requirements will fall in the high risk category.
- h. **HIRA:** Hazard Identification and Risk Assessment.
- i. **EAIA:** Environmental Aspect and Impact Assessment.
- j. **IEE:** Initial Environment Examination.
- k. **EIA:** Environment Impact Assessment.
- l. **ILL HEALTH:** Identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work related situation.
- m. **OHS&E:** Occupational Health, Safety & Environment.
- n. **PTW:** Permit to Work.
- o. **MOC:** Management of Change.
- p. **MOC Owner:** The employee who initiates the MOC.
- q. **JSA:** Job Safety Analysis.
- r. **EXECUTING DEPARTMENT:** It refers to the department performing the work or is responsible to get the work done through contractor.

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**4. RESPONSIBILITIES**

**4.1 Corporate HSE&QA In-charge**

- a. Managing OHS&E risks and their controls.
- b. Reporting to Senior Management on OHS&E related issues.
- c. Providing support to corporate HSE&QA team and zonal representatives.
- d. Liaise with zonal HSE team leaders/HSE&QA representatives for implementation of this procedure.

**4.2 Zonal HSE team leaders**

- a. Carrying out HIRA, providing and utilizing resources to identify and review OHS&E risks and implementing their controls in consultation with corporate HSE&QA team.
- b. Ensuring that employees, contractors and visitors have sufficient knowledge related to OHS&E.
- c. Maintaining records of the OHS&E with the help of local HSE&QA team.
- d. Implementing this procedure. Liaise with corporate HSE&QA team if required.

**4.3 Zonal HSE&QA representative**

- a. Coordinating with Zonal HSE team leader for carrying out HIRA and EAIA in their zones.
- b. Liaise with corporate HSE&QA team and zonal HSE team leader for OHS&E.
- c. Reviewing/monitoring HIRA and EAIA in their zones and providing input on any changes.

**4.4 Departmental Head of Executing Department**

Acquiring PTW for any activity that requires prior permit to identify and mitigate safety risks.  
 Ensure implementation of JSA for job/activity performed outside SSGC permanent locations.

**4.5 Employees**

Participating in the identification and assessment of OHS&E risks when required by either Zonal HSE team leader or HSE&QA representative.

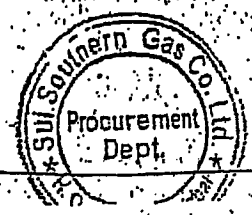
**4.6 Visitors & Contractors**

Identifying and reporting any risk or hazard at any location of SSGC. This also includes the work sites and SSGC temporary locations during project executions.

**5. DECISION MATRIX**

Type of Risk/Hazard Assessment	Methodology	Responsibility
HIRA	Periodic risk assessment of SSGC's existing facilities/installations such as Head office, Headquarters, Regional offices etc.	Zonal HSE team leader
PTW	On-site Risk assessment (for Permanent Locations) for any routine/non-routine activity that requires prior permit to identify and mitigate safety risks.	Departmental head/Contractor executing the task/activity requiring PTW
JSA	On-site Risk assessment (for Field Locations) for any routine/non-routine activity.	Departmental head/Contractor executing the field activity

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MOC	Risk assessments for new Projects, major changes or modifications in existing designs and Infrastructure.	MOC owner
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Risk Assessment and Management Procedure is divided into five sections based on the type of risk assessment needed:

- Section 1: Context of the Organization.
- Section 2: Hazard Identification and Risk Assessment.
- Section 3: Permit to Work.
- Section 4: Job Safety Analysis.
- Section 5: Management of Change.

## 6. PROCEDURE

### Section 1 Context of the Organization

#### 6.1. Context of the Organization

- I. Management defines scope of the company services and its boundaries considering the internal and external issues of the organization.
- II. In consultation with HSE&QA, Management & Zonal Heads identify external & internal interested parties and maintain its list with needs & expectations. Interested parties are those stakeholders who receive company services, who may be impacted by them, or those parties who may otherwise have a significant interest in the company. Interested parties may include:

Interested Parties	Requirements
Board of Directors	Good financial performance, legal compliance/avoidance of fines.
Law Enforcers/Regulators	Identification of applicable statutory and regulatory requirements for the products and services provided and understanding of the requirements.
Customers	Value for money, quality service, facilitation and quick response.
Bank/Finance	Good Financial Performance.
Employees	Professional development, prompt payment, health and safety, work/life balance, employment security.
Insurance	No claims/prompt payment/risk management.
Community	No complaint relating to: noise, parking, health and safety, pollution, waste.
External providers (Vendors/Suppliers)	Prompt payment as per agreed terms, health and safety, long-term working relationship.
Trade Unions	Compliance of local labor laws.

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iii. By using SWOT analysis or any other tool, identify external and internal issues that are relevant to company operations and its strategic direction and that may affect the ability to achieve the intended result(s) of integrated management system. Internal and external issues can be positive or negative that can affect the OH&S management system.

6.1.1. Internal issues could include in risk & opportunity assessments, but are not limited to:

- a. Operations spread in two provinces.
- b. Complex transmission and distribution network.
- c. Succession planning.
- d. Contractual relationships.
- e. Availability of reliable, qualified and competent workforce.
- f. Staff retention.
- g. Impact of unionization.

6.1.2. External issues could include in risk & opportunity assessments, but are not limited to:

- a. **Political:** Government policies, political stability, international trade agreements etc.
- b. **Economic:** Fuel/utility prices, cash flow, credit availability, exchange rates, tariffs and inflation, general taxation issues etc.
- c. **Social:** Consumer buying pattern, education level, advertising and publicity, ethical & religious issues, demographics etc.
- d. **Technological:** Intellectual property issues, software changes, internet, technology legislation, associated/dependent technology, renewable energy etc.
- e. **Legal and regulatory:** Consumer protection, industry-specific regulation and permits, trade union regulations, employment law, international legislation, human rights/ethical issues etc.
- f. **Environment:** Customer demographics and environmental issues.
- g. **Government:** The directives from Prime Minister, Ministry of Petroleum (energy division) regulatory bodies like OGRA, SEPA & BEPA etc.
- d. Ensuring the policy and objectives are established for the integrated management system and are compatible with the context and strategic direction of the organization.
- e. The management shall monitor and review information about these external and internal issues during the management review meetings.



**Always be proactive about safety!**

Report Hazard before it results in an Accident

MR



## Section 2 Hazard Identification and Risk Assessment

### i. Hazard Identification and Risk Assessment

The Zonal HSE team leader in consultation with local HSE & QA representatives plan and initiate the HIRA and EAIA process. The assigned team must be competent and have enough knowledge of the entire process. Cross functional teams are recommended for such activity to cover all aspects during assessment. The record of OHS&E risk assessment is maintained in Hazard Identification & Risk Assessment Form (SSGC-IMS/CRM-F-01). The Identification/assessment process shall take into account:

- a. Routine & non routine activities, any emergency situations.
- b. Activities of all persons having access to the SSGC permanent and temporary locations.
- c. Human behavior, capabilities and other human factors.
- d. Designing of work processes.
- e. Material in use.
- f. Infrastructure, equipment and materials at the workplace or project site, whether provided by organization or others.
- g. Changes or proposed changes in the organization, its activities or materials.
- h. Fabrication, installation & commissioning.
- i. Handling & disposal of waste material.
- j. Purchase of goods & services.
- k. Any applicable legal obligations that is related to risk assessment and implementation of necessary controls.
- l. Before commencement of any new operation/activity.
- m. Periodic Review for updating the existing hazard identification and risk assessment information.

At SSGC, we adapt five steps of risk assessment:

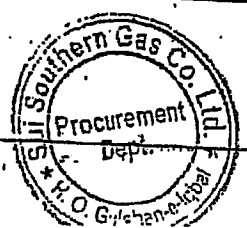
- Step 1: Identify the hazards.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risks and decide on precautions.
- Step 4: Record your findings and implement them.
- Step 5: Review your risk assessment and update if necessary.

### ii. Risk Assessment Matrix

Risk assessment should be carried out as per assessment matrix below:

Risk Priority		Probability			
		Very Likely	Likely	Unlikely	Very Unlikely
Consequences	Catastrophic				Medium
	Significant			Medium	Medium
	Harmful		Medium	Medium	
	Negligible	Medium	Medium		

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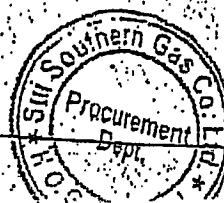


HAZARD CONSEQUENCE RATING TABLE	
Catastrophic	Hazard may cause death or total loss of one or more bodily functions. In case of failure a huge financial loss will occur.
Significant	Hazard may cause severe injury, illness or permanent or partial loss of one or more bodily functions (e.g. prolong exposure to asbestos resulting in Asbestosis or prolong exposure to paint fumes resulting in Chronic Lung Disorder), or serious property damage, loss that may result in disruption of SSGC core activities.
Harmful	Hazard may cause a reportable incident i.e. an incident that results in the employee being unable to undertake their normal duties and may need medical treatment, or property damage, loss that result in partial disruption of SSGC core activities.
Negligible	Hazard may cause minor injury, illness or property damage, first aid treatment is required only, very low financial loss.

PROBABILITY RATING TABLE	
Very Likely	Exposure to hazard likely to occur frequently. Similar incidents reported more than once in SSGC during last 10 years.
Likely	Exposure to hazard likely to occur but not frequently. Similar incidents reported once in last 5 years in SSGC.
Unlikely	Exposure to hazard unlikely to occur.
Highly Unlikely	Exposure to hazard so unlikely that it can be assumed that it will not happen.

RISK PRIORITY TABLE	
Risk Priority	Definitions of Priority
High	Situation is considered critical, stop work immediately or consider cessation of this operation/task. Must be fixed ASAP. Zonal HSE team leader should take immediate actions.
Medium	Is very important, must be fixed within two weeks, Zonal HSE team leader considers short term and/or long term actions.
Low	Is still important but can be dealt with through scheduled maintenance or similar type of action. However, if solution is quick and easy then fix it immediately. Review and/or manage by routine procedures.

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## Section 2 Hazard Identification and Risk Assessment

### iii. Risk/Impact Assessment Outputs

The output of risk/impact assessment may include the following:

- a. Identified operations of all hazards/aspects and risks/impacts associated with company activities/system etc.
- b. Classification of risk/impact.
- c. Description or reference to control the risks/impacts.
- d. Description or reference to monitor the risks/impacts.
- e. Identified competency and or training requirements.
- f. Input for setting improvement objectives and programs for its achievement.

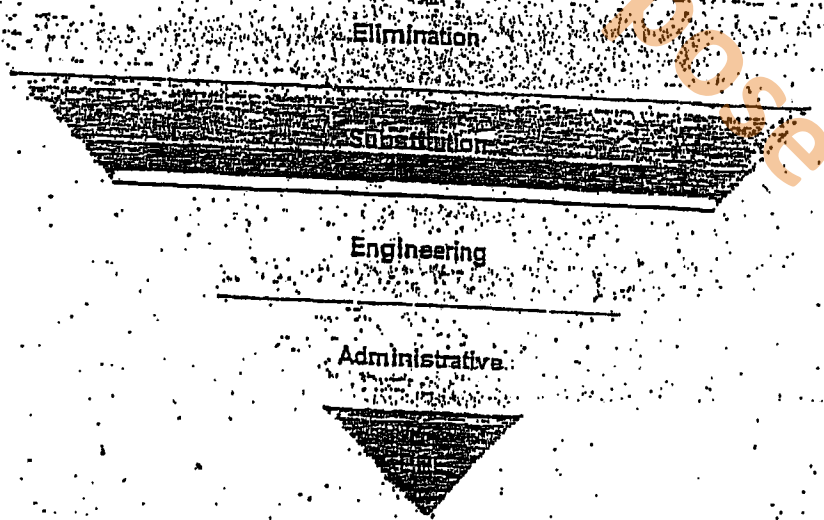
The risk/impact measures identified shall include controls such as termination/elimination, treatment of the risk/impact and substitution of risk by suitable means and where required tolerated as long as it meets local laws/legislation.

Use output of risk/impact assessments as input for the following:

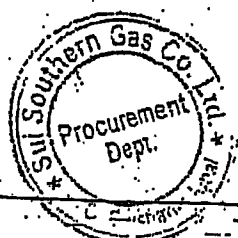
- a. Setting objectives and targets.
- b. Training needs identification.
- c. Terminating the risk/impact if it is practical.
- d. Facility engineering control.
- e. Emergency Preparedness.
- f. Administrative controls.
- g. Insurance.

The ultimate requirement is to reduce the risk/impact to a level as low as reasonably practical (ALARP) i.e. where the trouble, difficulty and cost for further reduction becomes unreasonably inconsistent to the additional risk reduction obtained.

### iv. Risk Control



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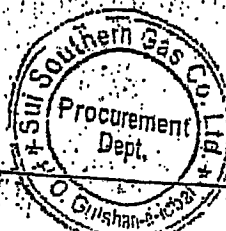


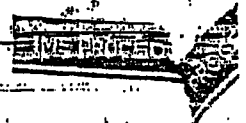


- The hazards and risks are controlled through 'operational controls' by considering the following hierarchy
- Elimination:** The best way to control a hazard is to eliminate it. This can be achieved by making changes to the work process so that the task is no longer carried out, or by physically removing the hazard altogether. Elimination is the most effective way to control hazards and should be used whenever possible.
  - Substitution:** Substitution is the second most effective method for controlling hazards and risks. It is similar to elimination but involves the substitution of one higher priority risk by another lower priority risk.
  - Engineering:** Engineering controls are implemented by making changes to the design of an equipment or process to minimize its hazard. Engineering controls are based on the concept of "Doing it right the first time". Departments shall incorporate this concept during planning phase of any project/process and must seek out for best possible solution in terms of OHS&E.
  - Administrative:** Administrative controls involve making changes to the way in which people work and promoting safe work practices via education and training. Administrative controls may involve training employees in operating procedures, good housekeeping practices, emergency response in the event of incidents such as fire or employee injury, and personal hygiene practices.
  - Personal Protective Equipment (PPE):** Use of PPE will kick-off where no other controls stated above are possible. PPE should be properly identified for specific process/job.

System & work area Hazards	Likely Consequences
Access / Egress Obstructions	Minor injury, trips and falls
Asphyxiate Gas (CO <sub>2</sub> fire suppression)	Possible death by asphyxiation
Buried Cables	Exposure to buried cables - major / minor injury
Electricity (HV/LV)	Fatality by electric shock or serious burn injuries
Falling Loads / Objects	Serious head and / or body injury
Flammable Vapors / Gases / Liquids	Explosion or fire
Flammable Materials	Potential for fire
Hot / Humid Work Environment	Heat stress, disorientation, loss of consciousness
Moving Parts	Entrapment, major or minor injury
Noise	Long term hearing loss, tinnitus
Openings in Floor / Walkways	Falls from height, major injury, possible fatality
Flammable Materials / Gases	Creation of hazardous area, fire, explosion
Heat, sparks and naked flames	Burns to exposed skin
High intensity light (welding)	Arc flash, short term discomfort, long term loss of vision
Housekeeping poor	Slip, trip, fall, fire hazards, blocking fire escapes
Lifting Operations	Falling or moving loads - serious head and / or body injury
Live Electrical Work	Fatality by electric shock or serious burn injuries
Lone Working	No emergency response if injured
Long Working Hours	Major / minor accident due to fatigue
Manual Handling	Muscular / skeletal injuries
New Task / Operation	Major / minor injury resulting from mistakes

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Oxygen deficiency	Death of asphyxiation.
Poor Lighting / Visibility	Minor / major injury, fall or impact injury
Slipping / Tripping Hazards	Minor injury, trips and falls
Spillages (Oil and chemicals)	Land contamination
Substances hazardous to health	Chemical burns, toxic, poisoning, irritants, pollutant
Repetitive Task / Operation	Muscular / skeletal injuries
Rotating / Moving Part	Major injury, potential for fatality
Sharp Edges / Cutting Surface	Amputation and cuts, predominantly to hands
Smoke / Fume	Unconsciousness, respiratory problems
Trailing Cables and Hoses	Tripping hazard causing major / minor accident
Use of Hand Tools	Minor laceration and impact injuries
Use of Hazardous Substances	Burns to skin, eyes, and respiratory system, Environment Hazards
Use of Power Tools	Impact injury, hand/arm vibration - loss of sensation over time
Use of Workshop Equipment	Major / minor injuries - entrapment, cutting tools
Vibration	Hand / arm vibration - loss of sensation over time
Work at Height	Major / minor injury

**V. Environmental Aspect Identification & Impact Assessment**  
**a. Environmental Aspects:**

An Environmental aspect is any element of SSGC business operation that negatively affect the Environment.  
 While conducting environmental assessment, following aspects are usually considered:

**"REDUCE CARBON FOOTPRINT"**

What we can do:

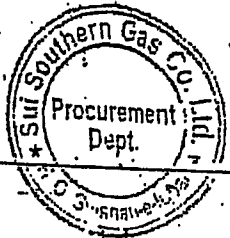
- Recycle: what you can
- Reduce: avoid unnecessary consumption of resources
- Reuse: Buy items that are reusable and reuse them
- Unplug electrical devices that are not in use
- Avoid unnecessary driving
- Use LED bulbs.
- Plant a tree

Emissions to air	Water Discharges
Solid non-hazardous waste	Solid Hazardous Waste
Consumption of natural resources/ Energy	Noise
Heat	Odor
Dust	Vibration
Effect on visual / aesthetics	Use of Ozone depleting substances
Use of radioactive / nuclear material	Spillage of chemicals

For identification of environmental aspects and impact, each process/activity/equipment is assessed for its inputs and outputs. The inputs can be raw materials, utilities, energy etc. The output can be atmospheric emissions, liquid effluents, noise, hazardous/non-hazardous wastes, vibration etc.

The inputs, outputs, environmental aspects, their associated impact and controls are recorded on Environmental Aspect & Impact Assessment Form (SSGC-IMS/CRM-F-02).

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**b. Control of Aspects having Significant Environmental Impact:**

The significant environmental risks require control measures to eliminate or reduce the impact to a tolerable level either by establishing objective or through application of controls by considering the 4R methodology i.e. Reduce, Reuse, Recover and Recycle.

