

Sc

Checklist for Bidders

Enquiry #: 13536 Opening Date: _____ Time: _____
 M/s, _____ Phone No: _____

Please Ensure before submitting the bid, that following information/ Documents have been submitted / providing along you bid
 Check () appropriate box.

S. No.	Details of required information / documents	Yes	No
1.	Fixed Bid Bond as specified in Tender Document		
2.	Original Technical literature is enclosed, if any		
3.	Any change in your current address, Phone Fax & Email etc intimated		
4.	Bid Validity as specified is mentioned		
5.	Delivery / Completion period has been provided.		
6.	All corrections/cutting/overwriting are signed & stamped		
7.	Sample (if necessary) is enclosed		
8.	Form- X Duly Signed & Stamped		
9.	Each & Every Page of the bidding documents shall be signed and stamped by the bidder.		
10.	Original Bid + One Copy is Submitted		

Note:

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

As per SRO296(I)/2023 dated 08th March 2023 "E-Pak Procurement Regulations, 2023" all bidders are advised to register in e-Pak Acquisition and Disposal System (EPADS).

 Bidders Authorized Representative





M/s. _____

**Providing Canteen Services for Lunch & Tea for
Karachi**

**Supplier must be active in FBR Active Taxpayer List (ATL)
Under Single Stage Two Envelope Bidding Procedure
Tender Enquiry No. SSGC / SC / PT / 13536**

**SECTION - I
Invitation to Bid**

Sui Southern Gas Company Limited (SSGC) intends to carry out the work related to Providing Canteen Services for Lunch & Tea at Various SSGC Office In Karachi. (As Per TOR /BOQ/Criteria) (Under Single Stage Two Envelope Bidding Procedure) (Having valid Trade License issued by Provincial / Municipal Food Control Authority) (On Complete Package Basis).

The Company invites you to submit Technical Proposal and Financial Proposal in two separate sealed envelopes "Under Single Stage Two Envelope Bidding Procedure" i.e. Sealed Technical offer & Sealed Financial offers shall be submitted in separate envelopes. Technical offers will be opened and evaluated first. Financial offers of only technically compliant bidders will be opened on later intimated date in presence of bidder's representative.

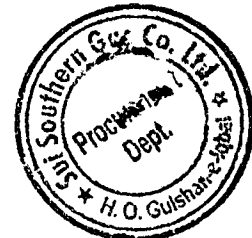
The priced bids shall be submitted along with FIXED Bid Bond Rs.100,000 (One Hundred Thousand Rupees Only) in the form of Pay order / Demand Draft in favor of Sui Southern Gas Company Limited. No bid shall be entertained without bid bond / earnest money.

The Company reserves the right to add, delete from or amend any part of these tender documents during the bidding period and bidders shall be informed accordingly.
Bids not conforming to the terms and conditions or a part thereof stipulated in these tender documents may be rejected.

The Tender documents comprise the following:

Technical Proposal

- | | |
|---------------|---|
| Section – I | Invitation to Bid |
| Section - II | Instructions to Bidders/Instruction |
| Section - III | Scope of Work/Special Terms & Condition/Technical Evaluation Bid/with Forms |
| Section – IV | Special Conditions of Tender Document |
| Section – V | General Terms & Conditions |



Financial Proposal

Section – VI	Bill of Quantity (BOQ)/Bid Form
Section – VII	Bid Bond Format/Performance Bond /Format of Declaration/Contract Form/Form X/Annexure I/ Form of Bid Securing Declaration
Section – VIII	Blacklisting Mechanism
Section – IX/X	HSE Manual/SSTW-05

Application for technical and financial proposals will be received at:

**Procurement Department,
Sui Southern Gas Company Limited,
Tender Room (Ground Floor of CRD Building)
SSGC House, Sir Shah Suleman Road,
Block-14, Gulshan-e-Iqbal,
Karachi.
Tel # 99021238, 99021279.**

On or before **22-12-2024** at **1500 hrs**. The bids will be publicly opened at **1530** hours on same day at the above address in the presence of bidders and / or their authorized agents who may wish to attend. All 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.

Tenders shall be enclosed in plain sealed envelope marked as:

“STRICTLY CONFIDENTIAL”
Providing Canteen Services
Enquiry # SSGC/SC/13536

For **General Manager (Procurement)**

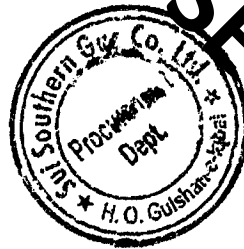
Note: Tender document is also available online on SSGC website for view only. Bidder is eligible to participate in bidding process only after purchasing the tender documents from Tender Room SSGC Head Office as per the procedure mentioned in the Press Publication / SSGC website. It is mandatory for bidders 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.