Some of the suggested operational controls are listed below:

- a. Design of environmental friendly processes/operations.
- b. Isolation or enclosure of hazardous material storage, process or noisy equipment.
- c. Mechanical exhaust systems/booths for controlling toxic materials.
- d. Replacement of potentially unsafe equipment or machinery with new equipment/machines that meet environmental standards.
- e. Electrical or mechanical safety interlock, guards, indicators.
- f. Safety devices (Relieve valves, NRVs, indicators etc.), measuring or monitoring devices/gauges, computerized feedback monitoring and control systems.
- g. Environmental friendly disposal or treatment systems etc.
- h. Fire prevention/suppression systems.
- i. Containment walls.
- j. Scrubbers.
- k. Dust Collectors.
- l. Other controls: Training, SOP.

The record of operational controls on significant environmental risks is maintained on Environmental Aspect & Impact Assessment Form (SSGC-IMS/CRM-F-02).

After identification of aspects and assessment of impacts, it is sent to HSE&QA Department for reviewing adequacy and correctness. Where required, in-charge HSE&QA suggests necessary changes or improvement in risk assessment to concerned Zonal HSE Team Leader.

**c. Aspect & Impact Assessment Review & Monitoring:**

Zonal HSE Team Leader ensures that environmental aspects and impacts related to the activities/processes/equipment are kept current by conducting the same assessment

- a. Once every six months to update the information, and identify new environmental aspects. (Use SSGC-IMS/CRM-F-02 for recording new hazards and aspects)
- b. Carry out assessment, for new or changes in activities/processes/equipment.
- c. When there is a change in laws & regulations

**d. IEE (Initial Environment Examination) / EIA (Environment Impact Assessment):**

In addition to all of above assessments, SSGC will carry out IEE / EIA as required by regulatory requirements for new projects. It is the responsibility of corporate HSE&QA head/DMDMD to ensure the compliance for all new projects.



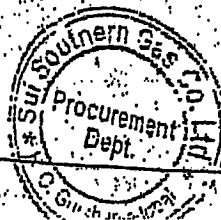
When combusted;

• One liter of Diesel produces 2.68 kg of CO<sub>2</sub>

• One liter of Petrol produces 2.31 kg of CO<sub>2</sub>

• One MMBTU of Natural Gas produces 53.07 kg. of CO<sub>2</sub>

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## Section 3 Permit to Work

### I. Permit to Work (PTW)

A Permit to Work (SSGC-IMS/CRM-F-03) is needed for any routine/non routine activity (Conducted within permanent locations of SSGC) where the work could expose persons to specific hazards. PTW should be acquired and maintained in the zones where job/activity is carried out. Normally following activities require PTW:

- a. Task based Hot Work operation such as welding, brazing, cutting, grinding.
- b. Confined space working. (tank cleaning etc.)
- c. Maintenance Work on High Voltage electrical equipment.
- d. Any janitorial service involving Safety Risks such as work at height.
- e. Any Maintenance activity by any department/contractor which compromises critical safety system.
- f. Work involving interaction with asbestos.
- g. Work in areas where there is a risk of exposure to hazardous chemicals or microorganisms.
- h. Any job/task/activity that requires additional precautions.
- i. Any specific activity performed during development, modification and up gradation of SSGC's Vital Installations including SMS/Valve Assembly/TBS/PRS etc.

### II. Exclusion

Following activities are not under the scope of PTW management, however the risk assessment, JSA and or process SOPs are implemented to control the associated risks for the following:

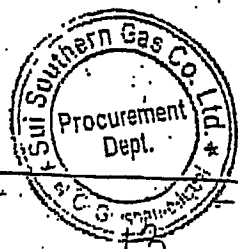
- a. Providing Gas connections to new customers
- b. Emergency Response to Consumer calls (1189)
- c. Planned enhancement of Distribution network
- d. Work on live pipelines like hot tapping, installing Service Tee etc.
- e. Any major/minor rehabilitation/reinforcement work

If it's UNSAFE!

- ✓ Report it
- ✓ Remove it
- ✓ Replace it



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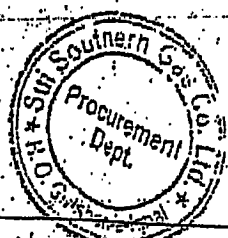


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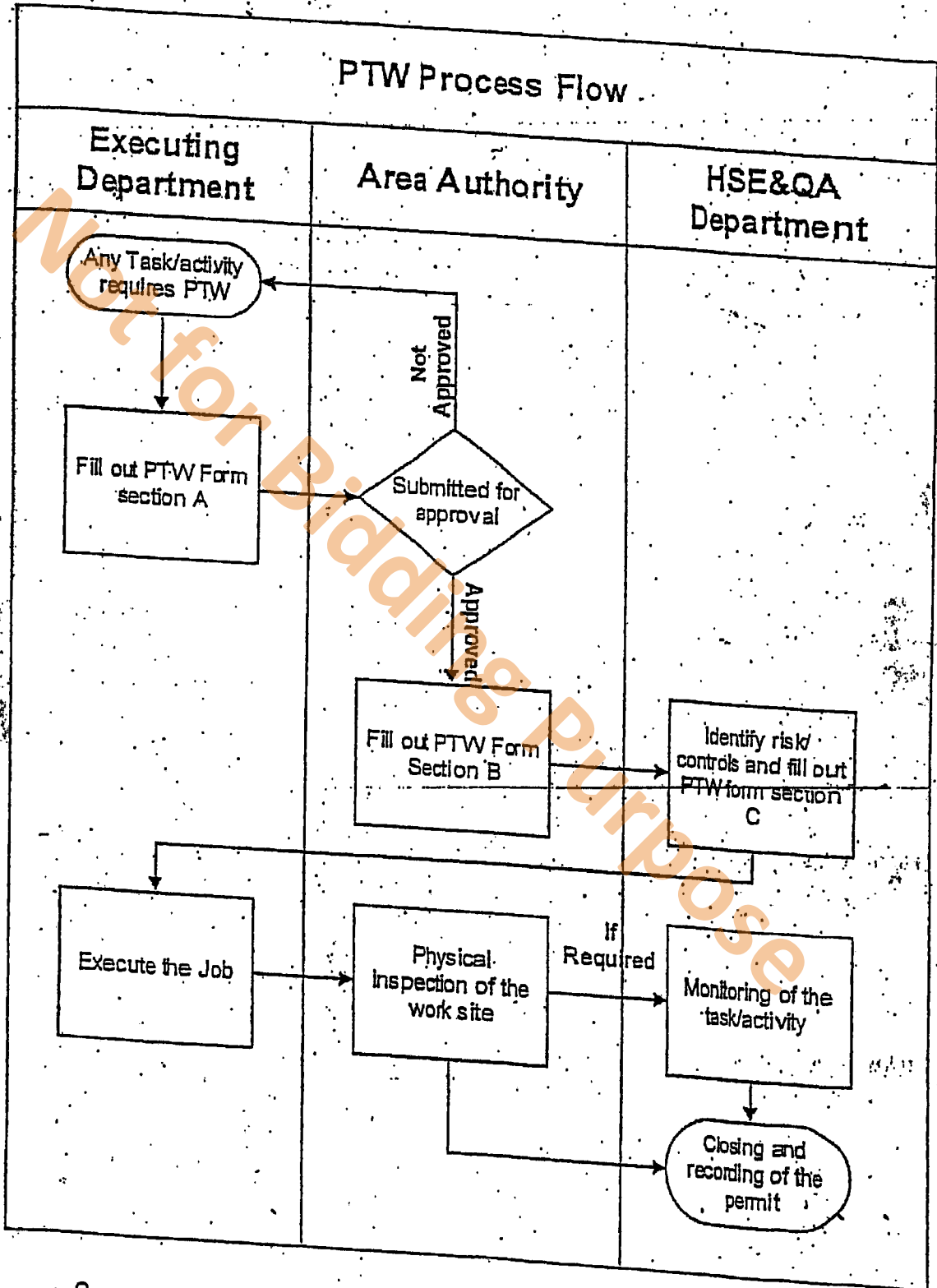
### III. Responsibilities

S No.	Functions	Details	Responsibility
1	Executing Authority	The department intends to carry out the task / activity that requires PTW. Situation may arise where Executing Authority is same as Area Authority (e.g. HQs).	Fill out the PTW form. Ensures that task/activity is carried out according to the SOP and controls are implemented to ensure safe operations. Immediately report any incident happened during execution of job to In-charge HSE&QA.
2	Area Authority	Area/Facility where the task/activity is carried out.	Authorize PTW and verify the compliance during the execution of task/activity. Authorized to stop work in case of noncompliance to PTW requirements.
3	Contractor	The individual/organization carrying out the Task/Activity on behalf of the executing department.	Liaise with executing department to ensure the controls are implemented as per requirement-identified in PTW.
4	HSE&QA	HSE&QA will identify the risk/hazards associated with the activity/task and propose controls. In Zones where HSE&QA representatives are not present, Zonal HSE team leader will officiate for HSE&QA responsibilities.	If required, Monitor the task/activity during execution and identify any gaps related to proposed controls. Responsible to close the PTW, and maintains records. Authorized to stop work in case of noncompliance to PTW requirements.

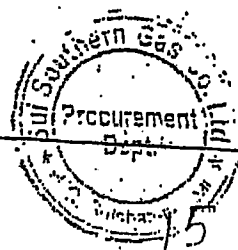
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IV. PTW Process Flow



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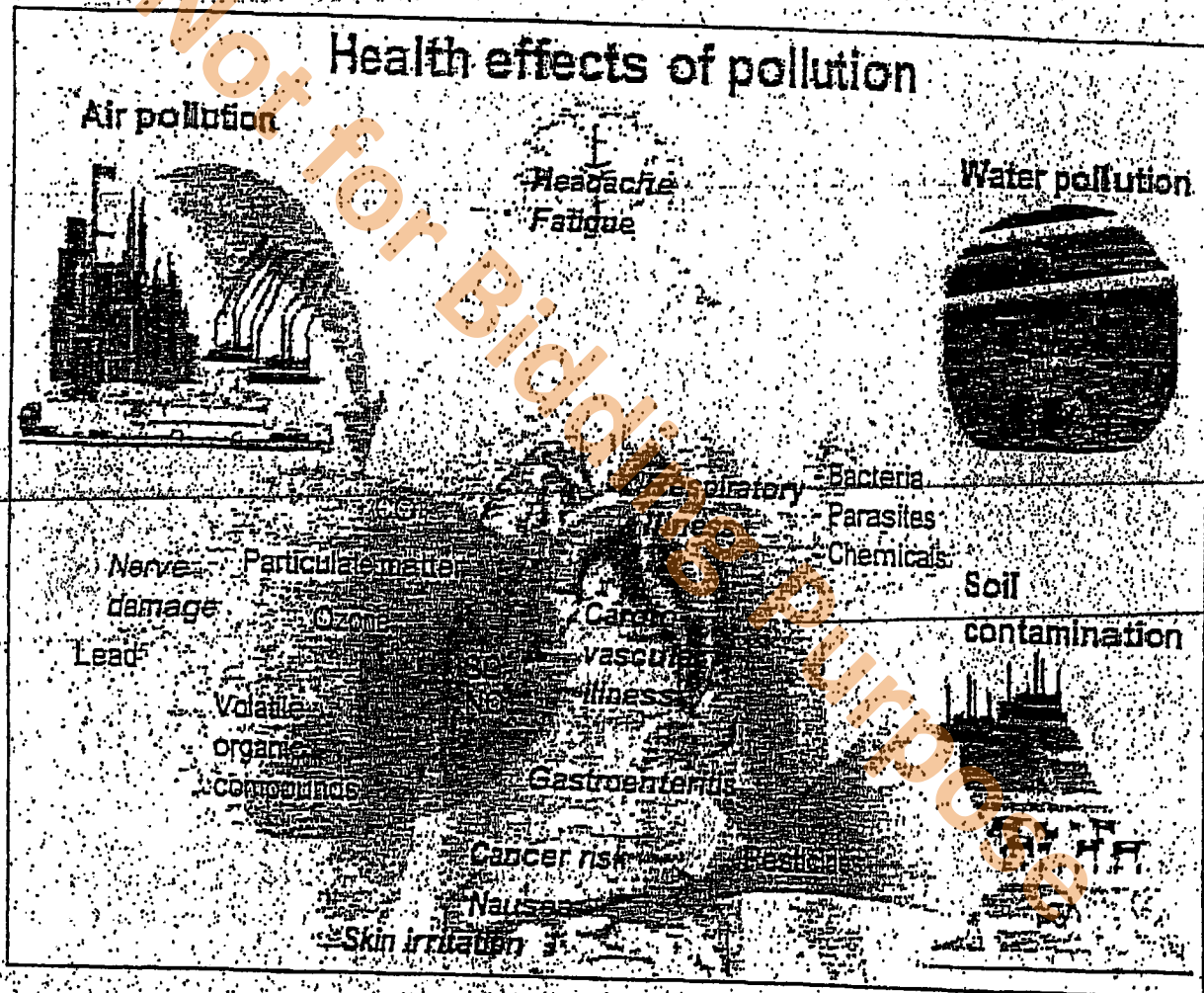


### V. Permit Display

Copy of the permit to work should be clearly displayed at the work site or in a location close to where the work activity is being undertaken. Executing department/contractors are also required to ensure that a copy of the permit to work is kept and made available upon request by Area Authority/ HSE&QA.

### VI. PTW Closure

Once the task/activity is completed the PTW form is returned back to HSE&QA/Zonal HSE team leader for closing and updating the records. A new PTW is required if the task/activity is not completed within stipulated time frame mentioned on PTW.



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## Section 4 Job Safety Analysis

### I. Job Safety Analysis (JSA)

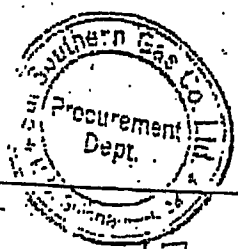
Job safety analysis is needed for any routine/non-routine activity (Conducted outside permanent locations of SSGC i.e. Field Locations) where the work could expose persons to specific hazards. Normally following activities require JSA (SSGC-IMS/CRM-F-04):

- a. Work on live pipelines like hot tapping.
- b. Any major/minor rehabilitation/reinforcement/maintenance work on existing distribution/transmission network.
- c. Installing service connection for new schemes. (Blanket JSA may be carried out for each scheme).
- d. Any Emergency maintenance work.
- e. Any particular job/activity requiring JSA as necessitated by HSE&QA.

### II. Responsibilities

S No.	Functions	Details	Responsibilities
1	Activity In-charge/ Supervisor	Individual who is assigned to carry out the task/activity requiring JSA.	<ul style="list-style-type: none"> <li>• List down the activities step wise and identify hazards and their controls</li> <li>• Ensure that task/activity is carried with proposed controls</li> <li>• Ensure the team/equipment involved are competent and safe</li> <li>• Report any untoward situation</li> </ul>
2	Head Of Executing Department	Head of the department who is authorizing the task/activity requiring JSA.	<ul style="list-style-type: none"> <li>• Authorize JSA</li> <li>• Ensure Adequate resources are provided to carry out the task/activity in safe manner</li> <li>• Select competent team and team leader for the activity/task.</li> <li>• Submit a copy of JSA prior to job execution to HSE&amp;QA/Zonal HSE Team Leader.</li> </ul>
3	Contractor	The individual / organization carrying out the Task/Activity on behalf of the executing department.	Liaise with executing department to ensure the controls are implemented as per requirement identified in JSA

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## Section 5 Management of Change

### I. Management of Change (MOC)

The purpose of this document is to provide all SSGC employees with instructions on Management of Change (MOC) process. Any changes that may affect quality, operations, safety, or the environment will be adequately assessed and must be approved by management or a designated representative of management prior to implementation.

Risk Assessment for any new project, major modification in existing design /facility/ installation will be carried out using MOC methodology.

### II. Scope

This procedure is intended to address those changes which may have a direct impact on SSGC's Integrated Management System, or the subsequent delivery of services.

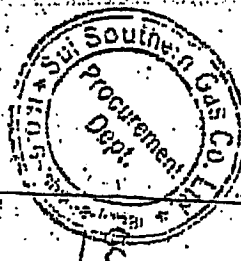
To make sure that changes are assessed and documented in a consistent manner so that

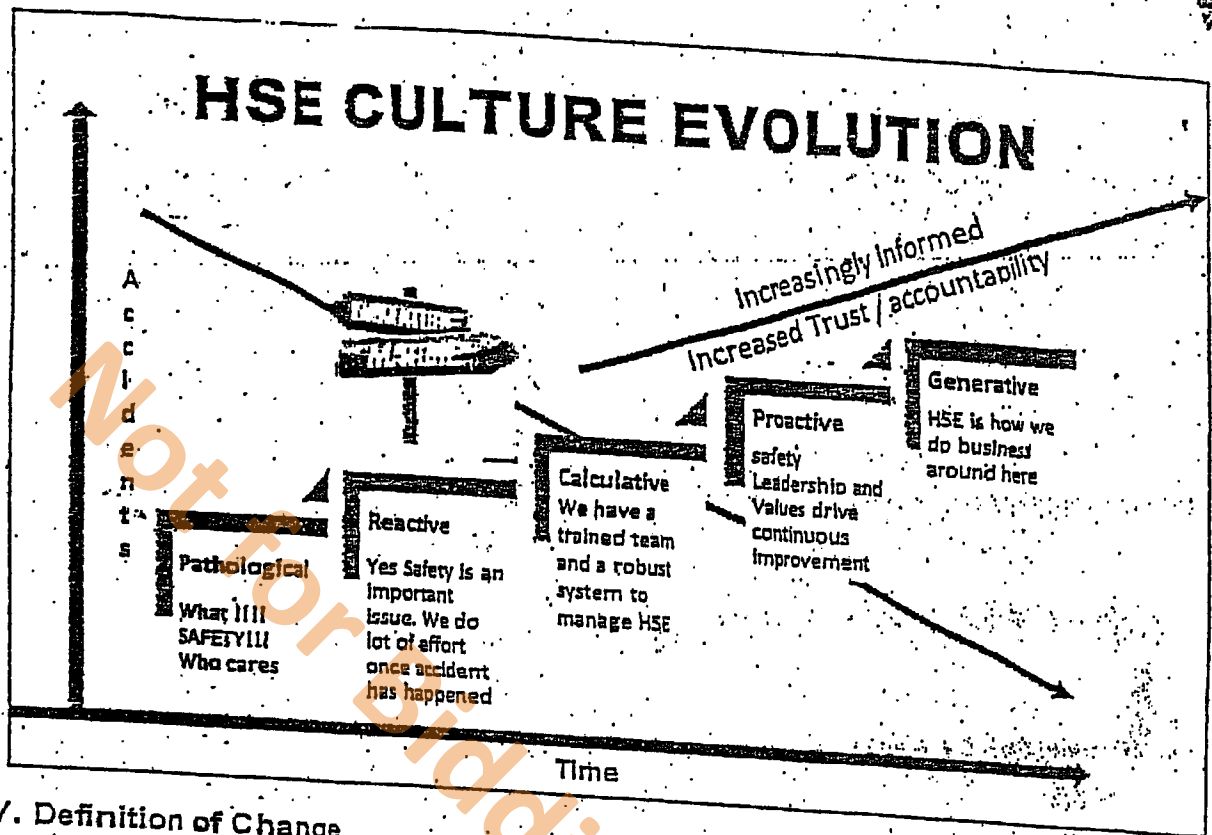
- Unnecessary or counterproductive changes are prevented.
- Changes do not adversely affect safety, the environment, quality, operations, or the level of service to the client.
- No changes are made by individuals without knowledge and/or agreement of all relevant parties.
- A record of the assessment rationale and change assessment process is produced.
- To make sure proper change out of employees during operations is addressed.

### III. Responsibility

- MOC Owner:** MOC owner is responsible to fill out the designated section of the MOC form (SSGC-IMS/CRM-F-05) which briefly describe the details/scope of the project.
- Area Authority:** Area authority is responsible to identify the possible impacts of the change that is taking place. Generally geographical head/zonal HSE team leader is considered the area authority.
- HSE&QA Department:** HSE&QA Department is responsible to authorize the change after assessing the risk and their controls.

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#### IV. Definition of Change

For the purpose of this procedure a "change" is an alteration to Processes;

- a. Documented information maintained by this IMS.
- b. Equipment, hardware, software, infrastructure.
- c. Personnel assignments and training.
- d. Vendor selection and management.

Other types of changes not listed above can be related to any element of the process, such as inputs, resources, persons, activities, controls, measurements, outputs, etc.

**Note:** Not all alterations to a system require the Management of Change Process (MOC) (e.g. changing employees, editorial changes to HSE & QA procedures and forms, etc.)

#### V. Levels of Change

##### Level 1

- a. Change which has limited or no effect on deliverables, operations, safety, work environment, etc.

##### Level 2

- b. Changes to equipment, procedures and employee assignments that have a moderate impact on deliverables, operations, safety, or work environment.

##### Level 3

- c. Changes to equipment, procedures and employee assignments that have a major impact on deliverables, operations, safety or work environment.

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## VI. Change Procedure

### Step 1 – Initiation of Change

Any employee or contractor that becomes aware of a need for change can initiate the MOC process. The originator will notify their immediate Supervisor/Manager, detailing the proposed change on the MOC form (SSGC-IMS/CRM-F-05). With concurrence by their Supervisor / Manager, the MOC form shall then be forwarded to In-charge HSE&QA for review.

### Step 2 – Review by in-charge HSE&QA

In-charge HSE&QA will review the MOC request for potential operational impact, cost/benefit analysis, and associated risk, with input from the appropriate process owners (Moderate Impact) and/or SSGC top management (Major Impact), as appropriate to the change under consideration. Changes that have negligible impact may be processed by the Management Representative directly.

If the request is accepted, in-charge HSE&QA will detail any actions deemed necessary to control the impact of the change and forward the request to the appropriate process owner for implementation.

### Step 3 – Implementation of Actions

The process owner will be responsible for implementing and coordinating the actions required for the proposed change. If it is determined that further assessment is required during the course of implementing the change, these assessments will be documented and submitted for review prior to completing the change process. Only after all assessments have been reviewed shall the MOC process be continued and monitored through completion.

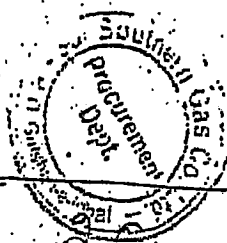
## VII. Closing out the MOC

The In-charge HSE&QA will review the satisfactory implementation of the proposed change, and effectiveness of any corresponding control measures.

## VIII. Record Keeping

The In-charge HSE&QA will retain a log showing each MOC (Control Number of Log) and file the initial MOC request (SSGC-IMS/CRM-F-05) with all information supporting the actions taken throughout the MOC process. These records shall be maintained for a minimum of 3 years.

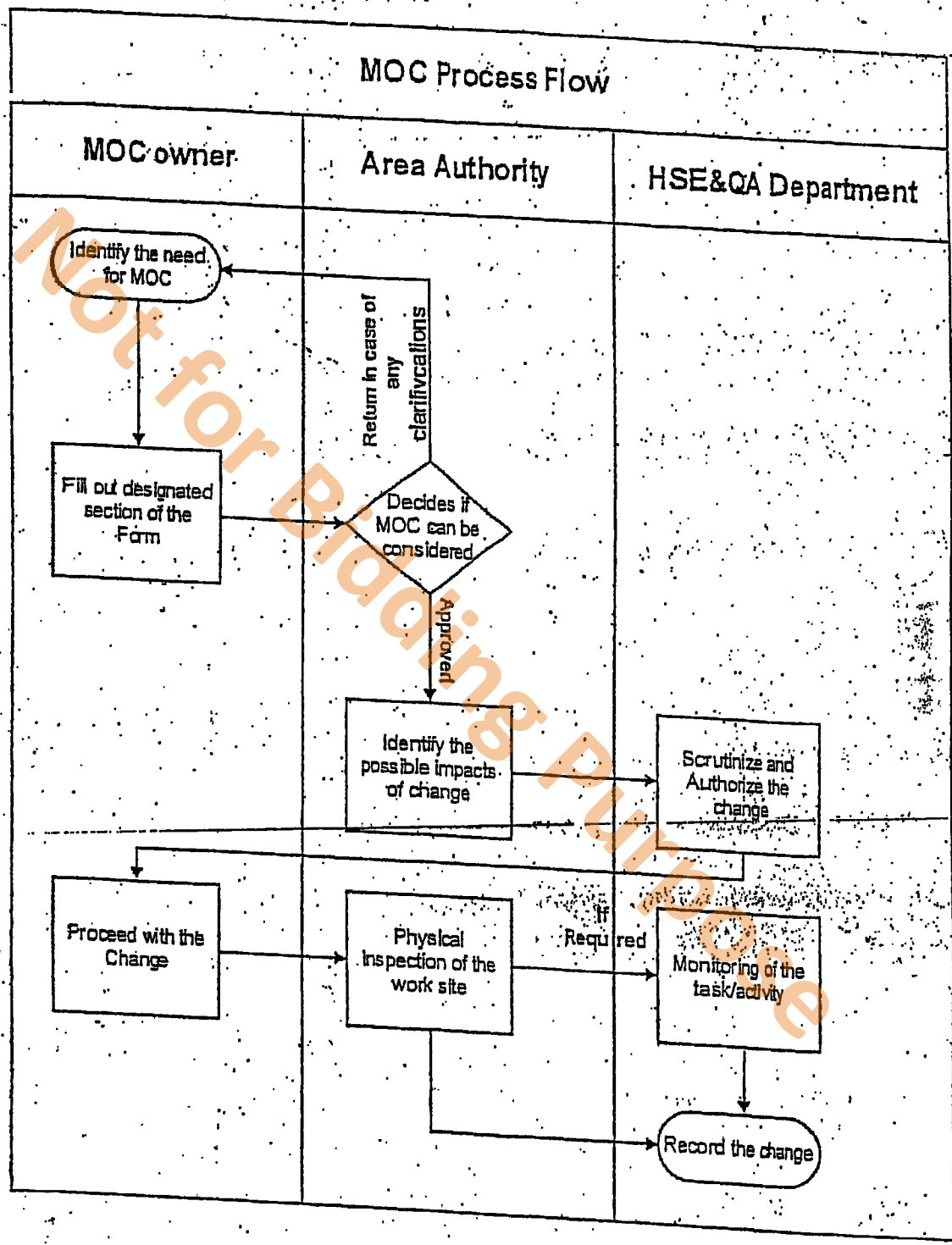
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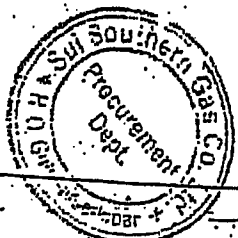




# MOC Process Flow



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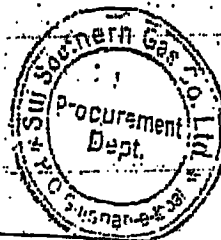
## 7. TYPICAL SSGC OPERATIONAL HAZARDS AND THEIR POSSIBLE CONTROLS

Some of the common Hazards related to SSGC operations are tabulated below and may be used while doing Risk assessment. There might be other hazards related to a particular activity/operation or process. These hazards should be identified accordingly along with possible controls.

### 7.1. PHYSICAL

Hazards	Control Measures
Adverse weather	Shelter, personal protective equipment (PPE; cold / wind / rain-proof).
Poor / Bad housekeeping	Improved safety attitude, good management, safety inspection, good work layout.
Contact with hot / cold surfaces	Insulation, guarding, PPE (gloves, face shields, insulated clothing).
Drowning	Life guarding, lifesaving equipment, presence of first Aider.
Excavation work	Physical barriers; fencing, shoring, safe system of work, signs, caution tape.
Fall from height	Edge protection, safety lines / harnesses, safe means of access, (e.g. scaffolding), safe system of work (e.g. permit to work).
Fall of material from height	Alternative storage, physical means of securing.
Lighting	Good work area design and lighting equipment, measuring of illumination (LUX level), appropriate lighting.
Awkward lifting while laying pipes in trenches	Define weight limits, use mechanical means for lifting and laying of pipes.
Noise	Reduction at source, insulation, PPE.
Slips / Trips / Falls on same level	Good maintenance of work areas, good housekeeping, good cleaning, good footwear.
Stacking	Good work area layout, height limits, weight limits, strong packing, mechanical assistance.
Vibration	Elimination or reduction at source, damping, insulation, PPE.

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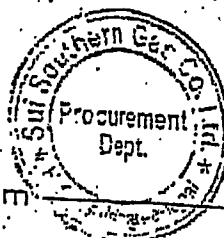
## 7.2. MECHANICAL

Hazards	Control Measures
Hand tools	Periodic inspection, electrical testing and maintenance.
Machines	Periodic inspection, testing and maintenance, physical barriers (guarding), safety interlocks, supervision and training.
Mechanical lifting operations	Periodic inspections, maintenance, supervision and training.
Manual handling	Regular assessment of handling techniques, improvisation to eliminate stress / fatigue, training in good lifting techniques.
Moving vehicles	Good road layout within premises, proper signs, vehicle maintenance, speed limit, enforce SSGC driving policy, defensive driving classes.
Over Pressure	Proper identification of pressure vessels, preventive maintenance, pressure indicators, alarms, PRV's where required, periodic inspection.

## 7.3. ELECTRICAL

Hazards	Control Measures
Live working	Avoid (i.e. No Live Working), use competent / trained staff.
Hand tools	Regular inspection, testing of electrical integrity and replacement (where appropriate).
Heaters (elements)	Isolate from combustible material; guarding.
Machines / Electrical cables	Electrical testing and maintenance, good electrical safety design, periodic inspection for design load vs actual load, use of circuit breakers, lockout / tag out, anti-static materials, Use double insulation, proper grounding.
Electrical cables / cords	Use factory assembled cords, always use plugs, no naked wires.
Power Lines (Overhead / Buried)	Look out for signs, contact local utilities (i.e. WAPDA) for locations, stay at least 10 feet away from overhead lines, use proper PPE.

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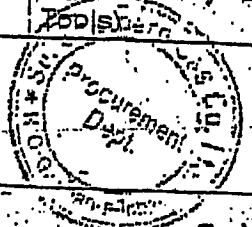
7.4. FIRE

Hazards	Control Measures
Combustible materials	Avoid, reduce storage of combustible materials, isolate from sources of heat and ignition.
Flammable gases	Storage of gas cylinders (e.g. hydrogen, acetylene) outside in an isolated, well-ventilated area. signs, no smoking, color-coding.
Flammable solvents	Controlled storage, use and disposal (e.g. limit quantities held), fire proof storage, signs, no smoking, no naked flames, emergency plans.
Heaters:	Segregation from sources of combustion, guarding special construction if used in hazardous areas.
Oxidizing agents	Chemicals that are a source of oxygen, e.g. hydrogen peroxide, segregate from sources of combustion (e.g. flammable solvents).
Oxygen (gas and liquid)	Segregate from sources of combustion, controlled storage and usage.
Smoking materials	Designated smoking areas with proper ventilation, promote no smoking policy.
Static electricity	Limit use of static generators in hazardous areas. Use of anti-static devices, earthing.
Gas Leaks	Odourization for timely detection where possible, proper joining methods, Field survey, training, leak detection techniques.

7.5. OTHER

Hazards	Control Measures
Chemical: Chemical substances, Corrosives (acids, alkalis), Carcinogens, Irritants (e.g. Ammonia)	Avoid use, substitute less harmful substances, use maintain and test engineering controls, monitor for hazardous substances, inform and train employees, use personal protective equipment (PPE), emergency plans for uncontrolled releases.
Biological: Biological agents (micro-organisms: pathogens, mutagens, carcinogens), Rodents, Snake Bite	Avoid use, substitute less harmful substances, use maintain and test engineering controls, monitor for hazardous substances, inform and train employees, use personal protective equipment (PPE), emergency plans for uncontrolled releases, Periodic rodent control drive, identification and elimination of snakes and other harmful reptiles specially in remote locations of SSGO.
Food / Water safety	Good food hygiene standards, good cleaning / disinfection, employee information and training, good personal hygiene, protective clothing. Testing if required from accredited lab (AKUH, PCSIR); involve canteen contractors, credibility of product/Services.
Ergonomics	Educate / Train employees, avoid repetitive tasks, procure ergonomically design products (e.g. chair, Computer desk).

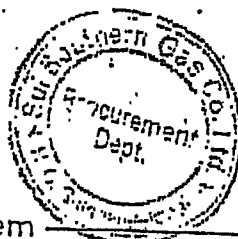
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8. DOCUMENTED INFORMATION

Record No.	Record Name	Maintained by	Retention Period
SSGC-IMS/CRM-F-01	Hazard Identification & Risk Assessment Form	HSE&QA Department	3 Years
SSGC-IMS/CRM-F-02	Environmental Aspect & Impact Assessment Form	HSE&QA Department	3 Years
SSGC-IMS/CRM-F-03	Permit to Work Form	HSE&QA Department	3 Years
SSGC-IMS/CRM-F-04	Job Safety Analysis Form	HSE&QA Department	3 Years
SSGC-IMS/CRM-F-05	Management of Change Form	HSE&QA Department	3 Years
SSGC-IMS/CRM-F-06	Context of the Organization	HSE&QA Department	3 Years
SSGC-IMS/CRM-F-07	SWOT Analysis	HSE&QA Department	3 Years

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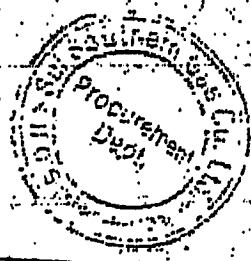





 <b>SSGC</b> HSE&QA Department	<b>IMS Form</b>		SSGC-IMS/CRM-F-01
	<b>Hazard Identification &amp; Risk Assessment Form</b>		Revision 01
			Issue Date: July, 2021

S. No	Zone	Department	Location	Date	Risk Priority			Additional Operational Controls (E.g. Isolate/Replace the wire)
					PROBABILITY (E.g. Likely)	CONSEQUENCE (E.g. Significant)	PRIORITY (E.g. High)	
Additional Comments (if any):								
Zonal HSE Team Leader								
Name & Designation			Signature			HIRA Team		

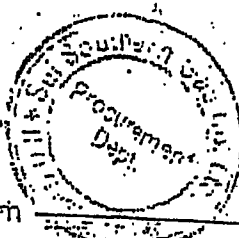
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 <b>SSGC</b> HSE&QA Department	<b>IMS Form</b>	SSGC-IMS/CRM-F-02
	<b>Environmental Aspect &amp; Impact Assessment Form</b>	
	Revision 01	
Issue Date: July, 2021		

Zone	Department		Location		Date		
Process / Operation Description: (E.g. Power Generation)							
S.No	Activity (E.g. Fuel Combustion)	Input (E.g. fuel, air)	Output (E.g. Hydrocarbons, CO <sub>2</sub> , H <sub>2</sub> O, CO, particulate matters)	Environmental aspect (E.g. air emissions)	Environmental Impact (E.g. Degradation of air, consumption of natural resources, Depletion of ozone layer etc.)	Risk Priority (High/Medium/Low)	Operational controls
Additional Comments (If any):							
Zonal Team Leader				EAIA Team			
Name & Designation		Signature		S. No	Name & Designation		Signature
				1			
				2			
				3			

M/R



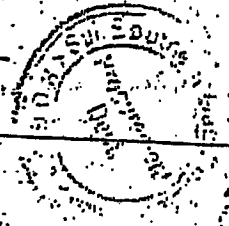



 <p><b>SSGC</b> HSE&amp;QA Department</p>	<b>IMS Form</b>		SSGC-IMS/CRM-F-03
	<b>Permit To Work Form</b>		Revision 01
			Issue Date: July, 2021

Work Permit Number (To be filled by HSE&QA):