NOT FOR BIDDING PURPOSE

TECHNICAL

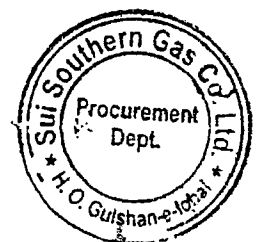
PROPOSAL



SECTION - II

INSTRUCTIONS TO BIDDERS

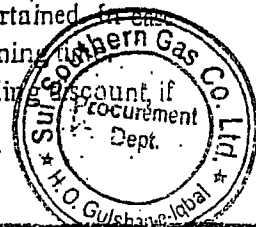
NOT FOR BIDDING PURPOSE



SECTION - II

Instructions to Bidders

1. All rates quoted in the prescribed SOR / BOQ shall be firm, irrevocable and not subject to change or escalation on any account what so ever. No modification, alteration or deletion in the bid will be accepted after the bid opening time.
2. Sealed Bids shall be received at Company's Head Office, ST-4/B, Block - 14, Sir Shah Suleman Road, Gulshan-e-Iqbal, Karachi, up to specified time & date and will be opened publicly at specified time & date, in the presence of Bidders or their authorized representative who choose to attend. 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.
3. All original bid documents accompanied with the bid bond shall be submitted by the Bidder in the envelope provided with tender documents. The sealed Bids must be submitted at the address stated above in person or by courier or by any other means but it shall be the Bidder's responsibility to ensure that Bids so submitted are delivered to the above address before the specified Bid opening date and time. The Company shall not be held responsible in any way for late receipt of Bids or their confidentiality. Bids received after the Bid closing time shall not be considered, and will be returned to the Bidder unopened.
4. In Case of single stage two envelop bidding system (if mentioned in press advertisement & Tender document), sealed technical offer & sealed bid shall be submitted in separate envelopes (bid bond will be enclosed with "Financial" bid unless and until specified separately in tender terms). "Technical" and "Financial" is to be mentioned on the top of the envelop. Technical offers will be opened and evaluated first. Financial offer of only technically complaint bidders will be opened at a later intimated date in presence of bidder's representative. Financial offers of technically non-complaint bidders will be returned un-opened along with their bid bond.
5. The Bid should be signed by a person having the authority for this purpose. In case of a bid submitted by a corporate entity, the same shall bear its seal and be duly signed by its secretary.
6. Bids shall be submitted strictly in accordance with the requirements of the Tender Documents and as per specifications.
7. Bid shall remain valid for acceptance for a period of 20 days from the date of public opening of the bids.
8. The Company shall not reimburse any expenses incurred in preparation of Bids.
9. The Bid and all subsequent correspondence shall be in the English language.
10. Payment for the Contracted Work / Services will be made in Pakistani Rupees only. The rates quoted by the Bidder shall therefore, be in Pakistani Rupees.
11. In case of any queries / clarification with regard to this Tender, the same may be forwarded to Procurement Department upto 5 days before the bid opening date, thereafter the request will not be considered.
12. The Company reserves the right to reject any or all Bids without assigning any reason and cancel the bidding process. Company also reserves the right to accept the whole or a part of Bids and does not bind itself to accept the lowest or any particular Bid.
13. In case of any conflict between the Special Terms & Conditions and elsewhere in the tender documents the Special Term & Conditions, will supersede & prevail.
14. Each and every page of the bid documents being submitted by the bidders shall be signed and stamped failing which the bid may be liable for rejection.
15. All documentary evidence required for evaluation of bid should be submitted along with the bid in absence of any documentary evidence no marks will be awarded in accordance to the evaluation criteria.
16. In order to maintain cordial business relation and as per ethical business approach, please provide the justification in case of your non participation on our Fax # 99231583 & Email. mmte@ssgc.com.pk.
17. Conditional Bid will not be accepted and liable to be rejected.
18. The quoted unit price and corresponding total amount shall be inclusive of all duties and Taxes and excluding provincial Sales Tax as per provincial laws.
19. Sealed bids 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. If a bid is sent through courier, the same shall be delivered at least half an hour before scheduled opening time.
20. Price given in the Bid Form/BOQ is firm which shall take into account all relevant factors including discount, if any. Discount / escalation given separately at the time of bid opening will not be considered.
21. The bidders are required to fill form SSW-05 (if deemed required) and submit with the bid.



TECHNICAL PROPOSAL
PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI
INSTRUCTIONS TO APPLICANTS

1 SUBMISSION OF APPLICATION

- i. Sealed application(s) (FORM-1-LETTER OF APPLICATION) shall be submitted by registered post / courier or delivered in person at the address mentioned in the subject form.
- ii. All the information shall be filled-in / submitted strictly as per "Forms" enclosed. If necessary, additional photocopies of the "Forms" may be made. Each page of each form should be clearly marked in the right top corner as follows:

Page 1 of Form 1

Page 2 of Form 2..... etc.


- iii. Some of the Forms will require attachments (documentary evidence, etc.). Such attachments should be clearly marked as follows:

Attachment 1 to Form 1

Attachment 2 to Form 2....etc.

In case the attachments where required, are not enclosed with the application, no credit / points will be given for that particular item.

- iv. Each sheet shall be duly stamped & signed by the applicant(s) or a person or persons duly authorized to sign on behalf of the applicant(s).
- v. All documents submitted by the applicants shall be treated as confidential and will not be returned.
- vi. SSGC will only inform the successful applicants of the result of their application. SSGC reserves the right to reject or accept any application and to annul the tendering process and reject all applications, without thereby incurring any liability to the affected applicants or any obligation to inform the applicants of the grounds for the action of SSGC.
- vii. Documents received after the due date will not be considered and will be returned. The name and mailing address of applicants shall also be indicated on the envelope so that the submission can be returned unopened.
- viii. If any applicant provides false information or fake/forged documents, the applicant will be disqualified. Hence, all documentary evidence submitted by applicant must be correct and genuine. Furthermore, in case documentary evidence is not provided, no marks will be awarded.
- ix. Mandatory documents, which are mentioned in Evaluation Criteria, must be submitted by the applicant. Any candidate not full filling the mandatory requirements will not be technically qualified. All the applicants / candidates are therefore advised to submit all the mandatory requirements as mentioned in the Evaluation / Marking Criteria.


KAMRAN SYED
Acq. General Manager
Administrative Services
Sui Southern Gas Co. Ltd



Sign and Stamp of Applicant

PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

SCOPE OF WORK

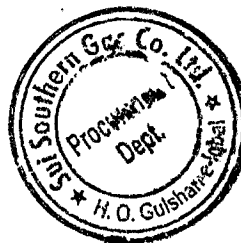
1. The Canteen Contractor will provide lunch and tea to Company staff who are entitled to avail lunch / tea at Company Canteens at the following SSGC office locations in Karachi.
 - (i) **Head Office**
 - (ii) **Saddar and Garden Zone**
 - (iii) **Society Zone, Shahrah-e-Faisal**
 - (iv) **Karachi Terminal (KT)**
 - (v) **Gulistan-e-Jauhar Zone, University Road (At Entrance Gate of K.T)**
 - (vi) **Malir Zone, Malir Halt**
 - (vii) **B Area Central Zone / Maymar / Hijri Zone**
 - (viii) **Store Department KT**
 - (ix) **Project & Construction (P&C) Department KT**
 - (x) **Distribution West F-36-37 SITE**
 - (xi) **Dope Yard F-76 SITE**
 - (xii) **Orangi, Orangi Ext. & Baldia Zone, + CFC Centre, Anum Centre, Ghani Chowrang, SITE Area.**
 - (xiii) **Distribution East Korangi**
 - (xiv) **Defence Zone**
 - (xv) **Nazimabad Billing Zone**
 - (xvi) **North Karachi Zone near Dr. Morr**
 - (xvii) **City Zone / Layari Zone State Life Building at Wallace Road, Off I.I Chundrigar Road**

2. The Canteen Contractor will charge cost of lunch / tea directly from the Company staff at sales counter as per quoted / approved rates.


3. The Canteen Contractor will provide all required cooking material, utensils, crockery / cutlery, labour (cooks / waiters, etc.) and transportation for preparing / cooking, packing, serving / delivering food / lunch and tea to Company staff as per canteen timings defined in special terms & conditions.

4. **Daily Menu:** The canteen contractor will prominently display Daily Menu along with price / rate of each item in the canteen premises. The Contractor will provide canteen services from Monday to Friday and will prepare and serve lunch as per approved menu. No additional item can be sold by contractor other than B.O.Q.

5. **Tuc Shop/Counter:** The Canteen Contractor will establish Mini Tuc Shop / Counter where samosa, rolls, biscuits etc. should be available / offered for sale during Company's Office hours, as per requirement.




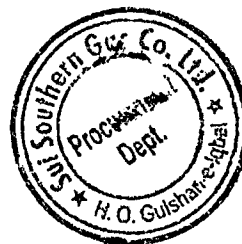
Sign and Stamp of Bidder


MUHAMMAD AMRAN SYL
 Actg. General Manager
 Administrative Services
 Sui Southern Gas Co. Ltd.

PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

6. **Daily Sales Report:** The Canteen Contractor shall be responsible to provide true and accurate "Daily Sales Report" in an appropriate form and format to the Company's Representative at each location
7. **Facilities to be provided by SSGC Free of Cost:** SSGC will provide the following facilities free of cost to the canteen contractor:
 - i. Gas for Cooking Food and Tea
 - ii. Electricity/Air-conditioning
 - iii. Water for use in Cooking, Dishwashing etc. in Canteens
 - iv. Seating Space with furniture (tables and chairs)
 - v. Security at the Canteen premises
 - vi. Housekeeping i.e. Cleaning / Moping of Dining Halls and Washrooms connected with Company Canteens
8. The Canteen Contractor will cook food in Company Canteen's Kitchens (i.e. Feeder Locations (wherever kitchen facility is available) and will pack the cooked food and deliver it to sub locations (where kitchen facility is not available) as per requirement of each location.
9. In addition to the cooking material, labour and transportation, the canteen contractor will also be responsible for payment of taxes and other dues owed to the government or any other competent institution / authority.
10. The staff engaged by the canteen contractor will be supervised by the Contractor himself and will be responsible for timely payment of their daily / monthly wages, EOBI / SESSI contribution as per government approved rates of minimum wages. In case of non-compliance, SSGC will take appropriate action against the contractor which may include termination of contract, blacklisting of the contractor and forfeiture of performance bank guarantee.


MUHAMMAD ANWAR SYED
Actg. General Manager
Administration Services
Sul Southern Gas Co. Ltd

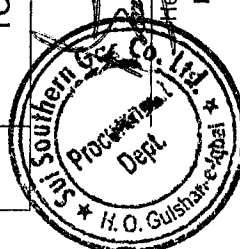


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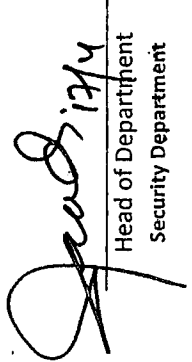
LOCATION-WISE STRENGTH IN KARACHI AS ON 01-03-2024

Sr. No.	DESCRIPTION	REGULAR EXECUTIVES STAFF		PERMANENT SUB-ORDINATE STAFF		Consultants, Auditors, Executives on Contract, etc.		Casual and Third Party Staff		Apprentices/ AGC Trainees		HR / THIRD PARTY EXECUTIVES		Contractors Meter Reading Staff		Security Staff - Police Staff		Janitorial Staff		Total Strength
		HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	
1	Head Office & Meter Plant	653	553					677				37				60	96	2076		
2	Karachi Terminal University Road	273	418					432				15				118	75	1331		
3	Western Zone / Dopeyard Store, SITE - (F-36 & F-76) Karachi	44	184					207				0				16	27	478		
4	East Region Office Korangi Industrial Area	31	148					109				2				5	8	303		
5	City Zone & Lyari	11	49					37				0				5	3	105		
6	Nazimabad Zone	10	53					31				3				3	6	106		
7	Saddar / Garden Zone	13	50					22				0				3	5	93		
8	Defence Zone D.H.A., Phase-II Ext. Near Khayaban-e-Ittehad	7	29					33				0				3	4	76		
9	Malir Zone / Malir / CFC	17	58					3				0				6	4	118		
10	Orangi / Hub-Baldia Zone (Anum Centre Ghani Chowranghi SITE Area)	17	76					49				0				4	4	150		
11	F.B.Area / Maymar / CFC Centre (F. B Area Zone)	1	49					4				0				5	4	72		
12	North Karachi Zone/CFC Near UP More, N'Karachi	10	34					29				1				3	4	81		
13	Gulistan-e-Jouhar Zone	8	65					26				2				4	4	109		
14	Society Zone/ CFC Anum Empire, Shahrah-e-Faisal, Karachi	7						25				0				3	3	63		
TOTAL		1111	1791	0	1714	0	0	1714	60	0	238	247	5161							

NOT FOR BIDDING PURPOSES



 Head of Department
 HR - Department



 Head of Department
 Security Department

PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

SPECIAL TERMS & CONDITIONS

1. Company's Representative:

- (i) AGM, Admin Services Department or a person nominated / deputed by AGM (AS) will be Company's Representative to deal relevant transactional matters under this contract.
- (ii) The Service Provider shall take instructions and directions only from the Company representative on all matters relating to the contracted works/services.


2. Contractor's Representative:

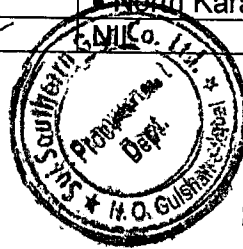
- (i) The Canteen Contractor, before commencement of services, shall nominate his Representative for each location for smooth coordination with SSGC's Representative on all matters relating to the canteen contract.
- (ii) Failure to nominate contractor's Representative will be considered breach of contractual obligation on part of Contractor.

3. SSGC Office Locations where Canteen Services are to be provided:

- (i) The Canteen Contractor will provide canteen services i.e. lunch and tea at following SSGC office premises in Karachi, which have been categorized as Feeder Location (where kitchen facility is available) and sub-location (where kitchen facility is not available and food is to be delivered there from a nearby Feeder location).

S.No.	Feeder Location	Sub Locations
1	Head Office ✓	• Sadler & Garden Zone ✓ • Society Zone ✓
3	Karachi Terminal ✓	• Gulistan-e-Istisna Zone ✓ • Malir Zone ✓ • F.B Area / Central Zone / Maymar-Hijri Zone ✓
3	Store / P&C Department-KT ✓	NIL
4	Distribution West F-36-37 SITE ✓	• Dope Yard Store F-76 SITE • Orangi, Orangi Ext. & Baldia Zone ✓
5	Distribution East - Korangi ✓	• Defence Zone ✓
6	Nazimabad Zone ✓	• North Karachi Zone ✓
7	City / Layari Zone ✓	


MUHAMMAD KAMRAN SYED
Actg. General Manager
Administrative Services
Sui Southern Gas Co. Ltd.



Sign and Stamp of Bidder

PROVIDING CANTEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

- (ii) The Contractor will cook food in Feeder Locations (where Kitchen facility is available) and will pack and deliver the cooked food through Food Delivery Van / Vehicle to the sub-locations (where kitchen facility is not available).
- (iii) The Cost of packing delivery / transportation will be borne by the contractor.
- (iv) Details of the Feeder Locations and Sub-Locations are given below:
4. **Award of Contract on Complete Package Basis:** The contract for providing canteen services will be awarded to a single bidder on complete package basis for which average rate of all the items given in the B.O.Q will be taken into consideration and the contract will be awarded to the lowest evaluated / most advantageous bidder.
5. **Period of Contract** (Initial One Year + 02 Extensions of one year each):
- i. The Contract Agreement shall be signed, **initially for a period of one (01) year, which will be extendable for further two terms of one year each**, on same rates/terms & conditions, subject to satisfactory performance of the Canteen Contractor and mutual consent.
- ii. The Contract period shall commence from the date of "Letter to Proceed" (LTP) issued by the Company, which in case of work exigency, may be issued prior to signing of formal contract agreement.
6. **No Price Escalation:** The quoted rates shall be firm / fixed and no increase will be allowed on any count during contract agreement period.
7. **Bid Bond:** No bid shall be considered without a bid bond therefore the bidder is required to furnish bid bond for an amount of **Rs.100,000/- (One Lac Rupees only)** in the form of a Pay Order, Demand Draft or Bank Guarantee issued only by a scheduled commercial bank operating in Karachi.
- No cash, or cheque or a guarantee issued by an insurance company shall be accepted as bid bond.
8. **Performance Bond:** The successful bidder, who will be awarded the contract, will furnish Performance Bond for an amount of **Rs.500,000/- (Five Lac Rupees only)**.
9. **Stamp Papers / Stamp Duty:** In addition to Performance Bond, the successful bidder will also be responsible to provide Stamp Papers (assuming 0.35% of PBG Value) worth **Rs.17,500/- Plus Rs.50/- (Rupees Seventeen Thousand Five Hundred and Fifty Rupees Fifty only)** to execute Contract Agreement for a

MUHAMMAD NAWAZ
Actg. General Manager
Administrative Services
Sul. Southern Gas Co. Ltd.