<b>Section "A"</b>			
To be filled by Executing Department	Department Name:		Contractor Details (If Any):
	Responsible Person	Name: Signature:	Contact Name: Signature:
	Permit Valid From	Time: Date:	Date & Time:
	Location of the Work:	Permit Valid Until	Time: Date:
Type of Work(s):		Detail of Work	
<input type="checkbox"/> Hot Work <input type="checkbox"/> Electrical maintenance work <input type="checkbox"/> Mechanical maintenance work <input type="checkbox"/> Hazardous chemicals <input type="checkbox"/> Working at height <input type="checkbox"/> Working in confined spaces <input type="checkbox"/> Working with compressed gases <input type="checkbox"/> Janitorial/Cleaning Service <input type="checkbox"/> Excavation/Trenching <input type="checkbox"/> Handling Asbestos <input type="checkbox"/> Lifting or Hoisting <input type="checkbox"/> Other (Please provide details):			
Equipment/tools to be used:			
Please mention the associated hazards of this activity (Please refer IMS Procedure: Control, Opportunities & Risk Management)			
Following services to be isolated / locked off (if required):			
<input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Air <input type="checkbox"/> Other:			
<b>Section "B"</b>			
To be filled by Area	I authorize the task/activity to be carried out at above mentioned location for specified time. Executing Department should carry out work in compliance to safety / PPE requirements identified by HSE&QA Department in section 'C' below.		
	Name	Designation	Signature   Date and Time
<b>Section "C"</b>			
To be filled by HSE&QA	Name	Designation	Signature   Date
	Following controls must be implemented to mitigate the safety risk/hazard associated with the task/activity. PPE Required:		
<input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Shoes <input type="checkbox"/> Cover all <input type="checkbox"/> Reflective Jackets <input type="checkbox"/> Ear Plug <input type="checkbox"/> Ear Muffs <input type="checkbox"/> Dust Mask <input type="checkbox"/> Face Shields <input type="checkbox"/> Welding Shields <input type="checkbox"/> Safety Belt/ Harness <input type="checkbox"/> Safety Goggles <input type="checkbox"/> Hand Gloves <input type="checkbox"/> Breathing Apparatus <input type="checkbox"/> Others:			
Any additional operational controls (Please Specify):			
<input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Ambulance <input type="checkbox"/> Barricade <input type="checkbox"/> Other:			
<b>Section "D" (Monitoring &amp; Closing)</b>			
Area Authority		Executing Department	
I have physically inspected the work site and verified the operational controls are in place.		I declare that the above task / activity has been carried out in compliance with the controls / requirements mentioned above.	
		The task / activity is now completed and site is safe for routine operations.	
		Any incident happened during execution:	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		HSE&QA Department	
		HSE&QA Observations during monitoring (if any):	
		This work permit is now considered close.	
Name	Sign & Stamp	Date	Name   Sign & stamp   Date

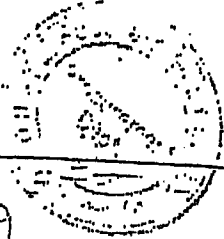
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 <b>SSGC</b> HSE&QA Department	<b>IMS FORM</b>	SSGC-IMS/CRM-F-04
	<b>Job Safety Analysis Form</b>	
		Revision: 01
		Issue Date: July, 2021

Executing Department		Zone	Date
Job/Activity:		Activity Details:	
Location:			
PPE Required: <input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Shoes <input type="checkbox"/> Cover all <input type="checkbox"/> Reflective Jackets <input type="checkbox"/> Ear Plug <input type="checkbox"/> Ear Muffs <input type="checkbox"/> Dust Mask <input type="checkbox"/> Face Shields <input type="checkbox"/> Welding Shields <input type="checkbox"/> Safety Belt/ Harness <input type="checkbox"/> Safety Goggles <input type="checkbox"/> Hand Gloves <input type="checkbox"/> Breathing Apparatus <input type="checkbox"/> Others: Any additional operational controls (if required) <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Ambulance <input type="checkbox"/> Barrication <input type="checkbox"/> Other:			
S.No	Steps of field Activity	Potential Hazards	Controls
Activity Incharge / Supervisor		Head of Executing Department	
I hereby certify that all operational controls, mentioned above, will be implemented at each step of the job. The team is trained to execute the job and the equipment involved in this activity are safe to operate.		I authorize the team to conduct the job. The team is adequately resourced to execute the job safely.	
Name & Designation	Sign & Stamp	Date	Name & Designation


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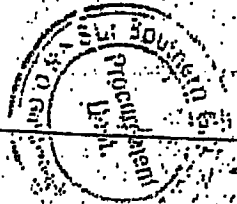
SSGC-F-04


IMS PROCEDURES

 <b>SSGC</b> HSE&QA Department	<b>IMS FORM</b>		SSGC-IMS/CRM-F-05
	<b>Management of Change</b>		Revision 01
			Issue Date: July, 2021

<b>MOC No:</b>			
<b>Section A : Description of proposed change and potential hazards</b>			Date
MOC Owner		Location of Work	
Expected Duration of Work			
<b>Type of Change</b>			
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		<input type="checkbox"/> Pipeline construction <input type="checkbox"/> Physical structure/building <input type="checkbox"/> New or modification in process/procedure <input type="checkbox"/> New or modification in equipment/machine <input type="checkbox"/> Substance <input type="checkbox"/> Other	
Detail of MOC/Scope of MOC: (Summarize the basis for the proposed change and any potential health, safety and environment impacts resulting from the proposed change.)			
The proposed change is now submitted to Area Authority for evaluation.			
Name & Designation		Sign & Stamp	Date
<b>Section B : Evaluation of the impact(s) related to the change</b>			
Evaluation Criteria			
Does the proposed change meet all applicable legal or other requirements?		Yes	No
All modifications in the existing process/equipment are Environmentally Manageable and Safe?			
Does the change requires changes in SSGC HSE Procedures			
Does the change will affect the use of Emergency response equipment of the location			
Does the change requires any specialized training for SSGC staff			
Note: in case of "YES" please provide details on a separate sheet			
The proposed change is now submitted to In charge HSE&QA for authorization.			
Name & Designation		Sign & Stamp	Date
<b>Section C : Authorization for change to proceed</b>			
Following proposed controls should be implemented while execution of the job.			
Potential hazard/risk	Risk level	Proposed control	Responsibility
			Timeline
Name & Designation		Sign & Stamp	Date

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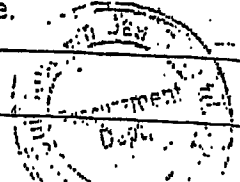
 <b>SSGC</b> HSE&QA Department	<b>IMS Form</b>	SSGC-IMS/CRM-F-06
	<b>Context of the Organization</b>	
		Revision 00
		Issue Date: July, 2021

**LIST OF INTERESTED PARTIES**

External Interested Parties	Needs & Expectation
<b>Board Of Directors</b>	Profitability, good financial and legal compliance, avoidance of fine and penalty OR <ul style="list-style-type: none"> <li>• Protect shareholders interest.</li> <li>• Ensure adherence / compliance to GOP / SECP guidelines.</li> <li>• Allocate resources to maximize revenue.</li> <li>• Follow best practices of corporate governance.</li> <li>• Ensure committee meetings are held as per plan.</li> <li>• Financial benefits of the organization.</li> <li>• Avoidance of any fines / penalties.</li> <li>• Reputation enhancement.</li> <li>• Corporate Social Responsibility (CSR).</li> <li>• Enhanced corporate governance (CG).</li> <li>• Allocation of all resources to achieve quality goals.</li> <li>• Achievement of safe and healthy conditions in organization.</li> <li>• Commitment to quality, safety and health.</li> <li>• Be prepared to seek advices from industry experts as required.</li> <li>• No major accident at company premises.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Take policy decisions to increase revenue per employee.</li> </ul>


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SSGC-IMS-F-06

 <b>SSGC</b> HSE&QA Department	<b>IMS Form</b>	SSGC-IMS/CRM-F-06
	<b>Context of the Organization</b>	Revision 00
		Issue Date: July, 2021

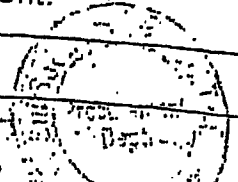
	<ul style="list-style-type: none"> <li>• Ensure that policy and related objectives are established.</li> <li>• Communicate clear roles to employees.</li> <li>• Develop, lead and promote culture in the organization.</li> <li>• Meet organizational goals by assigning targets to right personnel.</li> <li>• Demonstrate leadership at all levels and functions of the organization.</li> <li>• Effective management of hazards, risks, incident, emergency, and injury.</li> <li>• Workers engage and participation in all quality, environment, health and safety activities.</li> <li>• Continued growth in quality and productivity.</li> </ul>
	<ul style="list-style-type: none"> <li>• Effective controls on quality, health &amp; safety issues.</li> <li>• No major accident at workplace / safe working conditions for all employees.</li> <li>• Develop positive quality and health &amp; safety culture.</li> <li>• Continuously improve quality, safety and health performance with review process.</li> <li>• Well performed employees.</li> <li>• Better staff retention and morale.</li> </ul>
<b>Staff &amp; Workers</b>	Continuation of job, timely wages with all applicable benefits to pay the cost of living, professional development and growth via regular trainings. OR <ul style="list-style-type: none"> <li>• Good and safe working conditions.</li> <li>• Job security.</li> </ul>

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 <b>SSGC</b> HSE&QA Department	<b>IMS Form</b>	SSGC-IMS/CRM-F-06
	<b>Context of the Organization</b>	Revision 00
		Issue Date: July, 2021


	<ul style="list-style-type: none"> <li>• Training and development opportunities.</li> <li>• Sustained reputation and image of company.</li> <li>• Consultation.</li> <li>• Communication and participation.</li> <li>• No accident / injury / ill-health.</li> <li>• Reward and recognitions.</li> <li>• Opportunities for dialogue / improvement / changes.</li> <li>• Timely and fair provision of remuneration coupled with career progression.</li> </ul>
<b>Client/Customer</b>	Timely provide high quality services, quick response on any complaint, follow all local laws and QH&S requirements. OR <ul style="list-style-type: none"> <li>• Uninterrupted gas supply.</li> <li>• Customer facilitation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Quick response of queries &amp; complaints.</li> <li>• Value for money.</li> <li>• No health and safety issue in product.</li> <li>• Prompt actions on quality, health and safety issues.</li> <li>• Minimize the risk of injuries when receiving a services.</li> <li>• Socially and environmentally responsible.</li> </ul>
<b>Suppliers/Contractor</b>	<ul style="list-style-type: none"> <li>• Continuous orders, prompt payments as per agreed terms, good long terms working relationship.</li> <li>• Fair chance of participating in bid opening.</li> <li>• Communication of hazards present at workplace.</li> <li>• Timely payment.</li> </ul>

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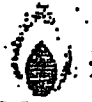
Pill-F-63

 <b>SSGC</b> HSE&QA Department	<b>IMS Form</b>	
	SSGC-IMS/CRM-F-06	
	Revision 00	
Issue Date: July, 2021		

**Context of the Organization**

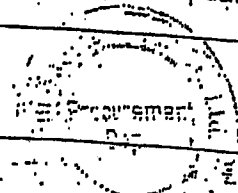
Trade Union & Worker Representative	<ul style="list-style-type: none"> <li>• Transparency</li> <li>• Effective implementation of national &amp; local labor laws with any non-conformance, good working relationship with management</li> <li>• Conducive and safe environment for work</li> <li>• Timely provision of information necessary for workers</li> <li>• No fear of dismissal or disciplinary action while reporting near miss / accident.</li> </ul>
External Interested Parties	<b>Needs &amp; Expectation</b>
Media & NGOs	<ul style="list-style-type: none"> <li>• Media management</li> <li>• Patient and positive attitude.</li> <li>• Effective communication</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>• Safe entry and exit during stay at SSGC.</li> <li>• Communication of pertinent information.</li> <li>• Emergency response.</li> <li>• Briefing necessary safety rules.</li> <li>• Necessary PPE available.</li> <li>• Site access controls.</li> </ul>
Emergency Services (Fire/Medical etc)	<ul style="list-style-type: none"> <li>• Good Risk management.</li> <li>• Emergency procedure in place and drilled.</li> <li>• Regulatory compliance.</li> </ul>

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 <b>SSGC</b> HSE&QA Department	<b>IMS Form</b>	SSGC-IMS/CRM-F-06
	<b>Context of the Organization</b>	
	Revision 00	
Issue Date: July, 2021		

	<ul style="list-style-type: none"> <li>Regular drills for flooding, spillage, site excavation and first aid etc.</li> <li>Availability of adequate resources.</li> </ul>
Utility Providers (Power/water/fuel, Telecom)	<ul style="list-style-type: none"> <li>Prompt payment.</li> <li>Good Management.</li> </ul>
Academic Institutes	<ul style="list-style-type: none"> <li>Effective learning programs for employees.</li> <li>Synchronize the linkage of quality, health and safety with technical and non-technical learnings.</li> <li>Learning from -SSGC.</li> </ul>
Insurance Companies	<ul style="list-style-type: none"> <li>No claims, risk management, prompt payment.</li> </ul>
Banks	<ul style="list-style-type: none"> <li>Financial performance, cash flow.</li> </ul>
Neighborhood/Community/ Society	<ul style="list-style-type: none"> <li>Safe working conditions.</li> <li>Environment friendly operations.</li> <li>Contribute positive to local environment and populations.</li> <li>No complaint relating to noise, pollution, waste and employment.</li> </ul>
Share Holders	<ul style="list-style-type: none"> <li>Minimize risk and losses.</li> <li>Increase market capitalization.</li> <li>Return on investment.</li> <li>Transparency.</li> <li>Rights are protected.</li> <li>Good dividend.</li> </ul>
Federal and local law enforcement agencies	<ul style="list-style-type: none"> <li>Pay all applicable taxes timely, follow local laws and regulations with regular updating</li> </ul>


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IMS-F-06


ISSUE DATE: 2021-07-01

 <b>SSGC</b> HSE & QA Department	<b>IMS Form</b>	SSGC-IMS/CRM-F-06
	<b>Context of the Organization</b>	Revision 00
		Issue Date: July, 2021

Third party auditors- Finance	<ul style="list-style-type: none"> <li>• Smooth data collection</li> <li>• Better financial performance</li> <li>• Effective communication</li> <li>• On time response on queries</li> <li>• No fraud or illegal acts detection</li> </ul>
Certification bodies	<ul style="list-style-type: none"> <li>• Effective implementation of ISO standards with all relevant clauses in the organization</li> </ul>
Creditor/Financial Institution	<ul style="list-style-type: none"> <li>• Repaid on time, good financial performance</li> </ul>
Government/Regulators (Local/Regional/Provincial/ National/International)	<ul style="list-style-type: none"> <li>• Identified applicable statutory and regulatory requirements for Quality and health &amp; safety</li> <li>• Prompt responses in case of any non-conformance.</li> <li>• Proper investigation on uncontrollable</li> </ul>
	<ul style="list-style-type: none"> <li>• Implementation of safe policy in the field of occupational safety</li> <li>• Fulfill the requirements of all applicable laws, rules, regulation, orders, guidelines, interpretations and directives</li> </ul>

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 <b>SSGC</b> HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-07
	SWOT Analysis	
	Revision 00	Issue Date: July, 2021

POSITIVE	
STRENGTHS	WEAKNESSES
Having vast experience of Transmission and Distribution of Natural gas.	Complex distribution network leading to UFG.
Infrastructure available in two provinces.	Substantial resources required for up gradation.
Highly competent human resource	Lack of succession planning.
Certified to international standards.	Takes extra time to implement all requirements because of big size of the organization.
Sole Meter manufacturing plant in Pakistan.	High price.
Serving the nation since decades.	Government new rules implementation.
Positive image of the company is already established in the Society.	Resource transfers.
NEGATIVE	
OPPORTUNITIES	THREATS
Monopolistic market.	Depleting natural gas.
Over 2.8 million customers.	Customers may turn to renewable energy sources.
Import of LNG.	High cost.
Huge infrastructure of Transmission and Distribution to connect new customers.	Gas theft and leakages resulting in huge losses.
Reduction in the lead time to facilitate complainant.	Change in Government policies.
Advancement and use of latest technology to control the system will create more effectiveness.	Criminals threats on security.



### 1. PURPOSE

The purpose of this document is to define a mechanism of incident and near miss reporting investigation & propose corrective/preventive actions against near miss, incidents and accidents.

"Anything that can go wrong, will go wrong"

### 2. SCOPE

This procedure is applicable to all incidents (i.e. accidents & near miss) which take place within SSGC premises or outside SSGC premises i.e. its installations or work-related sites which are under the scope of management system.

### 3. DEFINITION

- a. **Incident:** Work-related event(s) in which an injury or ill health or property damage (regardless of severity) or fatality occurred or could have occurred.
- b. **Accident:** An incident in which an injury or illness or property damage actually occurs.
- c. **Near Miss:** A Near Miss is an unplanned event that did not result in an injury or property damage, but had the potential to do so.
- d. **CPR:** Cardiopulmonary resuscitation
- e. **Emergency:** An emergency is a situation that poses an immediate risk to health, life, property, or environment.