Sign and Stamp of Bidder

PROVIDING CANTEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

period of one year. The value of contract for calculating the value of stamp papers and insurance policy etc. shall be deemed to be 10 times of the value of Performance Bond i.e. $500,000 \times 10 = 5,000,000/-$

10. **Insurance Policy:** The Contractor shall be responsible to obtain insurance policy / Contractor's All Risk (CAR) policy to insure the full value of the contract + 10%.
11. **Facilities / Utilities to be provided by SSGC Free of Cost:** Sui Southern Gas Company Limited will provide the following facilities / utilities to the Canteen Contractor free of cost for cooking / serving lunch, tea, breakfast to SSGC staff:-

- i. Gas for Cooking Food and Tea
- ii. Electricity/Air-conditioning
- iii. Water for use in Cooking, Dishwashing etc. in Canteens
- iv. Seating Space with furniture (tables and chairs)
- v. Security at the Canteen premises
- vi. Housekeeping i.e. Cleaning / Moping of Dining Halls and Washrooms connected with Company Canteens

As SSGC will provide the above facilities / utilities free of cost therefore the Company expects that Canteen Contractors will offer their lowest possible / discounted rates keeping in view the cost of the facilities being provided by SSGC free of cost.

12. **Payment to Canteen Contractor:**

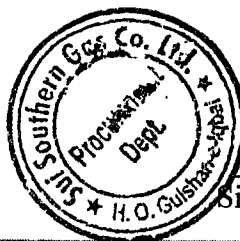
- i. The Canteen Contractor will provide lunch/ tea to the entitled Company Staff at approved rates as quoted in the B.O.Q. However, **SSGC will not pay subsidy or any other amount to the Canteen Contractor for providing lunch / tea to the Company Staff** therefore, the Canteen Contractor will be responsible to charge/recover the cost / amount of lunch / tea and other food item from the Company Staff directly at Sales Counter.
- ii. The Company will not be responsible for credit extended by the Canteen Contractor to any staff member.

13. **Number of Staff Entitled for Lunch / Tea at SSGC Canteens:**

- i. A total of approx. **5,161 employees / workers of various categories** as given below are entitled to have lunch and tea at **SSGC Canteens** are situated in different location at Karachi:

- (a) Executives Staff
- (b) Unionized Staff
- (c) Third Party Workers

MUHAMMAD KAMRAN SYI
Actg. General Manager
Administrative Services
Sui Southern Gas Co. Lt.



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PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

- (d) Security Guards
- (e) Janitorial Staff
- (f) Gardeners
- (g) Internees / Trainees etc. with permission of the Company


- ii. The aforementioned number of employees / workers indicates potential customers who can be attracted to buy food and tea from Company Canteens by offering them Fresh & hygienic quality food at discounted rates as SSGC will provide Gas, Electricity, Water, Cooking / Dining Area etc. free of cost to the Canteen Contractor.
- iii. However, SSGC does not guarantee any fixed or minimum strength of employees / workers who will be availing lunch / tea at Company Canteens as the number of actual staff buying lunch and tea from Company Canteens depends on quality of food, rates and other personal choices. The Canteen Contractor shall assess actual consumption of food / tea at each location and shall prepare / serve food & tea accordingly.
- iv. The contractor shall serve lunch / food and tea only to the entitled Company's staff. The contractor shall not serve meals to any outsider nor can he cook food for any external customer using Company Kitchen and utilities.
- v. The Contractor is responsible to attract maximum employees to avail canteen service by providing fresh & hygienic food with variety delicious taste.

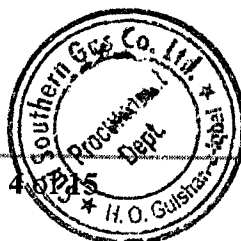
14. Canteen Timings:

- i. Canteen shall remain open from 07:00 AM to 05:30 PM (Monday to Friday) for 11 Months excluding the Holy Month of Ramadan and other public / gazette holidays. However, the food serving / disposal timings for various categories of employees would be conveyed as directed by the Management. The Canteen Timings may vary as circulated by the Management.
- ii. In case of Emergency or as and when required by the Company, Contractor shall agree to keep the Canteen open for 24 hours of the day on working/ non-working days.

15. Compliance with Labour Laws by Canteen Contractor:

- i. **Payment of Daily / Monthly Wages as per Government Approved Rates of Minimum Wages:** The Canteen Contractor will be responsible to make payment of daily / monthly wages and other dues directly to his workforce (cooks / waiters and other canteen workers) as per government


MUHAMMAD KAMRAN SYED
Actg. General Manager
Administrative Services
Sui Southern Gas Co. Ltd.



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PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

approved rates of minimum wages prevailing during the course of this tender / contract including payment EOBI / SESSI contribution of the canteen staff directly to the concerned institutions as per prevailing applicable laws.

It is clarified that SSGC will have no responsibility / obligations for payment of daily / monthly wages, EOBI and SESSI contribution or any other dues to or on behalf of the human resource / workforce engaged and deputed by the Canteen Contractor at SSGC premises for providing canteen services under the terms of this tender / contract.

- ii. **Uniform, Shoes and Cap:** The Canteen Contractor will be responsible to provide approved quality neat and clean uniform, shoes and cap to his staff deputed at SSGC premises for providing canteen services. Kitchen staff especially Cook must wear hand gloves, caps and canvas shoes, which will be provided by the contractor.

No loose clothing, loose hairs, risen nails, untidy and dirty posture, chewing pan, tobacco, hiswar, cigarettes, etc., will be allowed for the Canteen Staff.

- iii. **Security Clearance of Canteen Staff:** Contractor shall satisfy the Security Department of the Company by providing security clearance from Special Branch of Police for his staff working in canteens at various locations of the Company. Contractor and his staff of any category will be required to display I.D. card during their stay in office premises. Canteen Contractor shall be responsible to compensate the Company for any damage or act of theft committed by the canteen staff.

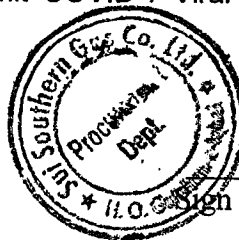
- iv. **Identity cards:** After Clearance from SSGC Security Department, then Canteen Contractor will provide identity cards to his staff / workforce and will ensure that they display the ID cards while entering / performing work at SSGC premises.

- v. **Child Labour / Drug Addicts Prohibited:** The Canteen Contractor will be at liberty to engage workforce of his own choice for providing canteen services under this contract but underage / child labour and drug addicts are strictly not allowed at any location of SSGC therefore the workforce deployed by the Canteen Contractor at SSGC premises should not be underage, overage, drug addicts or those who have criminal record.

- vi. **COVID / Viral disease vaccination:** The Canteen Contractor will also ensure that the workforce engaged by him for providing canteen services is COVID / any viral disease vaccinated before their deployment at SSGC premises. The Contractor will submit COVID / Viral disease vaccination certificate to SSGC for record.



MUHAMMAD KAMRAN SYED
Actg. General Manager
Administrative Services
Sul Southern Gas Co. Ltd.



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**PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S
OFFICE LOCATIONS IN KARACHI**

vii. **First Aid Emergency Box:** The Canteen Contractor will maintain First Aid Emergency Box with necessary emergency medicine with valid due dates at each canteen for emergency use of his workforce.

viii. **Medical Checkup of Canteen Staff:**

a) Staff engaged by the Contractor must be healthy. They should not be suffering from any contagious disease like Hepatitis, Tuberculosis, HIV etc.

b) The Contractor should arrange following Base-Line Lab Tests at his own cost in respect of all staff hired to perform in Canteens Dining Area and Kitchens of SSGC and shall submit test reports to SSGC for record at the time of Security Clearance of Contractor staff.

1. CBC	5. Stool DR	9. Anti HCV
2. ESR	6. HBsAg	
3. Urine DR	7. Occult Blood	
4. Chest X-Ray (PA view)	8. HBsAG	

c) The Company may ask for further Special Medical Test/ History if any of the above tests detects some disorder/ abnormality.

d) The Company may also ask the Contractor to conduct any of above test if any Canteen worker is suspected to be sick.

16. Canteen Committee:

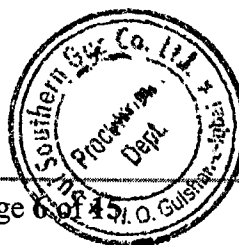
i. A Canteen Committee authorized by the Company will monitor the quality and quantity of the food being served by the Contractor at various locations of SSGC.

ii. The Canteen Committee will submit monthly report to Admin Services Department.

iii. The Committee will be authorized to ask for details of food ingredients, cooking procedure / recipe and the Canteen Contractor will bound to cooperate with the committee member(s) and provide details / information as and when asked for by the Committee.

iv. In addition to the Canteen Committee, representatives of Admin Services Department authorized / nominated by the Company's representative may also ask for details of food ingredients, cooking procedure / recipe and the

Muhammad Kamran Syi
MUHAMMAD KAMRAN SYI
 Actg. General Manager
 Administrative Services
 Sui Southern Gas Co., Ltd.



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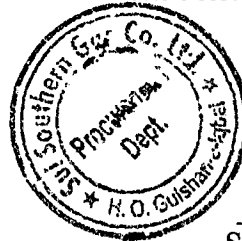
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Canteen Contractor will bound to cooperate with Admin Representative and provide details / information as and when asked for by the Admin Rep.

17. **Violation of Contract:** The Canteen Management Committee will record all violations and notice will be served to Contractor for rectification and compliance within given deadline. In case of non-compliance or in case of complaints of serious nature, the Committee may recommend imposition of penalty on the contractor in the range of Rs.500 to Rs.5,000/- for each count of violation.
18. **Closure Of Canteen By The Contractor:** In case of closure of canteen for a single day by the contractor without any valid reason, the Company shall become entitled to receive by way of liquidated damages an amount of **Rs.15,000/-** or may terminate the Contract by giving 7 days-notice to the Contractor.
19. **No Sub-Letting of the Contract:** The Contractor shall not sub-let any part or whole of this Contract under any circumstances unless specifically authorized in writing by the Company.
20. **Termination of the Contract:** The Contract can be terminated by either party i.e. SSGC or the Canteen Contractor by giving advance notice of termination to the other party as follows:
- In case SSGC invokes termination clause of the contract, it will give a **one-month advance notice of termination** to the Canteen Contractor.
 - However, in case the Canteen Contractor invokes termination clause of the contract, it will give **three-month advance notice of termination** to SSGC so that SSGC can make alternative arrangements before termination of the contract.
 - Termination of the contract or discontinuation of Canteen Services by the Canteen Contractor without giving 03-month advance notice to SSGC will result in forfeiture of the Performance Bank Guarantee, which may also include blacklisting / debarring of the contractor.
 - In case of poor performance or violation of the contractor obligations by the contractor, the company shall issue notice to the Contractor specifying the default(s) and the contractor shall submit an explanation within seven (07) days upon 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 at the sole risk and cost of the contractor.



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Actg. General Manager
Administrative Services
Sul Southern Gas Co. Ltd.

PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

21. Housekeeping, Hygiene, Safety Standards and Crockery / Cutlery, Utensils at Canteens

i. Crockery/ Cutlery and Utensils, Etc.

- a) The Contractor shall provide sufficient Utensils, Crockery, Cutlery, Tea Flasks, Geysers, Toilet Soaps/ Liquid Soap in the Canteen. The company shall not replace anything broken / lost.
- b) The Contractor shall provide Samples of Crockery / Utensils intended to be used in SSGC canteens for Approval by the Company's Representative.

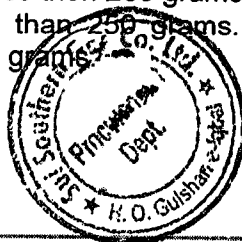
Cooking utensils should be properly cleaned meeting the highest standards of health and hygiene.

- d) The contractor shall also be responsible to keep the cooking / kitchen area, dishwashing area etc. neat and clean at all times.

ii. Quality and Quantity of Food: Hilal Hygienic Food and good Cooking material/ Oil shall be used as per following specification.

- (a) **Cooking Oil**- Canola/ Soya Bean or equivalent Cooking Oil – Certified Brand, Licensed from PSQCA (Unsaturated/Cholesterol Free). Cooking oil shall not be purchased in cans more than 16 Liter or as permitted by SSGC.
- (b) **Masala**- Branded Spices (Masala) of best quality
- (c) **Tomato Ketchup**- Branded / Best quality
- (d) **Sauce, Salt**-Best National or equivalent brand
- (e) **Flour**-Made of best quality local wheat
- (f) **Rice** - Basmati Kernal or equivalent (Best Quality)
- (g) **Tea** - Tapal / Lipton / Supreme or equivalent
- (h) **Milk**- Fresh Dairy Milk/ Milk Powder of Best Brand
- (i) **Nan/ Chapati** -125 gram (dough) freshly cooked/ baked in SSGC Kitchen Tandoor / Griddle (Tawa).
- (j) **Meat** -Fresh Halal Mutton/ Chicken/ Fish/Beef
- (k) **Pulse/Cereals**-Best quality pulse
- (l) **Vegetables/ Fruits** - All fresh seasonal fruits and vegetables acquired same day.
- (m) **Salad** include Onion +Tomato + Cucumber +Salad Leaf + Lemon
- (n) **Raita** include Curd + Zeera of 125 grams
- (o) The weight of raw boneless meat shall not be less then 125grams in 250grams gross weight with curry, the pulse-curry (Dal) and Vegetable weight not less then 200 grams. Rice (all dishes) and fish fried shall not be less than 250 grams. Roti/ Nan-dough of 125 grams. Sweet Dish 100 grams.