Incident

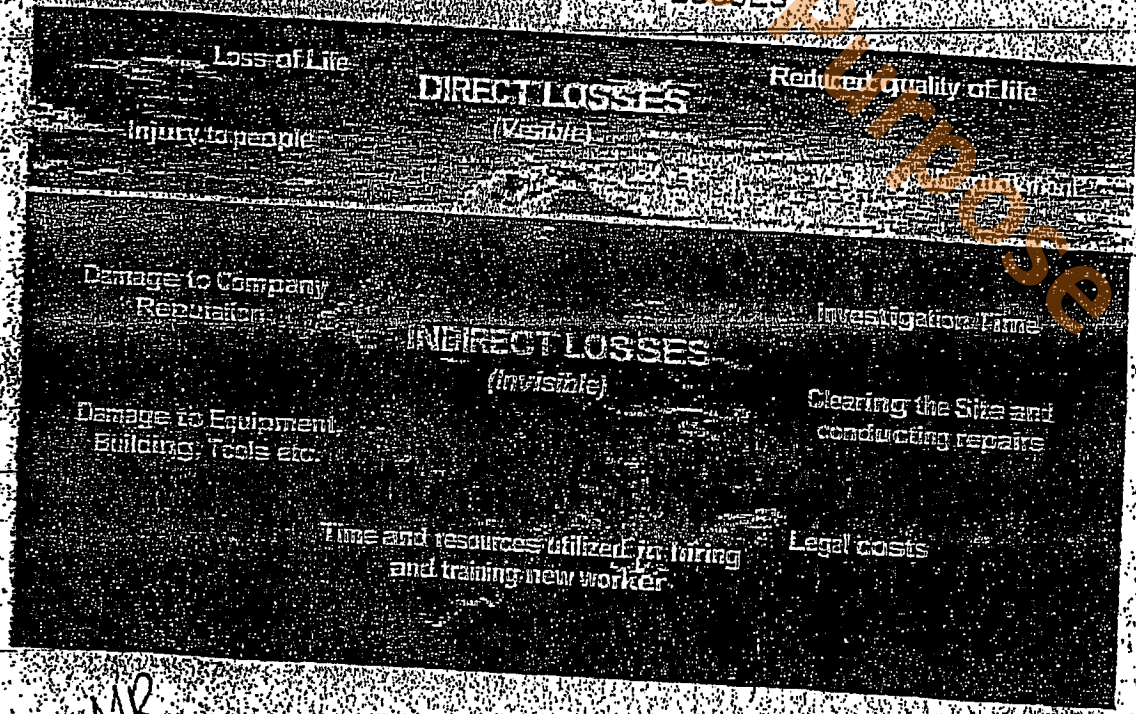
Accident

Near Miss

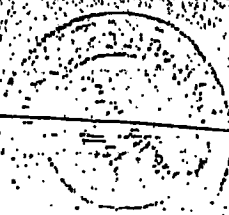
Harmful

Harmless

### INCIDENT / ACCIDENT LOSSES



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4. PROCEDURE

4.1. Incident Classification Table

S. No	Incident Type	Classification	Actions to be taken	Responsibilities	Record
	<ul style="list-style-type: none"> <li>• Major fire</li> <li>• Major gas leakage</li> <li>• Explosion</li> <li>• Bomb blast</li> <li>• Vehicular accident</li> <li>• Significant asset / human loss due to any untoward situation including natural disaster, damage or theft of asset / property having an estimated amount of more than Rs. 30,000</li> <li>• Injury/illness serious enough to result in two off workdays.</li> </ul>	Major	Inform respective departmental head/in-charge and immediately call local rescue departments, such as Fire Brigade, Bomb Disposal Squad etc. Thus, whichever is necessary.	Anyone who has witnessed or received initial information about the incident.	
			Follow the Emergency Response Procedure.	Security department in case within SSGC premises, Site/ Zonal HSE team leader in case it is outside the SSGC premises.	SSGC-IMS/ER-P-04
			Provide Help/Support to the victims such as First Aid or CPR if needed.	Only trained persons in case of CPR/First Aid is needed.	
			Report the incident using incident notification form via web portal to in-charge HSE&QA immediately (or within 24 hours) after the occurrence of incident.	Zonal HSE Team leader.	SSGC-IMS/IAM-F-01
			HSE&QA will complete the investigation report via web portal within seven working days after receiving incident notification form. Additional days may also be required depending upon the criticality of investigation	HSE&QA	SSGC-IMS/IAM-F-02
			HSE&QA will share the report with all concerned for necessary corrective / preventive actions.	HSE&QA	
			HSE&QA will maintain incident data base using online web portal and will share the information with all concerned to avoid reoccurrence.	HSE&QA	
			Implement Corrective / Preventive action.	Zonal HSE Team Leader and anyone who is identified in investigation report.	
			Follow-up to verify the implementation of recommended corrective/preventive actions	HSE&QA	



S. No	Incident Type	Classification	Actions to be taken	Responsibilities	Record
		Major	In case of gas loss, transmission/distribution department will quantify the amount of gas loss and shares the same with concerned departments along with investigation report.	Transmission/ Distribution	
2	<ul style="list-style-type: none"> <li>Minor Injuries where only basic first Aid or less than two off days provided to the victim.</li> <li>Minor Vehicular accidents where there is no significant injury or loss.</li> </ul>	Minor	<p>Inform respective departmental head / in-charge.</p> <p>Report the incident using incident notification form via web portal to in-charge HSE&amp;QA within twenty four hours of the occurrence of the incident.</p> <p>HSE&amp;QA will share the information with all concerned to avoid reoccurrence.</p>	<p>Anyone who has witnessed or received the initial information about the incident.</p> <p>Zonal HSE Team leader.</p> <p>HSE&amp;QA</p>	SSGC-IMS/IAM-F-01
3	Any Near Miss Occurred / Observed.		Report the Near Miss using online Near Miss Notification Form via web portal. Enter details as mentioned on the form attach evidence (if any) and submit.	All Employees	SSGC-IMS/IAM-F-03

4.2. Incident Reporting:

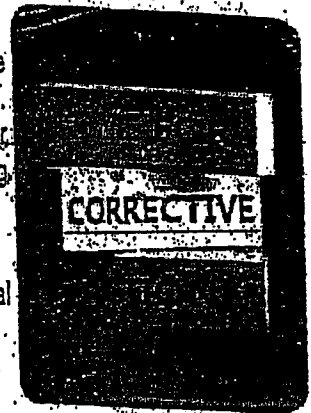
- Incident that resulted in personnel injury, spill, fire, asset damage etc. will be considered as accidents and will be reported through online Incident Management System within 24 hours after the accident.
- Incident that have not done any damage or lose will be considered as Near Miss and will also be reported via web portal.
- All HSE Zonal Team Leaders are responsible to immediately report any incident took place in their respective Zone.
- All Employees are responsible to immediately report any Near Miss occurred / observed via web portal.

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### 4.3. Investigation and Corrective Action

Incidents are investigated by the team constituted by In-charge HSE&QA. If required, a cross functional team may be formed. Depending upon the situation, In-charge HSE&QA will decide whether to investigate or not any major/minor incident/accident, considering following factors:

- a. Severity of the incident/accident.
- b. Time lapse between reporting of the incident and the actual occurrence of the incident.
- c. Lack of supporting information.



The investigation is carried out to determine the root cause of the problem. The investigation process covers:

- a. Determination of root cause using any suitable method like tripbd analysis etc.
- b. Investigation will be conducted as soon as possible after the incident, following the activities required controlling the hazard.
- c. When indicated by the severity of the incident, steps to secure the incident site must be initiated immediately to ensure that investigating party can reconstruct the events leading to the incident.
- d. Individual interviews will be conducted with each person present at the time of the incident. The following rules are followed for interviews with all individuals:
  - 1. The witnesses should be interviewed promptly, separately and privately.
  - 2. The interviewer should avoid questions that give a yes or no answer.
  - 3. After the interview, the interviewer should document any concerns identified.
- e. The investigation will be focused at determining the root cause and therefore:
  - 1. The investigator or investigating team must focus on getting accurate and complete information.
  - 2. Facts must be separated from opinions, and direct evidence from circumstantial evidence.
  - 3. Each concern identified in the investigation must be fully addressed.
- f. Upon completion of the investigation, the team will fill and submit the Online Incident Investigation Form (SSGC-IMS/IAM-F-02). It includes Background Information, Root Cause Analysis, Conclusion and Recommended Corrective / Preventive Actions.
- g. In all cases, the Incident investigation must be completed within 07 working days from the incident notification date. Depending upon the nature of investigation, In-charge HSE&QA may extend the report submission timeline.
- h. Determination and implementation of viable corrective/preventive actions to eliminate the causes of incident.
- i. In-charge HSE&QA / Zonal HSE Team Leader ensures that the corrective/preventive actions assigned to concerned department/personnel, to be completed within agreed time frame.
- j. It is responsibility of the Zonal HSE Team Leader to:

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1. Provide leadership role in implementation of corrective/preventive actions within the agreed timescale.
2. Ensure that corrective / preventing actions are effective in eliminating / reducing the risks.
3. Maintain record of Incident Notification Form and Incident Investigation Form of their respective zones.

#### 4.4. Updating of Assessment

After the incident, depending upon the nature of severity and risk, the assessments (risk assessment, environmental aspect impact assessment) of specific activity / department will be updated including controls, risk level, likelihood etc.


#### 4.5. Data Analysis and Review of Actions

The data of incidents will be evaluated and investigation outcomes will be shared with the management during management review meetings to seek advice and to discuss the effectiveness of measures / actions implemented.

### 5. DOCUMENTED INFORMATION

Record No.	Record Name	Maintained by	Retention Period
SSGC-IMS/IAM-F-01	Incident Notification Form	In-charge HSE&QA / Zonal HSE Team Leader	3 Years
SSGC-IMS/IAM-F-02	Incident Investigation Form	In-charge HSE&QA / Zonal HSE Team Leader	5 Years
SSGC-IMS/IAM-F-03	Near Miss Notification Form	In-charge HSE&QA / Zonal HSE Team Leader	3 Years

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	<b>IMS FORM</b>	SSGC-IMS/IAM-F-01
	<b>Incident Notification Form</b>	Revision 01
		Issue Date: Aug, 2021

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Report No. \_\_\_\_\_  
(To be filled by HSE&QA)

Reported by: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 SSGC Premises  Outside SSGC Premises

Location Details: \_\_\_\_\_  
 Responsible Zone \_\_\_\_\_ Zonal HSE Team Leader \_\_\_\_\_  
 Region \_\_\_\_\_

Particulars of Affected Person(s):

Serial No.	Details of Affected Asset (if any)		
	1	2	3
Name(s)			
Employee ID(s)			
Designation			
Type of Employment	Permanent		
	Contractual		
	Contractor		
	Visitor		
	Other		
Age			

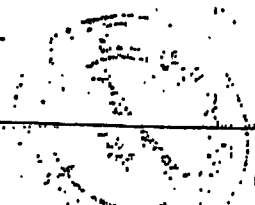
(Note: For further details additional page may be used)


Incident Type:  
 Fire  Explosion  Vehicular Accident  Asset Damage  Work Related Injury   
 Theft  Sabotage  Natural Disaster  Gas Leakage  Other: \_\_\_\_\_

Incident Consequences:  
 Fatality SSGC  Hospitalization  Asset Damage  First Aid  Other: \_\_\_\_\_  
 Other

Incident Classification:  
 Major  Minor  Near Miss

Incident Detail:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 <b>SSGC</b> HSE&QA Department	<b>IMS FORM</b>	SSGC-IMS/IAM-F-02
	<b>Incident Investigation Form</b>	Revision 01
		Issue Date: Aug, 2021

Incident Notification Form Ref. No.		Incident Detail (Brief)
Incident Date		
Investigated by		

**BACKGROUND INFORMATION:**

**ROOT CAUSE ANALYSIS:**

**CONCLUSION:**

**RECOMMENDATION OF CORRECTIVE AND PREVENTIVE ACTIONS**

Recommended Actions	Action by (whom)	Action till (date)
1.		
2.		
3.		
4.		

*Is risk assessment required for the corrective actions? If yes, please mention the serial numbers for the recommended actions:*

Incharge HSE&QA

**NOTE:**

1. Please include sketch / photo where ever required to explain the accident scene / conditions
2. Additional pages can be used for mentioning other details
3. Transmission/Distribution department must submit the quantity of gas loss in case of any gas leakage or sabotage.


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M-F-02

IMS PROCEDURES

 <b>SSGC</b> HSE&QA Department	<b>IMS FORM</b>	SSGC-IMS/IAM-F-03
	<b>Near Miss Notification</b>	Revision 00
		Issue Date: Aug, 2019

**Personnel Detail (Who Witnessed the Near-Miss):**

Category/Type:  Unsafe Act  Unsafe Condition

Name: \_\_\_\_\_

Executive / Employee No.: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Location / Area: \_\_\_\_\_

**Near Miss Detail:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Near Miss Related To:**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Leakage        | <input type="checkbox"/> Equipment  |
| <input type="checkbox"/> Slip / Trip    | <input type="checkbox"/> Chemical   |
| <input type="checkbox"/> Falling Hazard | <input type="checkbox"/> Biological |
| <input type="checkbox"/> Fire           | <input type="checkbox"/> Transport  |
| <input type="checkbox"/> Electrical     | <input type="checkbox"/> Spill      |
| <input type="checkbox"/> Physical       | <input type="checkbox"/> Other      |

Brief description of what you saw: (max. 100 words):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach Picture:

Choose File | No file chosen

Reset/Empty Form

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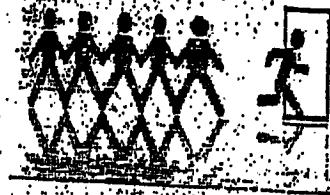
## 1. PURPOSE

The purpose of this procedure is to define a frame work for identification of emergency situations which arise in company operations and for developing emergency preparedness and response plans to mitigate and manage risks arising from such situations or events. The procedure defines requirements for business continuity planning post emergency situations to bring the business on-line.

Purpose of the procedure is to

- Formulate plan, responsibilities and actions to be taken to handle any emergency situation.
- Identify potential emergency situations and response plans to minimize or avoid actual & potential hazards of any emergency situation.
- Define mechanism and frequency to test plan so as to ensure preparedness and effectiveness of emergency response system.

By failing to prepare,  
you are preparing to  
fail...!!



## 2. SCOPE

This procedure is applicable to all locations of SSGC, its employees and any visitor physically present at the location of emergency site. Due to variations in nature of operations, various departments/sections have developed their own ER Plans catering for their strategic, operational and physical requirements. The same includes HSE emergencies arising from company's day to day operations in terms natural calamities, fire, major incidents with loss in our operations, major environmental damage, external terror or bomb threats, public unrest, war and etc.

## 3. DEFINITIONS

- Emergency Situation:** An abnormal situation that calls for immediate and urgent actions for safeguarding life of persons, protecting buildings, machines, vital installations and other assets.
- Rescue:** It refers to responsive operations that usually involve the saving of life or prevention of injury during an incident or dangerous situation.
- Emergency Response Organization (ERO):** It is a group of people, in each section (such as HO, Headquarters etc.), who prepare for and respond to any emergency incident, such as a natural disaster or an interruption of business operations.
- Emergency Response Centre (ERC):** It is a room suitably equipped to handle any potential emergency situations. All emergencies are to be reported here.
- First Aid:** It is the provision of initial care for an illness or injury. It is usually performed by non-expert, but trained personnel to a sick or injured person until definitive medical treatment can be accessed.
- Assembly Areas:** If an evacuation to the outside is appropriate, the nominated assembly areas for personnel shall be far enough away from the building, structure or workplace to ensure that, where practicable, everyone is protected from falling glass and other objects.
- Emergency Evacuation:** It is the immediate and rapid movement of people away from the threat or from the place of the hazard.

## 4. RESPONSIBILITIES

Responsibilities for the particular department/personnel are identified in the response plans prepared by various departments and sections. General responsibilities for Emergency response organization are as under.

- Rush to the area of incident without any delay.
- Immediately assess the situation and initiate the remedial actions.
- Call the fire brigade & other emergency services like ambulances if required.
- Ask/inform all personnel present within premises, using megaphone or any other means, for complete evacuation if situation goes out of control.
- Inform all to go back to their work places using megaphone or any other suitable means when the situation comes under control and the area is free from any hazard.

## 5. PROCEDURE

The HSE&QA In-charge and department heads shall ensure that all emergency situations are identified during risk assessments performed and emergency response plans are implemented within the departments. They shall also ensure that all employees are made aware of their emergency situations and how to respond during a real emergency. They shall ensure that employees including emergency team members in their respective departments are trained to respond to emergencies and mitigate risks arising out of real emergencies. Some of the potential emergency situations that might occur in SSGC along with the response plans are listed below: Sequence of actions for any response specified on each section's ER plan may change depending upon the emergency situation.

## 6. Emergency Considerations

The following areas of needs to be given consideration while identifying potential emergency situation but the same need not be limited to these areas:

- Fire & Explosion
- Heavy Spillage of Toxic/flammable chemicals or leakage of gas
- Heavy rain/flood
- Earth quake
- Bomb threat
- Building & office lockdown/shelter in place
- Active shooter/hostage situation

### 6.1. Fire & Explosion

In case of fire & explosion each personnel present within the premises must act as per but not limited to the following instructions:

- a. Give voice alarm - FIRE! In case of fire for all immediate employees in the area.
- b. Push the nearest located call point button in case of fire (if present).
- c. Immediately inform Emergency Response Organization through phone or in person.
- d. Try to control the fire by using fire extinguishers. Use fire extinguisher only if you have been trained.
- e. Remove all explosive, inflammable and poisonous materials away to the maximum possibility.
- f. Shut off main valves of gas and circuit breakers.
- g. Stay away from the fire in case it is not controllable.
- h. Report to the designated Assembly Point away from the scene of fire / explosion if asked by Emergency Response Organization through emergency exits and wait for the further instructions.



### 6.2. Heavy spillage of toxic/flammable chemicals or leakage of gas

In case of heavy spillage of toxic/flammable chemicals or heavy leakage of Gas each personnel present within the premises must act as per but not limited to following instructions:

- a. Immediately inform Emergency Response Organization through phone or in person.
- b. Eliminate all ignition sources (sparks/flames/heat) from the immediate areas.
- c. Turn off gas supply from nearest control valve.
- d. In case of gas leakage in confined space, proper measures (opening windows, doors etc.) should be taken to ventilate the gas. Ensure the availability of fire extinguishers.
- e. Stop leaks if this can be done without having any risk.
- f. Do not touch or walk through spilled material.
- g. Prevent entry into waterways, sewers or confined space.
- h. If available wear the Personal Protective Equipment recommended.
- i. Arrange immediate cleaning of spilled chemical by taking suitable precautions.



### 6.3. Heavy Rain / Flood

In case of emergency situation of heavy rain/flood, personnel must remain present within SSGC premises if the situation gets worst outside. In case of water entering in department/office each person must act as per but not limited to the following instructions:

- Try to stop water by keeping sand bags.
- Protect building, machines, equipment, tools, parts & material.
- Shut off Electricity and Gas if necessary.

Following precautions should be taken by the departments/sections, located under rain/flood threat areas:

- Ensure no material is placed outside in open area which may be affected by rain.
- Ensure proper drainage system at vital installations so that every valve, equipment, electrical board, etc. be accessible in case of any emergency.
- Sufficient quantity of tarpaulin and rain suit is available to meet the rainy condition.
- Keep the drain line open all the time.
- All pumps used for draining out the rainy water are in running condition.
- Sufficient quantity of sand bags is available to stop entering the water inside, which may be placed in advance if required.

CLASSES OF FIRE			
Class	Material	Examples	Type of Fire Extinguisher to be used
A	Solids	Paper, wood plastic, etc.	• Water
B	Flammable Liquids	Paraffin, petrol, oil, etc.	• CO2 • Dry Powder
C	Flammable Gases	Propane, butane, methane, etc.	• Dry powder
D	Metals	Aluminum, magnesium, titanium, etc.	• Sodium chloride based dry powder fire extinguisher
E	Electrical Apparatus	Short-circuiting, over loaded electrical cables, etc.	• CO2 Fire Extinguisher
F	Cooking Oil & Fat	Animal fat, etc.	• Dry chemical based: Potassium bicarbonate • Wet: Fine chemical mist

### 6.4. Earthquake

In case of earthquake shocks each personnel present within the premises must act as per but not limited to the following instructions:

- Immediately Inform Emergency Response Organization through phone or in person.
- Immediately Evacuate to Assembly Areas (in open space where you can keep distance at least one half of the height of the building) after the shocks dampen.
- Shut off all switches and valves of main supplies of gas and electricity. (If possible)
- Maintain your senses, do not let them disperse.
- Protect yourself by sitting on side of tables, furniture & under strong structures. Be aware of falling walls, debris, heavy objects and electrical wires.
- Stay away from loosely hanging objects that may fall after initial shock and tremors.
- Wait for further instructions from Emergency Response Organization.
- ERO should keep in touch with the metrological department / media for aftershocks and future forecasts.