MUHAMMAD KAMRAN SYL
Actg. General Manager
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- (p) The cooked food shall be attractive and bright in appearance and shall be pleasant in taste and aroma with rich curry. The curry should not be watery and tasteless.
- (q) The food shall be well cooked and free from any food-spoilage or pathogenic organisms and / or harmful substances. It shall be fresh and fit for health in all respects.
- (r) All the dishes/ food shall be cooked well with salt, indigenous condiments and cooking oil as per Halal Pakistani method of cooking without leaving any ingredient essential for health and neutralization of the food e.g. Ginger, Onion, Garlic, Coriander powder, Turmeric, Cinnamon, Black peppercorns, mace, cloves, brown cardamom, nutmeg, green cardamom etc. In no case the Contractor would be allowed to decrease the quantity or quality of the essential ingredients in the recipe.
- (s) The contractor shall provide the list of ingredients / spices / recipes of all the dishes to the Canteen Monitoring Committee to ensure the provision of a healthy diet. In addition to regular recipe, a separate menu/ items would be provided to diabetic employees as recommended by the Company's Medical Department.

iii. Cooking Standards:

- (a) The cooking temperature should not be more than 300c.
- (b) The cooking oil used should be fresh.
- (c) The cooking pan/ pots should be of stainless steel or Teflon coated metals. Metal plated pans shall not be used.
- (d) Refrigerated Meat, stale/ stored vegetable is strictly not allowed.

iv. **Microbiological and Chemical Test Reports:** The contractor will provide a chemical test report about the food items being supplied under this contract to the Company as and when required to ensure the hygiene of the food items.

v. Analysis (Raw Meat):

- | | | |
|-----|---------|----------|
| (a) | Ash | 8% |
| (b) | Fat | 3.5-5.5% |
| (c) | Acidity | 0.05% |

vi. Microbial Analysis

- | | | |
|-----|------------|-------------|
| (a) | TPC | <3000 cfu/g |
| (b) | Mold yeast | <100/g |
| (c) | Coli form | <3/g |
| (d) | Salmonella | NIL |



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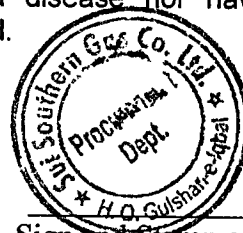
- | | | |
|-----|--------------|-----|
| (e) | E. coli | NIL |
| (f) | Clostridium | NIL |
| (g) | Yersinia spp | NIL |

vii. Dining Area – Hygiene

- Food packages shall be kept covered and stored at areas free from dust; rotten stuff and insects.
- Dry items such as flour, beans, sugar etc. shall be stored in clean and labeled sealed and tight containers.
- Food containers shall be kept off the floor to permit cleaning.
- Food storage shelves, containers and other areas shall be clean and free from trash and empty boxes.
- Toxic materials and pesticides shall kept separate place in separate shelves not store with food items.
- Food items shall not be stored together so as to allow air to circulate freely.
- Frozen food out of the original containers shall be properly wrapped/ packaged.
- Frozen food shall be kept at zero or below zero temperatures.
- Shelves should be away from the walls to avoid nesting of insects and rodent.
- Smoking shall not be allowed within canteen premises under any circumstances.

viii. Kitchen Area - Hygiene

- All food serving utensils, preparing equipment, appliances, walls, vents and screens shall be clean.
- Food preparation equipment such as grinders, choppers, mixers, knives, cane openers, and all food contact parts shall be cleaned and sanitized between uses.
- Bottoms of pots and pans shall be free of dirt and grease.
- Food serving staff shall wash their hands thoroughly after blowing nose, coughing, sneezing or any other cause of contamination.
- Food service workers shall not touch cooked food with their bare hands.
- Frozen food shall be thawed properly.
- Foods like curd, milk food are shall be kept at the correct temperature.
- Vegetables and fruits shall be properly washed before preparation.
- Nobody shall be allowed to smoke or eat (Par & Gutka) in the food preparation area.
- Canteen crew shall not infected by a disease nor have such symptoms likely to be transmitted by food.



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MUHAMMAD KAMRAN SYT
Actg. General Manager
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PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

ix. Non-Food/ Chemical Storage

- (a) The storage area shall be clean and free from trash and food residue.
- (b) Toxic material shall be labeled in separate isolated shelves and kept away from food items
- (c) Mops and cleaning equipment shall be kept away from Kitchen or Dining Area.

x. Dish Washing Area

- (a) No traces of food residue shall be left on CLEAN dishes, pots and pans.
- (b) Dishes, glasses etc. shall not to be stacked while wet.
- (c) Used crockery to be washed with hot water & detergents and dried properly.

xi. Hand Washing Area:

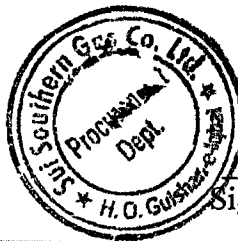
- (a) Hand wash area shall be kept clean and tidy.
- (b) Availability of Hand washing liquid shall be ensured a all times.

xii. Garbage Disposal

- (a) Canteen Garbage boxes shall be kept at suitable places with inside layers of polythene bag.
- (b) Food residue and other garbage should be properly disposed off by the Contractor Staff.
- (c) No trash/ filth would be accepted at any time in dining area/ kitchen/ or Canteen premises.

xiii. Food Serving and Packing for Transportation:

- (a) Food trolleys/trays must be clean and covered
- (b) Lunch/ Food must be packed in Food Grade Plastic containers with lid/ Aluminum Foil/ Trays/ Deep Plates wrapped with hygienic food grade sheet and covered with card & aluminum lid for parcels and supply to various locations of SSGC.
- (c) In compliance with Environment Protection Ordinance of Government of Sindh, the polythene bags are strictly banned for packing Food items.
- (d) Contractor will be responsible for transportation of raw material and cooked food to/from the Company maintained Kitchens at his own cost and arrangements.



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MUHAMMAD KAMRAN SYED
Accy. General Manager
Administrative Services
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PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

xiv. Personal Hygiene Of Canteen Staff:

- (a) Wash hands before and after handling meats, chemicals or performing other tasks that may contaminate hands such as using wash room.
- (b) Wear a cap or netting on hair to prevent contamination of food.
- (c) All Canteen staff deputed for cooking/ serving must use fresh hand-gloves on daily basis new one.

xv. House Keeping:


- (a) The Contractor must ensure good housekeeping during Cooking/ Meal/ Tea serving and ensure clean sanitized surface used for handling food routinely.
- (b) Oil/ Liquid spills on floors should be cleaned up immediately. Mats must be used where necessary.
- (c) Chemicals should not be stored with edibles and should be tightly closed after use.
- (d) All items must be labeled properly.
- (e) Stairways and passages to emergency exits must be kept dry and not be obstructed in any manner.
- (f) Stored items or equipment shall not block access to the fire extinguishers, safety equipment electric panel box.
- (g) Flammable materials such as paper or cardboard boxes may not be allowed to accumulate in Canteen areas.
- (h) Materials and equipment no longer needed for use in an area shall be disposed off properly.

xvi. Electrical Appliances Safety:

- (a) Electrical safety shall be ensured. Identification/ reporting of any safety hazard shall be responsibility of Contractor.
- (b) Electrical outlets near sinks other sources of water must be equipped with a ground fault interrupter.
- (c) All the circuit breakers and the fuses shall be labeled to indicate whether they are in ON or OFF position.
- (d) Fuses when used must be properly rated.
- (e) Equipment, appliances, and extension cords shall be in good condition.
- (f) Electrical cords or other lines shall not be suspended unsupported across room of passageways.
- (g) Multiple outlet plugs shall not be used unless they have an inbuilt circuit breaker. This causes over loading on electrical wiring results in damage and excessive heat, which should lead to fire.



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PROVIDING CANTEEN SERVICES AT VARIOUS SSGC'S OFFICE LOCATIONS IN KARACHI

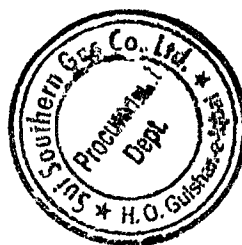
xvii. Gas Appliances Safety:

- (a) No rubber pipe would be used in gas connection or for extension of burner Valve or main GI Pipe valve.
- (b) Closing of main valve of Gas line after close the canteen on daily basis.
- (c) Ventilation duct/window is essential for kitchen.
- (d) Gas usage other than Company service would not be allowed strictly in any case.
- (e) Wastage of any utilities not allowed.

Note: In case of any conflict between Special Conditions and General Conditions of the Contract, the Special Conditions will supersede the General Conditions.

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Sul. Southern Gas Co. Ltd.



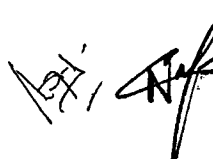
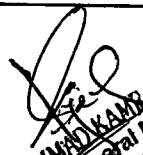
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EVALUATION CRITERIA FOR TECHNICAL QUALIFICATION OF CANTEEN CONTRACTOR

Mandatory Requirement

- (i) Valid & Active NTN Certificate
- (ii) Sindh Sale Tax (SST) Registration Certificate
- (iii) Valid Food Trade License issued by Provincial / Municipal Food Control Authority
- (iv) Undertaking of Rs.100 Stamp Paper for Canteen Contractor Providing Relevant Equipment & Skilled Staff

Sr. #	Description	Min. Allocated Marks	Max. Marks
1.0	Nature of Company:		
1.1	Sole Proprietorship	3	5
1.2	Partnership / Association of Persons (AoP)	4	
1.3	Private / Public Limited	5	
2.0	Year of Registration / Incorporation of the Firm		
2.1	02-03 Years Old	3	8
2.2	Above 03 Year to 05 Years Old	5	
2.3	Above 05 Years Old	8	
3.0	Relevant Experience:		
	Relevant experience of running canteen / Cafeteria in Corporate offices, Autonomous bodies, Banks, Govt. offices, Hospital, Universities, and Colleges etc. with serving capacity as follows:-		25
3.1	200 to 500 persons per day	10	
3.2	501 to 800 person per day	15	
3.3	801 to 1000 persons per day	20	
3.4	Over and above 1000 person per day	25	
4.0	Detail of Office Setup / Permanent Office Staff		
4.1	Proper Office setup situated in a commercial area	10	20
4.2	Internet / Wi-Fi Connectivity	2	
4.3	Office Landline Telephone Facility	2	
4.4	Office Staff (01 Mark for each employee; Max: 06 Marks)	6	
5.0	Annual Turn Over of the Firm (Matched with Last Two Years Filed Tax Return, in which any of the last two years tax returns with Higher Annual Turn Over will be considered)		
5.1	Rs.2.5 Million to Rs.5 Million	8	12
5.2	Above Rs. 5 Million to Rs.8 Million	10	
5.3	Above Rs.8 Million	12	
6.0	Liquid Assets of the Firm in Shape of Cash for which Affidavit on Rs.100 stamp paper is to be furnished OR Over Draft Facility for which Bank Certificate is to be provided.		
6.1	Rs.3 Million to Rs.5 Million	8	12
6.2	Above Rs.5 Million to Rs.8 Million	10	
6.3	Above Rs.8 Million	12	



MUHAMMAD KAMRAN SYL
 Actg. General Manager
 Administrative Services
 Sul Southern Gas Co. Ltd.



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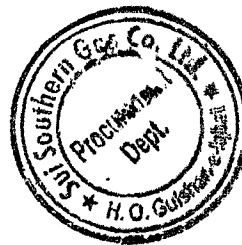
Sr. #	Description	Min. Allocated Marks	Max. Marks
7.0	Relevant Documents:		18
7.1	Income Tax Return (Last Two Tax Years)	5	
7.2	Bank Statemet (Last One Year)	5	
7.3	HSE Manual of the Firm	2	
7.4	Valid EOBI Registration	2	
7.5	Valid SESSI Registration	2	
7.6	Valid ISO Certification	2	
	Total Marks		100

Note: A Minimum of **65 Marks** are required for Technical qualification

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[Handwritten initials]

[Signature]
MUHAMMAD KAMRAN SYE
 Actg. General Manager
 Administrative Services
 Sul Southern Gas Co. Ltd



Sign and Stamp of Bidder

**TECHNICAL PROPOSAL
PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI
FORM I – LETTER OF APPLICATION**

Registered Business Name:			
Registered Business Address:			
Telephone:		Fax:	
NTN No.		SST No.	

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

**Sui Southern Gas Company Limited
Technical Proposal for providing canteen services at various SSGC Offices in Karachi**

Sir,

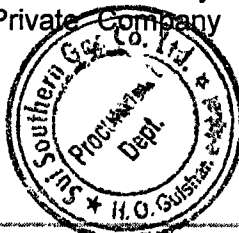
1. We are hereby submitting technical proposal for subject works/services.
2. We authorize SSGC or its authorized representatives to conduct any investigations and to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, bank, department, agency or firm.
3. The names, positions and contact numbers of persons who may be contacted for further information, if required are as follows:

Sr.	Name	Designation	Cell Number

4. We declare that

- (i) The Statements made and the information provided in the application are complete, true and correct in every detail.
- (ii) This firm has never been black listed by any Government Department, Semi-Government Authority or Private Company or Corporation and not involved in

MUHAMMAD REHMAN SYED
Actg. General Manager
Administrative Services
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TECHNICAL PROPOSAL

PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI

litigation / arbitration with any client. Such Statement may be submitted on Judicial Paper of Rs.100/=

5. All the information shall be strictly submitted in accordance with the above formats / forms. Company brochures, etc, could be forwarded as supplementary but will not be entertained in lieu of the prescribed formats.