- e. The Bomb Disposal Department shall be allowed to operate in the company premises as deemed appropriate.
- f. On getting clearance from Bomb Disposal Department normal routine shall be adopted as advised by Emergency Response Organization.

### 6.5. Bomb Threat

In case of bomb threat each personnel present within the premises must act as per but not limited to the following instructions:

- a. Immediately inform Emergency Response Organization through phone or in person.
- b. Maintain your senses, do not let them disperse.
- c. Report to the designated Assembly Point if asked by Emergency Response Organization through emergency exits and wait for the further instructions.
- d. Bomb Disposal Department shall be called by Emergency Response Organization.
- e. The Bomb Disposal Department shall be allowed to operate in the company premises as deemed appropriate.
- f. On getting clearance from Bomb Disposal Department normal routine shall be adopted as advised by Emergency Response Organization.

### 6.6. Building or Office Lockdown/shelter-in-place

If a situation calls for building or office lockdown, the personnel present within premises should act as per but not limited to following instructions:

- a. Remain calm and stay with your colleagues.
- b. Try to stay in pairs.
- c. Do not leave the room and/or building under a lockdown situation until asked otherwise.
- d. Keep quiet and away from doors and windows.
- e. If a gunshot is heard, lay down on the floor and shield under/behind furniture as much as possible.

**Take care:**  
Don't try to be a hero in emergency situations: do not place your own life or health or that of others in danger. Be prepared for the unexpected!

### 6.7. Active Shooter/Hostage Situation

In case of shooter/hostage situation each personnel present within the premises must act as per but not limited to the following instructions:

- a. If it is safe to do so, exit the building; if not, lock or barricade yourself inside a room.
- b. Turn off lights, cover and lock the windows, and lay on the floor.
- c. If the shooter(s) leave the area, go to a safer place, if possible. Have an escape route/plan in mind, keep your hands open and visible, and follow any instructions given by law enforcement.
- d. Call the Police/Rangers when it is safe to do so. Remain calm, use a quiet voice, and provide as much information as possible (your name and location, details about the shooter(s) - appearance, weapons, etc.). If you can't speak, leave the line open so the responding authority can listen and try to pinpoint the location.
- e. Cooperate and negotiate with the shooter, in order to buy as much time as possible until the rescue team reaches.

### 7. EMERGENCY NUMBERS

In consideration of the emergency numbers to be included in the emergency plan, the following should be taken into account:

- Fire brigade/civil defense or equivalent.
- Police.
- Ambulance service.
- Hospitals/Clinics.
- Mutual aid agreements/neighbors.
- Environmental protection agencies.
- Key company personnel.

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**8. EVACUATION**

All Emergency evacuation routes/doors should be accessible at all times. No hindrances should be placed in the route. All employees should be familiarized with the evacuation routes of their premises. All employees should immediately evacuate their premises and assemble at the assembly areas (identified by each section). During evacuation following instructions should be followed.

- a. Take only keys, wallets and essential belongings with you.
- b. Leave the building/premises immediately, do not try to investigate the source of the emergency.
- c. Walk, don't run, to the nearest exit.
- d. Use stairs; not elevators.
- e. Assist people with special needs.
- f. As you make your way out, encourage those you encounter to exit as well.

**9. THINGS TO BE EVACUATED**

In case of emergency, evacuation should be carried in the following order:

**9.1. Personnel**

Those personnel who do not have sound health such as patients of Heart, Asthma and physically/mentally disabled people are to be evacuated on priority basis.

**9.2. Raw Material**

Raw material which is explosive, inflammable and poisonous must be removed. Similarly, important lightweight items that are easy to carry must also be removed.

**9.3. Documents**

Important records and files must also be removed.

**9.4. Equipment**

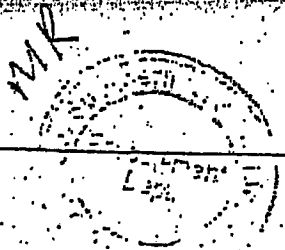
Cash Lockers, Computer Sets, External Hard-drives, Expensive Tools and Fixtures must also be removed.

**10. TESTING AND EXERCISES**

Testing and exercise of the emergency response plan should be conducted at each location of SSGC to evaluate the effectiveness of the preparedness plan. The record and observations of the exercise should be recorded on Emergency Drill Form (SSGC-IMS/ERP-F-01).

Each section should nominate the person who is responsible to periodically conduct the exercise. The frequency and type of drill at each location should be as below:

Location	Type of Emergency Drill	Frequency
a. Head Office b. Regional Offices c. Billing Offices d. P&C Offices e. Store (all locations)	Evacuation and Mock Emergency Drill (all employees)	Six Monthly
f. KT (Transmission) g. Distribution (Zonal and Sub-zonal offices)	Fire Fighting Drill by Emergency Response Team	Six Monthly



Meter Manufacturing Plant	Evacuation and Emergency Mock Drill (all employees)	Six Monthly
	Fire Fighting Drill by Emergency Response Team	Quarterly
Headquarter Stations	Evacuation and Emergency Mock Drill (all employees)	Six Monthly
	Fire Fighting Drill by Emergency Response Team	Monthly

**11. AVAILABILITY AND MAINTENANCE OF ER EQUIPMENT:**

Zonal HSE team leaders ensure that emergency detection and response equipment are identified, available and properly maintained in their respective zones. A joint inspection will be carried out periodically to verify the efficacy of ER Equipment. The record shall be maintained on Inspection and Monitoring of ER Equipment Form (SSGC-IMS/ERP-F-02). Each zonal HSE team leader shall maintain record of their respective zone and share with In-charge HSE&QA as and when required. The need for the emergency response equipment is determined by considering the hazards and associated risks with the particular location/operation/equipment/installation etc. The response equipment usually include but are not limited to:

- a. Fire extinguisher.
- b. Fire hydrant/hose/bucket/water pump.
- c. Smoke/gas detectors.
- d. Communication equipment, (Mega phones, Alarm systems, walkie-talkie etc.)
- e. First aid box.
- f. ER vehicles/Ambulance.
- g. Breathing apparatus.
- h. Emergency lights.
- i. Hammer/Axe/shovel/ropes etc.

Frequency of inspection and monitoring of ER Equipment will be as per table given below. However, if situation warrants, this frequency can be changed on the instructions of In-charge HSE&QA or Zonal HSE team leader.

Location	Frequency
a. Head Quarter Stations b. Meter Manufacturing Plant c. K.T (Transmission)	Monthly
a. Head Office b. Regional Offices c. Billing Offices d. P&C Offices e. Store (all locations) f. Distribution (Zonal and Sub-zonal offices)	Quarterly


**12. DOCUMENTED INFORMATION:**

Record No	Record Name	Maintained by	Retention Period
SSGC-IMS/ERP-F-01	Emergency Drill Form	HSE&QA Department	3 Years
SSGC-IMS/ERP-F-02	Inspection and Monitoring of ER Equipment Form	HSE&QA Department	3 Years

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Six Months

 <b>SSGC</b> HSE&QA Department	<b>IMS FORM</b>	SSGC-IMS/ERP-F-01
	<b>Emergency Drill Form</b>	
	Revision 01	
Issue Date: Aug, 2021		

Zone	Region	Location	Date
Type Of Emergency Drill			
<input type="checkbox"/> Fire and Explosion <input type="checkbox"/> Heavy spillage of toxic/flammable chemicals <input type="checkbox"/> Heavy gas leakage <input type="checkbox"/> Earthquake <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Other			


Observations			
S.No	Description	Time	Comments
1	Emergency Siren rang at		
2	Evacuation started at		
3	Last person reached at the assembly point		
4	Firefighting/Bomb disposal squad/other interested party reached at site		
5	Emergency under control at		
Total time of Drill (minutes):			
Additional Observations (if any):			

Assessment			
S.No	Description	Yes	No
1	Emergency responders were present at the site		
2	Employee were properly instructed		
3	Behavior of employees was satisfactory		
4	Evacuation route was satisfactory		
5	SSGC firefighters were well trained		
6	Firefighting equipment were up to the mark		
7	Response of the medical staff was satisfactory		

Overall Assessment:		Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
S.No	Corrective Actions/Improvements Required	Responsibility	Target Date
Security Services Representative		HSE&QA Representative	
Name	Signature	Name	Signature

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 <b>SSGC</b> HSE&QA Department	<b>IMS FORM</b>		SSGC-IMS/ERP-F-02
	<b>Inspection and Monitoring of EM Equipment Form</b>		Revision 01
			Issue Date: Aug, 2021

Zone	Region	Location	Date
Type Of Equipment <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Fire Hydrant/Water Pump/Buckets/Hose <input type="checkbox"/> Smoke/Gas Detector <input type="checkbox"/> Emergency light <input type="checkbox"/> Ambulance <input type="checkbox"/> First Aid Box <input type="checkbox"/> Communication Equipment <input type="checkbox"/> Other :			
<b>CHECKLIST</b>			
S.No	What to check	Yes	No
<b>Fire Extinguisher</b>			
01	Fire extinguishers are in operable condition and not expired.		
02	Pipe and nozzle do not have cracks.		
03	Lever and lever pin are in place and locked.		
04	All extinguishers are clearly visible and accessible.		
<b>Fire Hydrant/Hose/Bucket</b>			
01	No leakage in fire hydrant system.		
02	Hydrant valves are properly lubricated and operational.		
03	Hose pipe is rolled and properly placed. Nozzles are attached at the end.		
04	Fire buckets are maintained and adequately filled with sand.		
<b>First Aid Box</b>			
01	All necessary/required medicines are available in First Aid box.		
02	Medicines are not expired and valid for use.		
<b>Smoke/Gas Detector</b>			
01	Alarms and Smoke/gas detectors are properly functioning.		
<b>Other Equipment (If any)</b>			
01			
02			
S.No	Observations	Recommendations	
1			
2			
3			
Additional Comments (if any):			
Security Services Representative			
Name & Designation		HSE&QA Representative	
Signature		Signature	

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## 1. PURPOSE

The HSE&QA guidelines for suppliers and contractors are developed to assist suppliers/contractors to meet SSGC's hse&qa policies, procedures, commitment & requirements to ensure safety, integrity and quality of goods/services provided.

## 2. SCOPE

The procedure is applicable to all suppliers and contractors providing goods or services to SSGC whether on SSGC premises or outside SSGC premises.

## 3. DEFINITIONS

- a. **Contractor:** Is an independent employer/organization who will be responsible to execute jobs agreed with SSGC.
- b. **Supplier:** Is an independent employer/organization that is responsible to provide goods or services.
- c. **Contract coordinator:** Is an executive of SSGC procurement department, who has been delegated/given responsibility and authority from the head of department to initiate and maintain the contract.
- d. **NEQS:** National Environmental Quality Standards.
- e. **SEPA:** Sindh Environmental Protection Agency.

## 4. RESPONSIBILITIES

### 4.1 Suppliers/Contractors and Sub Contractors

- a. The contractor must take all necessary safety precautions related to the performance of the contract in order to protect the work site, including all personnel and property of the SSGC, the contractor, all third parties involved.
- b. Suppliers/Contractors are responsible for safety and well-being of their employees.
- c. The contractor will also be responsible to provide relevant safety equipment (PPE) to their workforce where required. Suppliers/Contractors who have their own HSE&QA management system, shall provide details of the same on request.
- d. The contractor shall ensure that all personnel are adequately trained to perform the task assigned.
- e. Supplier/Contractor shall ensure compliance with SSGC policies, procedures and applicable legal and regulatory requirements.
- f. The contractor shall adhere to set standards and requirements for environmental protection.

### 4.2 Contract Coordinator

The contract coordinator is responsible to arrange training sessions/meetings between contractors and HSE&QA department within 10 days of issuance of a letter to proceed.

### 4.3 HSE&QA Department

- a. In-charge HSE&QA and contract coordinator are responsible to evaluate the capability and competence of Supplier/Contractor regarding HSE&QA.
- b. In-charge HSE&QA is responsible for providing necessary information and training to Suppliers/contractors regarding applicable SSGC's HSE&QA policies and procedures.
- c. HSE&QA department will carry out inspections and audits to ensure safety and well-being of employees and adherence to set standards, technical specifications and guidelines.
- d. In-charge HSE&QA is responsible to highlight critical nonconformances related to HSE&QA. Strict decisions may be taken against any violation/breaches of SSGC's safety policies/procedures/contract terms during the execution of contract.

5. PROCEDURE

- a. The contract coordinator should ensure that this procedure is part and parcel of every contract made by SSGC.
- b. The contract coordinator must notify in-charge HSE&QA to evaluate the capability & commitment of potential suppliers/contractors regarding HSE&QA during technical evaluation phase.
- c. The contract coordinator arranges a meeting between supplier/contractor and HSE&QA department after issuance of letter to proceed. HSE&QA awareness form (SSGC-IMS/GSC-F-01) will be communicated and duly signed by supplier/contractor as well as HSE&QA department.
- d. HSE&QA department will conduct periodic inspection/audit of worksite/supplier facility to identify gaps on issues related to HSE&QA.
- e. The contractor/supplier shall educate and adequately train their employees in order to understand the requirement of this procedure.
- f. Supplier shall adhere to technical specifications provided by SSGC to ensure quality of goods provided.
- g. The contractor shall perform hazard identification and risk assessment related to their activities for the proper implementation of possible controls/personal protective equipment (PPE) or otherwise consult SSGC's HSE&QA department to seek guidance and awareness on risk/hazards related to activity and its possible controls.
- h. The contract is liable to understand and implement "permit to work (PTW), job safety analysis (JSA)" where required. Please refer to risk assessment and management procedure (SSGC-IMS/CRM-02).
- i. The contractors are responsible to dispose of any waste generated during their activities in an environmentally safe & responsible manner.
- j. The contractors must ensure that only trained individuals meeting necessary requirements/skills will carry out the required job.
- k. Any equipment used by contractor during the project must not pose any environmental and/or safety concerns, and should be in accordance with SSGC's safety procedures and NEQS and SEPA set standards.
- l. Any identified hazards discovered by the contractor that is beyond their ability and/or responsibility to fix must be immediately reported to the contract coordinator and HSE&QA department in writing.
- m. The contractors must ensure that the workforce involved must be physically fit and should not carry any contagious disease. SSGC reserves the right to ask for medical examination/tests of any employee. Contractor will bear all expenses incurred during the medical examination/tests.
- n. For contracts related to providing food services/canteen services, medical reports from accredited labs must be submitted to head of administration services department for entire crew once the contract is awarded and annually for following diseases hepatitis B & C, tuberculosis, and chest X-ray.
- o. In case of violations from SSGC safety standards/policies/procedures, actions will be taken to penalize the contractor depending on the severity/recurrence of breaches, as per following matrix:

S. No.	Violation	Action
1	Single Minor Non-Compliance	Verbal warning
2	Multiple Minor Non-Compliance	Written warning
3	Single Major Non-Compliance	Written warning / Stop the work on site
4	Multiple Major Non-Compliance	Written warning / Financial penalization, discontinuation of contract



## 6. ACCESS

- a. Prior to commencement, the contractor will submit a list of their workforce personnel who will be on the site. This data will be updated each time the contractor changes site personnel.
- b. All contractor personnel should park vehicles in the designated parking area. Provisions should be made in advance by the contractor to allow for unloading of equipment and materials inside the facility property. No vehicles shall remain inside the building except for unloading tools or equipment and vehicles will be subject to search and inspection upon exit.
- c. A written pass by the SSGC representative is required in order to remove tools equipment or material from SSGC property. Toolboxes, lunch box bags, etc., are subject to inspection prior to removal. SSGC will prosecute any person, or persons caught removing SSGC property from the premises.
- d. All contractor personnel should enter and leave premises through the main gate, and will be required to sign in and out upon entering and exiting the property. Security will issue an ID badge to each person upon sign-in and at the beginning of each day all contractors must receive a new badge from security.
- e. Contractor employees must stay in their assigned area(s) at the job site and not visit other areas or make any adjustments to any piece of equipment or device unless authorized to do so by an authorized SSGC representative. Failure to abide by this work rule will result in immediate dismissal from the facility and including prosecution.
- f. Each zone maintains secure work areas with limited access at all times. No one is permitted to override any security device for convenience. If access to a secured area is required contact the SSGC representative for authorization. At no time should contractor or subcontractor employees enter the area without prior authorization.
- g. Any work not performed during normal business hours must be approved in advance by the SSGC representative.
- h. All contractor employees will go through contractor safety/induction training upon initial work at SSGC and annually thereafter. A copy of authorized (current) personnel for contractors will be updated and kept at guard shack.

### 6.1 Tools and Property

- a. For any situation in which the Contractors activity may endanger product quality such as: drilling, welding, removing ceiling tile or any other job which creates metal fragments, shavings or dirt in exposed product of manufacturing equipment areas, approval must be made through the SSGC representative and conditionally approved by the ZTL or representative before work is to commence. The Contractor must abide by conditions established by the Zonal Team Leader or representative to protect the equipment.
- b. Soliciting, selling of any merchandise, gambling or distribution of literature for any cause is forbidden on SSGC property.
- c. Use of company telephones is restricted, unless prior approval is attained from the SSGC representative. Pay telephones are not available.
- d. Horseplay, throwing any object and scuffling are dangerous and forbidden.
- e. Cameras of any kind are not permitted in SSGC/ work site unless prior written approval is attained from SSGC representative.
- f. Guns, knives or any other weapons are NOT allowed on company property in any case.
- g. SSGC expects all contractors and subcontractors to maintain a drug-free and alcohol-free workplace. Contractors shall maintain a substance abuse program that includes post-offer and for-cause testing. It will be the responsibility of the Contractor Management to inform their employees and subcontractors that the use of, or evidence of use of, intoxicating liquor or illegal drugs are prohibited at all times while on Zone property. Reporting for work under the influence of alcohol or drugs will not be tolerated. SSGC management reserves the right to remove any contractor or subcontractor employee from Zone property who is believed to be under the influence of alcohol or drugs. It will be the contractor's responsibility to enforce these rules.

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- the
- h. Contract activities are prohibited in overhead areas of the Zone during the times of production or otherwise that may pose a hazard to personnel or product/material. Deviation from this section will be permitted only with the prior consent of the SSGC representative and affected area is isolated and marked off.
  - i. Contractor material will not be shipped directly to the Zone without approval of the SSGC representative.

## 6.2 Quality Assurance and Personal Hygiene

While working on SSGC premises or at any worksite;

- a. All persons shall maintain a high degree of personal cleanliness, conforming to the same SSGC standard as SSGC employees.
- b. Pens, pencils, tools and supplies must be carried in a secure manner to eliminate the possibility of product contamination or adulteration, (i.e., nothing is to be carried in shirt pockets, lapel, and etc.).
- c. Appropriate PPEs must be worn by all personnel, including dress as appropriate. Contractor is responsible to provide PPE to their workforce.
- d. Proper clothing must be worn at all times. No tank tops, cutoff shirts, or short pants will be allowed. Jewelry and rings are safety and contamination hazards and are not to be worn in working areas.
- e. Persons with suspected communicable diseases, respiratory infections, infected open cuts, sores or skin abrasions will not be permitted to work in any area that could result in contamination of SSGC personnel.
- f. The use of tobacco in any form is prohibited at all times except in the designated Smoking areas.
- g. Chewing gum, candy, storing lunches, eating or drinking beverages are not permitted in or adjacent to the SSGC premises and storage areas. There will be a designated area for contractors to eat. (Cafeteria)
- h. In the event that there are open tanks, or exposed product/materials, containers or storage, the contractor must erect temporary partitions to eliminate the possibility of any foreign material. (This shall include: grinding, cutting, core drilling, masonry work, jack hammering, chipping, metal drilling, pipe threading, wiring, welding and other hot work, etc., where any dust, mist, chips or other debris may be generated.)
- i. The use of containers, boxes, cans, jugs etc., for holding or storing parts, lubricants, solvents or construction material is strictly prohibited.
- j. The contractor is responsible to notify the SSGC representative immediately if foreign material used or generated by the contractor's activity, was accidentally spill into the zone area/ SSGC premises.
- k. Contractor will follow 'Spill Response Procedure' of SSGC in case of any spill occurred.

## 7. CONTRACTOR SAFETY REQUIREMENTS

### 7.1 General Safety Rules

- a. All applicable Occupational Safety and Environmental regulations must be followed.
- b. Contractors shall supply to their personnel and to the SSGC representative; emergency contact SSGC, phone numbers, and pager numbers as well as emergency procedures appropriate to their on-site work.
- c. Contractors shall provide the SSGC representative with a current copy of their Safety Program including: Confined Space Entry, Lockout/Tagout, and Hazard Communication procedures (if applicable) and associated training certificates.
- d. The Contractor shall supply all required first aid supplies and safety equipment to support his/her personnel.
- e. Contractors are responsible for providing all required Personnel Protective Equipment (PPE). Contractor employees and subcontractors are required to adhere to all established and/or posted PPE requirements while on SSGC property. Industrial grade safety shoes and safety glasses with side shields are required to be worn at all times. Hearing protection in designated areas.
- f. Only SSGC personnel may operate any valve, electrical switch or other equipment connected to operating sections of the Zone unless prior authorization has been obtained from the SSGC representative. Lockout/Tagout is the standard for energy isolation and MUST be adhered to at ALL times with no exceptions. Contractors are responsible for using their own locks and tags for completing their lockouts. In addition, SSGC personnel may initiate w/they lockout system to ensure compliance.



- g. Contractor, contractor employees or subcontractors are NOT authorized to dismantle, shut down, or otherwise make ineffective any fire protection device or system. This requires a special permit obtained by the Zonal Team Leader.
- h. Materials, tools, equipment and supplies will be stored neatly and safely so as not to obstruct roadways, walkways, stairways, emergency doors etc., or allow any condition which may be a potential safety or fire hazard. No tools or materials should be left on steps, walkways, platforms elevated equipment, pipes or overhead areas.
- i. Materials are not to be thrown or dropped from scaffolds or other overhead areas.
- j. Fire ladders and aisles to firefighting equipment are to be left unobstructed at all times. Contractors are to provide fire extinguishers for each welding and burning operation and complete HOT WORK PERMITS.
- k. Material should not have been kept in such a way to block access to fire extinguishers, fire doors, hydrants or manhole covers.
- l. All electrical equipment must be properly grounded.
- m. Any lights carried into and used in a hazardous location must be explosion-proof type and suitable for use in the hazardous area involved.
- n. Use of explosive actuated fastening tools should be used according to the manufacturer's safety guidelines.
- o. All compressed gas cylinders must be supported and secured standing upright according to Pakistan standards. When hoses and valves are removed from cylinders, a protective cap is to be installed on all tanks whether empty or full. Acetylene cylinders, when in use must have a wrench in place.
- p. Areas where overhead hazards, excavations or other unsafe conditions exist must be properly blocked off with appropriate warning signs. In the case of an excavation, barricades must be provided. In reference to night excavation projects, night lights shall be provided by the contractor.
- q. In the event an oil, gas, vapor or other harmful volatile release is caused or discovered, the contractor and/or his employees shall report it at once to the nearest SSGC office and request for further actions immediately.
- r. Vehicles in Zone are required to adhere to the declared speed limit.
- s. Any contractor, contractor employee or subcontractor violating Zone area safety or security rules shall be subject to immediate dismissal.

### 7.2 Accident Reporting

- a. Accidents occurring in Zone jurisdiction must be reported immediately to the SSGC representative.
- b. In the event of a fire, medical or other emergency, contractors are required to notify zone security or the SSGC representative immediately. When providing notification give all pertinent information, including your SSGC location, and emergency situation involved.
- c. All contractor injuries requiring medical assistance beyond basic first aid must be reported in writing with a full investigation within 24 hours of the occurrence (Contractor Accident Investigation Form). This report must be submitted to the SSGC representative for forwarding to the HSE & QA Department.
- d. All contractors and subcontractors must maintain their own OH&S required document/record.

### 7.3 Confined Space Entry

- a. The SSGC representative will notify the Contractor prior to being hired, if the work will involve entry into confined spaces. The form included in documents will be used to make this notification.
- b. All Contractors who conduct confined space entries must adhere to the SSGC confined space entry requirements.
- c. At no time shall a contractor, contractor employees or subcontractors enter a confined space in Zone without specific authorization from the SSGC representative. Failure to adhere to this policy will result in immediate dismissal.
- d. All contractors are required to keep and maintain their own equipment for confined space entry.
- e. In the event of a confined space entry by contractors, their employees or subcontractor, a standby rescue team must be assembled in Zone assembly area. This rescue team may be SSGC personnel or contractor personnel, however, all arrangements must be made and documented prior to entry.
- f. All contractors and subcontractors who enter a confined space, serve as entry supervisors or rescue team members must have the appropriate training and certification according to the Zone requirements. Copies of all training certification documents must be provided to the SSGC representative & HSE&QA Department.

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### 7.4 Cranes and Overhead Work

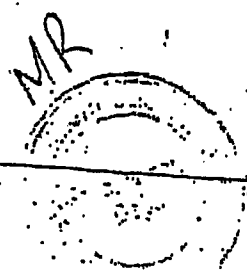
- a. All Contractors who conduct work at height, e.g., all work occurring at an elevation above 72 inches without a standard railing must adhere to the SSGC Work at Height Requirements.
- b. All work at height requires the use of a safety harness. All safety harnesses, lanyards and related fall protection equipment must comply with applicable local and ANSI requirements.
- c. All contractor employees working in forklift baskets, scissors or man lifts are required to wear a safety harness.
- d. Working with cranes and derricks require compliance with the SSGC Lifting Equipment requirements and the equipment manufacturer's recommendation, Zones and generally accepted practices for safely operating and rigging procedures and methods must be used.
- e. All cranes used on company property must be inspected once per shift and any problems identified must be corrected prior to crane usage. Copies of all inspection records must be provided to the SSGC representative upon request.
- f. In the event that overhead work must occur in locations within the Zone where high voltage, overhead power lines are located, all cranes and overhead lifting devices must maintain a 10-foot clearance. In the event proper clearance cannot be maintained, the power lines are to be de-energized and locked out prior to performing work. In the event the lines must be de-energized, prior approval must be given by the SSGC representative.

### 7.5 Hazardous Energy Control (Lockout) Procedures

- a. All contractors, contractor employees and subcontractors must comply with the SSGC Energy Control Requirements.
- b. In the event that a contractor, contractor employee or subcontractor servicing or entering a piece of machinery where the danger of injury exists from unexpected energizing of the equipment or unexpected release of stored energy, the contractor or contract employee must disconnect the source of energy and lock/tag out this equipment before beginning work.
- c. In the event that SSGC employees or other unknown persons have locked/tagged out equipment, the contractor is not to remove the lock/tag or energize the equipment. Likewise, the contractors are not to LO/TO any machinery without approval of SSGC representative or remove LO/TO without communicating to all affected associates.
- d. Contractors are required to supply their own lockout locks, tags and hasps.
- e. In the event that a contractor or subcontractor has de-energized and locked out a piece of equipment, the equipment specific lockout procedure must be adhered to. A contractor, contractor employee or subcontractor can acquire the specific equipment lockout procedures from the SSGC representative.
- f. The lockout tag used by the contractor must have the contractor's phone number and a person name, SSGC to be contacted concerning the lockout.

### 7.6 Zone Equipment and Tools

- a. Contractors will provide their own equipment to their employees.
- b. The use of SSGC vehicles and equipment is prohibited for contractors. Contractors can only acquire this authorization from the Zonal Team Leader. Authorization, when provided, will be documented by use of the Equipment Loan and Indemnification Agreement. Use of all shop equipment is prohibited.
- c. Misuse of SSGC material, equipment or products is prohibited.
- d. The use of SSGC powered industrial vehicles (i.e. forklifts) is strictly prohibited. In the event that SSGC forklifts are required, they can only be operated by certified SSGC employees. There will be no exceptions to this policy. Any contractor, contractor employee or subcontractor who operates an SSGC forklift will be requested to leave the property immediately.
- e. All contractors, contractor employees or subcontractors who operate a powered industrial vehicle in Zone Area must possess a current operator certification.





## 7.7 Hazard Communication

- a. Contractors, contractor employees or subcontractors who bring hazardous chemicals on-site, must prior to bringing them on-site:
  - i. Provide the SSGC representative with a listing of all hazardous chemicals.
  - ii. Properly label all containers, adhering to SSGC labeling requirements.
  - iii. Provide the SSGC representative with copies of all SDSs (Safety Data Sheet) for the hazardous chemicals.
- b. The SSGC representative will provide all contractors with a list of hazardous chemicals that the contractor, contractor employees, or subcontractors will come in contact with during the work on Zone property.
- c. At no time should hazardous materials or fuels be left unattended in open containers or unsecured areas overnight, during weekends, or during holiday periods. Temporary storage of such material must be reviewed with the Company representative.
- d. When the use or storage of explosives or other hazardous materials or equipment is necessary for the execution of the work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel and in conformance with all applicable Zone Requirements and local environmental and safety regulations.
- e. The contractor shall be responsible for all necessary Personal Protective Equipment (PPE), training, and informing their employees of all hazardous substances in use at the job site and of the appropriate safety procedures and policies.

## 7.8 Emergency Procedures

- a. In the event of a fire, medical or other emergency, Contractors are required to notify zone security or the SSGC representative immediately. Tell the security personnel the location of the fire and any other pertinent information. In the event that Zone security or SSGC representative cannot be reached, evacuate the area and call area/city emergency department as soon as possible.
- b. All contractors, contractor employees and subcontractors are required to follow the predetermined exit routes and emergency evacuation procedures posted at the facility.
- c. All contractors, contractor employees and subcontractors are required to exit the work area/building in the event of emergency alarm activation or if instructed to by an SSGC representative. In the event of an evacuation, contractors are required to go directly to the employee staging area located at guard shack.

## 7.9 Gasoline and Propane Powered Equipment

- a. Contractors are required to inform the SSGC representative of any propane or gasoline-powered equipment that is to be used indoors.
- b. SSGC Management discourages the use of internal combustion engines indoors, and will only permit it when no reasonable alternative means are available to complete the job.

## 7.10 Temporary Electrical Connections

- a. All wiring & electrical installations are expected to follow National Electric Code practices.
- b. All temporary electrical hook-ups for equipment must be approved by the SSGC representative, prior to installation. All temporary installations must be removed as soon as the task requiring them is complete.
- c. Electrical outlets for portable power tools not a part of permanent wiring of the building should have ground-fault circuit interrupters (GFCI).

### 7.11 Cutting, Welding and Other Hot Work

- a. All Contractor and subcontractor employees must comply with the SSGC Cutting, Welding and Other Hot Work procedure.
- b. The SSGC representative will issue the Cutting-Welding-Hot Work Permit after confirming that the necessary precautions have been taken.
- c. The permit is valid for ONE SHIFT ONLY. When the work overlaps with the next shift, the SSGC representative will issue a new permit.
- d. The contractor employee designated as the "fire watch" shall sign the permit after the final check has been made and return the signed permit to the SSGC representative.

### 7.12 Ladders and Scaffolding

- a. All ladders belonging to the contractor must be labeled with the contractor's SSGC and possess safety feet and meet SSGC Work at Height Requirements.
- b. All ladders used on Zone property must be properly secured.
- c. All scaffolding must be equipped with railings and toe boards.
- d. All "swinging" type scaffolds must be inspected by the contractor and repaired if necessary before use.
- e. All overhead work from a forklift must be conducted from a secured safety cage. Standing on forks or pallets is not permitted.

## 8. CONTRACTOR ENVIRONMENTAL RULES

SSGC requires that contractors comply with all applicable environmental rules & regulations.

### 8.1 Non-Hazardous Waste

- a. Construction refuse and debris will not be allowed to accumulate and will be removed daily by the contractor at its expense, unless otherwise negotiated in the contract document.
- b. Contractors shall take ownership of all waste and debris generated from materials they brought to the job site or from demolition activities, and shall dispose of such waste and debris in accordance with all applicable laws and regulations.
- c. Reference to SSGC, The SSGC Company or any of its trademarks shall not be used in any documentation associated with the disposal of such waste and debris.
- d. Contractors shall coordinate with the Zone, whenever practical, to segregate debris or waste which may be recycled or re-used in a safe and environmentally responsible manner.
- e. Worksites may be periodically inspected by the SSGC representative to ensure that the contractor is fulfilling its obligations under its contract. Final payment will be withheld until such time as the worksite and property have had a final inspection and removal of all containers, debris, wastes and materials has been confirmed by the SSGC representative and documentation has been printed that all hazardous wastes have been properly disposed.
- f. For those contractors working outside, it is illegal to dispose of any liquid, including water, onto the ground/outside drain for any reason. All water, provided it was not contaminated, shall be disposed of at a drain inside of the facility.

### 8.2 Hazardous Materials

- a. Contractors, contractor employees or subcontractors who bring hazardous chemicals on-site, must prior to bringing them on-site:
  - i. Provide the SSGC representative with a listing of all hazardous chemicals.
  - ii. Provide the SSGC representative with copies of all MSDSs for the hazardous chemicals.
  - iii. Properly label all containers, adhering to SSGC labeling requirements.

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- b. No hazardous wastes will be placed or discarded into any drain or sewer on SSGC property. Sewers include: process sewers, sanitary sewers and stormwater sewers. Contractors shall use drain covers, dikes or other appropriate means to prevent a potential release into a drain. In the event that material enters an SSGC sewer, the contractor shall notify the SSGC representative immediately.
- c. Contractor is solely responsible for any and all hazardous wastes generated by contractor's activities on the property. All hazardous material/waste generated by contractors must be disposed of in an approved container and properly labeled. It is the contractor's responsibility to properly dispose of all waste and hazardous materials, and remove containers that store or contain any waste or hazardous materials. Such containers/materials shall be removed from SSGC's property daily and shall be properly disposed of by the contractor/supplier in accordance with all applicable Federal, State and Local laws, rules and regulations. No waste, containers, debris, etc., are to be disposed of in SSGC dumpsters by Contractor, without approval from the SSGC representative. At no time should hazardous waste be manifested or labeled with reference to The SSGC Company or any of its zones or subsidiaries without authorization from the SSGC representative or Zone HSE Manager.
- d. The contractor shall assure that all employees dealing with hazardous materials and hazardous wastes have had all legally required training and are familiar with the hazards presented by such wastes or materials.

**8.3 Spill Response Procedures**

- a. Each contractor is required to have a written emergency response plan to handle spills and releases which may occur during transport, delivery, or use of hazardous materials at the SSGC work site. The contractor must provide a copy of its emergency response plan to the SSGC representative prior to beginning work.
- b. Each contractor must provide and be equipped with appropriate spill response equipment. All contractors, contractor employees or subcontractors who engage in the emergency response of a hazardous material release must have been trained and have the appropriate spills response certification and meet response requirements.
- c. Contractor must provide documentation to verify that it has contracted with at least one reputable outside spill response contractor, that is reasonably agreeable to SSGC, to respond to larger spills or releases which may occur during transport, delivery, or use of hazardous materials.
- d. The contractor shall be responsible for appropriate clean-up of spills caused by their activities. Such clean-up will include removal or remediation of any materials impacted by such spill, such as: building materials, soil, groundwater or surface waters, etc.
- e. In the event that a spill or release of contractor's material occurs on SSGC's property and the contractor does not respond to the release to the satisfaction of SSGC, SSGC shall have the right to take any reasonably necessary steps to respond to or remediate such spill or release. The Contractor shall reimburse SSGC for all costs incurred by SSGC to respond to such spill or release.
- f. Spills and releases of hazardous materials must be reported immediately by the contractor to the SSGC representative.
- g. Any spill or release that exceeds an applicable reportable quantity must be reported by the contractor to the appropriate governmental agencies according to applicable laws and regulations. Prior to notifying the responsible outside parties (i.e., governmental agencies), contractor shall first inform SSGC of its intent to report such spill or release.
- h. Contractor is also bound to follow SSGC's 'Spill Response Procedure'.

**8.4 Special Circumstances**

SSGC acknowledges that, from time to time, specific work regarding hazardous materials investigation or response may occur. Under such circumstances, the contractor shall supply a copy of the Work Plan (WP) and Health and Safety Plan (HASP) to SSGC for review and approval prior to commencing work.

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9. CONTRACTOR ACCEPTANCE OF WORK RULES AND REQUIREMENTS

All contractors are required to sign a statement that they have received a copy of this program and have read and understand the program. Each contractor shall sign the following Contractor Acceptance of Work Rules and Requirements form and return it to the SSGC representative. A copy will be kept in the project management file and the Zone's HSE Manager's files.

In consideration of admission to the premises of SSGC, we agree to hold in strict confidence and not to divulge to any other person or entity all proprietary information observed or disclosed by SSGC personnel. This includes information that relates to SSGC's past, present, or future research, development and business activities or any client or customer to whom SSGC provides services and/or materials. We will not remove any document, material, or equipment, nor photograph or record any data without specific written permission from a duly authorized representative of SSGC.

This agreement of confidentiality will terminate only when and as SSGC proprietary information becomes public knowledge.

We have read and understood the visitor agreement and will abide by the document while visiting the SSGC facility as required.

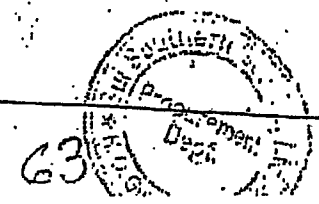
10. CONTRACTOR ACCEPTANCE OF WORK RULES AND REQUIREMENTS

The undersigned hereby acknowledges that we have received a copy of the SSGC Contractor Work Rules. We have read and will be able to abide by the items listed in the SSGC Contractor Work Rules. We understand and agree that any persons and/or contractors who violate these rules will not be permitted to work for SSGC. We also understand that we are responsible for ensuring that all employees working directly for us, as well as any contractor and/or subcontractors that we hire, comply with these rules.

Compliance with the SSGC Contractor Work Rules does not in any way relieve any contractor or person from complying with any applicable Federal, Provincial or local safety, environmental and other regulations which may apply. The work rules are only a compendium of certain legal requirements and Zone policies. They are not an exclusive discussion of any and all legal requirements applicable to contractors and/or suppliers.

The undersigned represents and warrants that we shall comply with all applicable Federal, State and Local laws, regulations and rules while we are engaged to work or perform services for SSGC, including but not limited to any and all OSHA, Federal, EPA, Sindh, and other health, safety, and environmental requirements. In addition, in consideration of SSGC hiring us, we hereby agree to indemnify and hold harmless SSGC against any and all liability, including defense cost and attorneys' fees, arising from or relating to breach of the above warranty and/or any violation of applicable laws, regulations and/or rules.

MR





Company \_\_\_\_\_

Date \_\_\_\_\_

SSGC (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

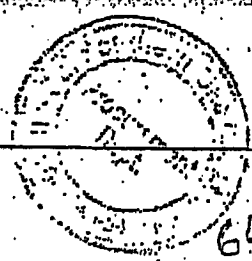
SSGC Representative \_\_\_\_\_


cc: Project Manager File  
Zone HSE Manager  
Contractor

11. DOCUMENTED INFORMATION

Record No.	Record SSGC	Maintained by	Retention Period
SSGC-IMS/GSC-F-01	HSE&QA Awareness Form	HSE&QA Department	3 Years

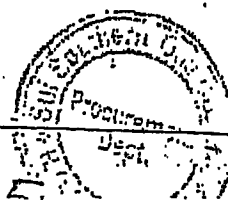
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 <b>SSGC</b> HSE&QA Department	<b>IMS Form</b>	SSGC-IMS/GSC-F-01
	<b>HSE&amp;QA Awareness Form</b> (Guidelines for Suppliers and Contractors)	Revision 01
		Issue Date: Aug, 2021

<b>Organization Name</b>		<b>Contact name</b>	
		<b>Contact number</b>	
<b>Type of Contractor</b> <input type="checkbox"/> Mechanical Work <input type="checkbox"/> Electrical Work <input type="checkbox"/> Civil Work <input type="checkbox"/> Waste Disposal <input type="checkbox"/> Canteen <input type="checkbox"/> Transport <input type="checkbox"/> Manpower Contractor <input type="checkbox"/> Pipeline Construction <input type="checkbox"/> Third party inspection <input type="checkbox"/> Goods Supplier <input type="checkbox"/> Other:			
<b>Area of Working:</b>			
<b>Contract Coordinator:</b>			
<b>HSE&amp;QA Awareness</b>			
<b>Description</b>		<b>Remarks</b>	
ISO & OHSAS Standards			
HSE&QA Policy			
PPE Policy			
Risk Assessment and Management Procedure			
Incident and Accident Management Procedure			
Emergency Response Procedure			
Technical Specifications/Performance and Testing Criteria			
<b>Remarks:</b>			
<b>Supplier/Contractor Representative</b>		<b>HSE&amp;QA Representative</b>	
I have received and reviewed the SSGC's HSE&QA Requirements and understand that the requirements will be applicable while supplying goods, works or services within company premises or outside company premises. I shall make sure all employees of our company and Sub-Contractor companies understand and agree to the requirements applicable to the activities our company will be performing.		I have met the Supplier's/contractor's representative and provided basic information of HSE&QA Policies and Integrated Management System. The Contractor has shown its commitment in adherence to Company's HSE&QA Policies/procedures/technical specifications /and related requirements to ensure quality, safety and integrity of the goods/services provided.	
Name	Signature	Date	Name

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**PENALIZATION MECHANISM**

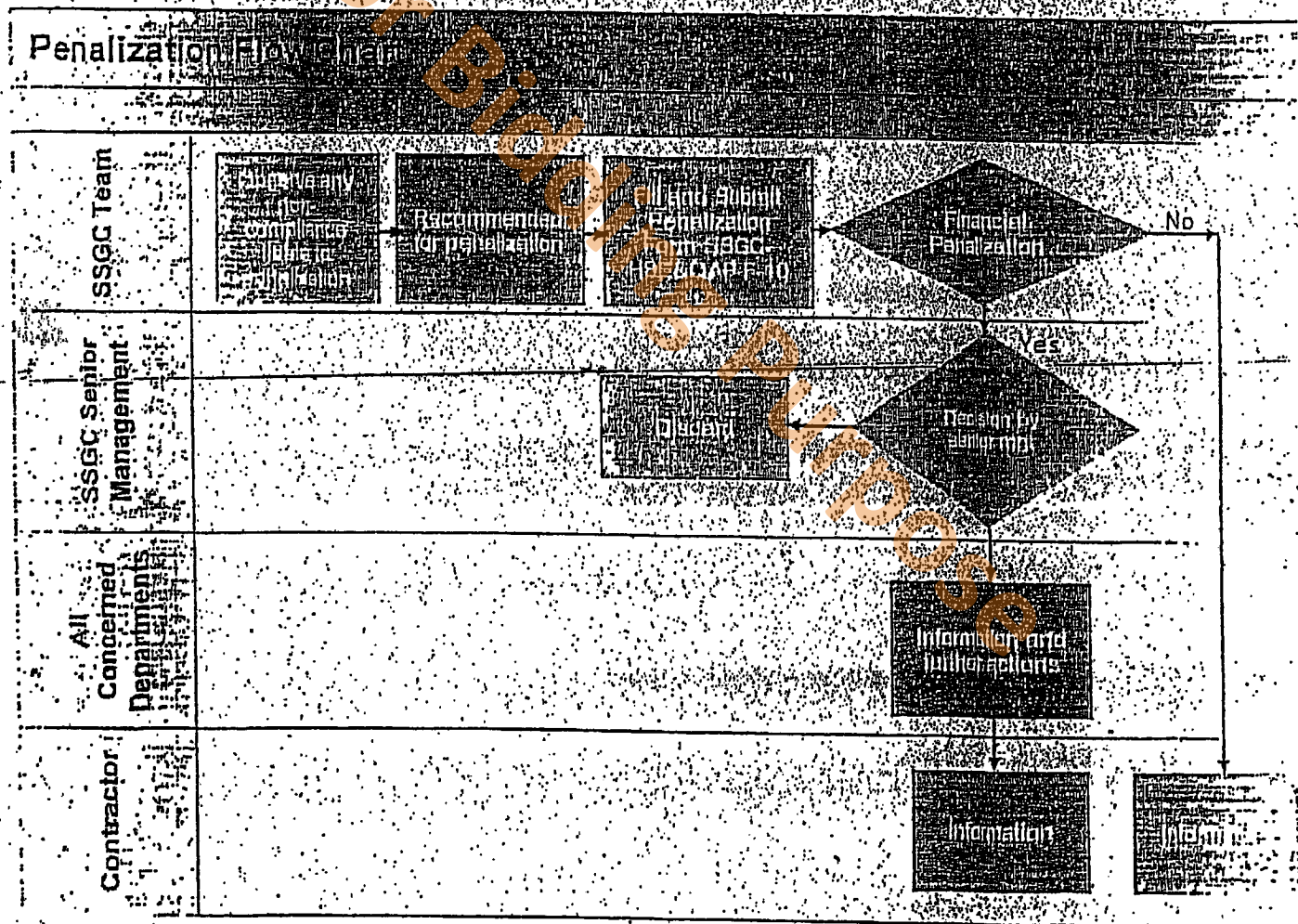
*for Service Contracts Only*

**1. Penalization**

SSGC management reserves the right to penalize the service contractors in case of any nonconformance during course of the project (addressed in respective ToR / Tender Documents in detail). Penalization will vary according to severity of nonconformance and mode of penalization is provided in respective Terms of References. SSGC management decides the mode and degree of penalization.

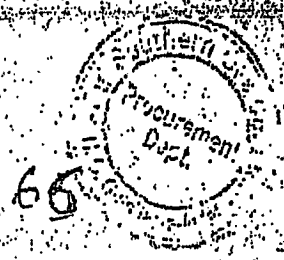
**1.1 Penalization mechanism**

Following flow chart depicts the mechanism/ hierarchy, which will be followed for the penalization of the contractor. Penalization Form and *Annexure-J-1* can be found below.



*MR*  
*[Signature]*

*[Signature]*



SSGC  
HSE&QA  
Department

# PENALIZATION FORM

SSGC-HSEQP-F-10

Revision 01

Issue Date: Sep, 2011

*for Service Contracts Only*

Project

Date

Section

Contractor

User Dept.

Focal Person

Nature of Non-Compliance (As per Annexure J-1)

*Not for Bidding Purpose*

Made of Penalization

*Not for Bidding Purpose*

Initiator	
Name	Signature
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Recommended by HSEQA	
Name	Signature
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

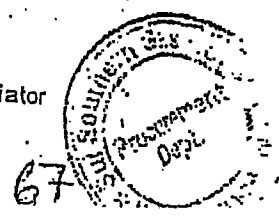
Recommended by User Departmental/Divisional Head	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Following Section is applicable ONLY in case of Financial Penalization

<input type="text"/>	<input type="text"/>
DMD (Ops)	DMD (Financa)

Copy to: Procurement/Finance/P&D Department, Contractor  
Note: Adequate evidences MUST be furnished along with form by Initiator

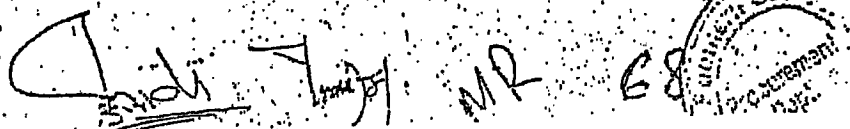
*DA* *MR*





SSGC HSE&QA Department	<b>PENALIZATION MECHANISM</b> <i>for Service Contracts only</i>	SSGC-HSEQP-F-1
	NR: <u>J</u> <b>ANNEXURE J-1</b>	Revision (1) Issue Date: Sep. 2011

S.No.	Nature of Non-Compliance	Mode of Penalization
<b>HSE</b>		
1	PPE related	1 <sup>st</sup> Time ----- Verbal Warning from site in charge 2 <sup>nd</sup> Time ----- Written warning Explanation Letter 3 <sup>rd</sup> Time ----- Removal of worker from duties
2	Unsafe Act / Unsafe Condition	1 <sup>st</sup> Time ----- Stop work 2 <sup>nd</sup> Time ----- Stop work along with written warning letter 3 <sup>rd</sup> Time ----- Removal from duties
3	Not reporting any major incidents within the time frame specified in Tender documents / HSE&QA Plan	Financial Penalization up to Rs. 2,00,000 for each accident
4	No proper tag out/ lockout/ barrication/ signage boards and systematic PPE non-compliance as advised by SSGC representative(s) at Site or mentioned in SSGC-SOPs, work instructions or ToRs.	1 <sup>st</sup> time ----- Warning Letter 2 <sup>nd</sup> time ----- Stoppage of Work 3 <sup>rd</sup> Time ----- Financial Penalization up to 3% (Max.Rs. 200,000 can be penalized)
<b>Quality</b>		
5	Deviation in actual manpower provided vs the manpower (Organogram) submitted in tender documents	Cost of unavailable staff, as listed in BOQ or other related documents
6	Non-Compliance related to Quality Parameters outlined in ToR, BOQ, applicable international Standards & Codes and SSGC's SOPs.	Up to 2% of the invoice amount of the billing period
<b>Reporting</b>		
7	Non Submission of time bound reports (as mentioned in Tender documents / Construction Plan	Financial penalization up to 2% of the invoice amount of the billing period
8	Unavailability of documents such as drawings, SOP manuals, inspection reports and other Technical data at site office.	Explanation letter
9	Providing wrong / insufficient information in invoicing pertaining to equipment and manpower.	Financial penalization Up to 2% of the invoice amount of the billing period
10	False reporting, misleading information	Financial Penalization up to 3% of invoice amount of the billing period


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**Ethics & Conduct**

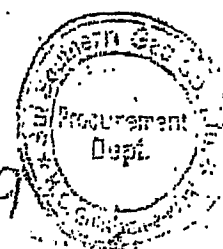
11	Non-cooperation with SSGC team by any staff of Contractor. Non-cooperation includes non-sharing of construction site data, supporting documents, future work execution strategies etc. compliance of Company protocols or instructions related to works given by SSGC's representative(s).	Removal from duties in case the request is made against this non-Compliance  Note: Approval will be taken from contractor i.e. User Departmental Head.
12	Repeatedly (03) absence/Unavailability of site Contractors staff during surprise visits of SSGC teams	Financial penalization (One day salary deduction of entire site staff of audited site)

- Notes:
1. Penalization amount will not exceed the 5% of the total contract value.
  2. If Three (03) non-compliance (on any one issue or combination of issues) are issued to any contractor, Management will decide to impose additional penalization (e.g. forfeiture of Performance Bank Guarantee / retention money), termination of contract or temporary blacklist (Blacklisting will be up to one (01) year.
  3. Tender/ Project specific requirements and penalization are outlined in tender documents/ TOR under special requirement section.

*[Handwritten signature]*

MR

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**Sui Southern Gas  
Company Limited**

## **Procurement Department**

**Standard Advisory to all Bidders**

**SUB: Sindh Sales Tax Withholding On Services Payment**

*(Effective from 1 July 2024)*

Dear Sir,

### **Background**

Please be informed that:

1. Uptil February 2024, SSGC deducted 20% of Sindh Sales Tax amount from Invoice value payable to a Vendor for services rendered in Sindh & deposit the same with Sindh Revenue Board, while remaining 80% is deposited by the Vendor themselves.
2. From March 2024 – June 2024, SSGC deducted 80% of Sindh Sales Tax amount from Invoice value payable to a Vendor for services rendered in Sindh & deposit the same with Sindh Revenue Board, while remaining 20% is deposited by the Vendor themselves

### **Amendment in Law**

Sindh Revenue Board (SRB) has amended Withholding Rules thereby requiring SSGC to deduct 20% of sales tax amount from Invoice Value.

### **Revised Procedure for Sindh Sales Tax Withholding**

In order to ensure implementation of above amendment, following process is being implemented 01. July 2024:

- 1) 80% Sales Tax to continue to be withheld on 'Past' Invoices only (where Vendor has already deposited 20% Sales Tax in Government treasury provides evidence thereof).
- 2) 20% Sales Tax will be deducted on Current and future invoices (while 80% will be deposited by vendor directly with SRB)

It is needless to mention that only Sindh Withholding Rules have been amended white there is no change in other Rules (income tax withholding Balochistan Sales Tax withholding; etc.)





سوی سدرن گیس کمپنی لمیٹڈ  
پروکیورمنٹ ٹیپارٹمنٹ

تمام ٹھیکیداروں کے لئے معیاری ایئر انٹری  
خدمات کی ادائیگی پر سندھ سیلز ٹیکس  
(۱ جولائی ۲۰۲۲ سے نافذ العمل)

س منظر

مطلع کیا جائے کہ:

1. فروری 2024 تک، SSGC نے سندھ میں فراہم کی جانے والی خدمات کے لیے وینڈرز کی انوائس ویلیو سے سندھ سیلز ٹیکس کی رقم کا 20% کاٹ لیا ہے اور اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ وینڈرز بقیہ 80% خود جمع کرتے ہیں۔

2. مارچ 2024 سے جون 2024 تک، SSGC نے سندھ میں فراہم کی جانے والی خدمات کے لیے وینڈرز کی انوائس ویلیو سے سندھ سیلز ٹیکس کی رقم کا 80% کاٹ لیا ہے اور اسے سندھ ریونیو بورڈ کے پاس جمع کرایا ہے، جبکہ بقیہ 20% وینڈرز خود جمع کرتے ہیں۔

قانون میں ترمیم

سندھ ریونیو بورڈ (SRB) نے ود ہولڈنگ رولز میں ترمیم کی ہے جس کے تحت SSGC کو انوائس ویلیو سے سیلز ٹیکس کی رقم کا 20% کٹوتی کرنا ہوگی۔

سندھ سیلز ٹیکس ود ہولڈنگ کا نظر ثانی شدہ طریقہ کار

مندرجہ بالا ترمیم کے نفاذ کو یقینی بنانے کے لیے، 01 جولائی 2024 سے درج ذیل عمل کو نافذ کیا جا رہا ہے:

(1) 80% سیلز ٹیکس صرف 'ماضی' انوائسز پر کٹوتی جاری رہے گی (جہاں وینڈر نے پہلے ہی سرکاری خزانے میں 20% سیلز ٹیکس جمع کرایا ہے اس کا ثبوت فراہم کرتا ہے)۔

(2) 20% سیلز ٹیکس موجودہ اور مستقبل کے انوائسز پر کاٹا جائے گا (جبکہ 80% وینڈر براہ راست SRB کے ساتھ جمع کرائے گا)

یہ واضح رہے کہ صرف سندھ ود ہولڈنگ رولز وائٹ میں ترمیم کی گئی ہے دیگر رولز (انکم ٹیکس ود ہولڈنگ بلوچستان سیلز ٹیکس ود ہولڈنگ وغیرہ) میں کوئی تبدیلی نہیں کی گئی ہے۔