DETAILS OF SSGC'S OFFICES IN KARACHI WHERE CANTEEN SERVICES ARE REQUIRED

S.No.	Feeder Locations with Kitchen Facilities for Cooking Food	Sub Locations (Without Kitchen Facility) – Food to be delivered from Feeder Location)
1	Head Office ✓	(i) Saddar & Garden Zone ✓ (ii) Society Zone ✓
3	Karachi Terminal ✓	(i) Gulistan-e-Jauhar Zone .. (ii) Malir zone ✓ (iii) F.B Area / Central Zone / Maymar-Hijri Zone ✓
3	Store / P&C Department ✓	NIL
4	Distribution West F-36-37 SITE ✓	(i) Dope Yard Store F-76 SITE ✓ (ii) Orangi, Orangi Ext. & Baldia Zone ✓
5	Distribution East – Korangi ✓	(i) Defence Zone ✓
6	Nazimabad Zone ✓	(i) North Karachi Zone ✓
7	City / Layari Zone ✓	NIL

DATA / DOCUMENTS REQUIRED FOR TECHNICAL EVALUATION

Please provide the following Data / Documents for Technical Evaluation of Your Firm / Company

1. Nature of Your Firm / Company

a) Sole Proprietor (Attach NTN Certificate)


Yes (Attach NTN Certificate)

No

b) Partnership Firm

Yes (If Yes, attach Partnership Deed)

No


MUHAMMAD AKBAR SYE
 Actg. General Manager
 Administrative Services
 Sui Southern Gas Co. Ltd.



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TECHNICAL PROPOSAL
PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI

c) Private limited Company

- Yes (If Yes, attach Memorandum & Article of Association issued by Security & Exchange Commission of Pakistan)
- No

2. Year of Registration / Incorporation of Your Firm:

a) Year _____

3. Relevant Document Required

a) Valid Food License from Municipal / Provincial Food Control Authority

- Yes (Attach Certificate)
- No

b) Valid EOBI Registration

- Yes (Attached Certificate)
- No

c) Valid SESSI Registration

- Yes (Attached Certificate)
- No

d) Valid ISO Certification

- Yes (Attached Certificate)
- No

e) HSE Manual of the Firm

- Yes (Attached Certificate)
- No

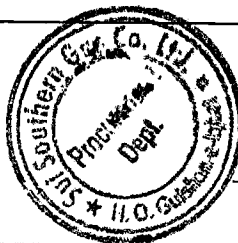
4. Relevant Work Experience During Last 05 (Five) Years:

4.1 Name of Client / Firm / Company

a) Details of Clients / Customer # 01:

Name of Client / Customer _____


MUNIR MAS KAMRAN SYI
Actg. General Manager
Administrative Services
Sui Southern Gas Co. Lt.



Sign and Stamp of Applicant

TECHNICAL PROPOSAL
PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI

Address: _____

Contract Person: Name: _____ Cell # _____

No. of Persons Served per Day: _____

Contract / Service Start Date _____ End Date _____

b) Details of Clients / Customer # 02:

Name of Client / Customer _____

Address: _____

Contract Person: Name: _____ Cell # _____

No. of Persons Served per Day: _____

Contract / Service Start Date _____ End Date _____

c) Details of Clients / Customer # 03:

Name of Client / Customer _____

Address: _____

Contract Person: Name: _____ Cell # _____

No. of Persons Served per Day: _____

Contract / Service Start Date _____ End Date _____

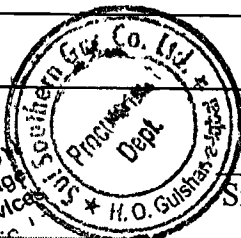
d) Details of Clients / Customer # 04

Name of Client / Customer _____

Address: _____

Contract Person: Name: _____ Cell # _____

No. of Persons Served per Day: _____



Sign and Stamp of Applicant

MUHAMMAD KAMRAN SYED
Actg. General Manager
Administrative Services
Sui Southern Gas Co. Ltd.

NOT FOR BIDDING PURPOSE

Handwritten signatures and initials.

**TECHNICAL PROPOSAL
PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI**

Contract / Service Start Date _____ End Date _____

e) Details of Clients / Customer # 05

Name of Client / Customer _____

Address: _____

Contract Person: Name: _____ Cell # _____

No. of Persons Served per Day: _____

Contract / Service Start Date _____ End Date _____

(Kindly attach documentary evidence such as copies of agreements, invoices, purchase orders etc. of each client). Photocopy of this page/form can be made to include more client.

4.2 Capacity of Your Firm / Company to handle / supply and serve Food to customers / employees of different organizations

a) Capacity of 200 to 500 Persons per day

Yes

No

b) Capacity of 501 to 800 persons per day

Yes

No

c) Capacity of 801 to 1000 persons per day

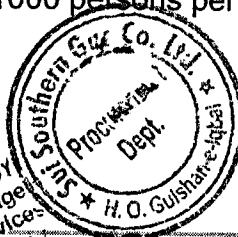
Yes

No

d) Capacity of over & above 1000 persons per day

Yes

[Handwritten Signature]
MUHAMMAD KAMRAN SYED
Actg. General Manager
Administrative Services
Sui Southern Gas Co. Ltd.



Sign and Stamp of Applicant

**TECHNICAL PROPOSAL
PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI**

No

5. Detail of Permanent Staff / Office Setup of Your Firm

5.1 Office Setup of Your Firm:

Office Address: _____

a) Is the above office address situated in a commercial area?

Yes

No

b) Internet / Wi-Fi Connectivity

Yes

No

c) Landline Telephone Facility

Yes

No

d) Delivery Van

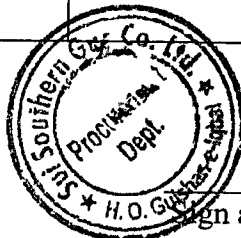
Yes

No

5.2 Office Staff / Employees:

Name	Qualification	Designation	Year of Experience

Kindly attached CV of your staff.



Signature and Stamp of Applicant

[Handwritten Signature]
MOHAMMAD KAMRAN SYL
 Actg. General Manager
 Administrative Services
 Sui Southern Gas Co. Ltd.

**TECHNICAL PROPOSAL
PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI**

6. Financial Data : Bank Statement for Last Two Year

a. **Bank Name** _____
Account No. _____
Statement Period from _____ to _____
Total Debit Transaction Rs. _____
Total Credit Transaction Rs. _____
Closing Balance Rs. _____

b. **Bank Name** _____
Account No. _____
Statement Period from _____ to _____
Total Debit Transaction Rs. _____
Total Credit Transaction Rs. _____
Closing Balance Rs. _____

c. **Bank Name** _____
Account No. _____
Statement Period from _____ to _____
Total Debit Transaction Rs. _____
Total Credit Transaction Rs. _____
Closing Balance Rs. _____

7. Relevant Document :

a. **Income Tax Return Last Two (02) Tax Years**

- Yes (Attach Certificate)
 No

8. Undertaking on Stamp paper worth Rs.100/- as per attached format to provide relevant Equipment / Skilled Staff.

- Yes (Attach Undertaking as per given Format)
 No


MUHAMMAD KAMRAN SY
Actg. General Manager
Administrative Services
Sui Southern Gas Co. Ltd.



Sign and Stamp of Applicant

TECHNICAL PROPOSAL
PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI

UNDERTAKING FOR CANTEEN CONTRACTOR (Rs.100 Stamp Papers)

I/we, _____ S/o _____ holding CNIC # _____
Proprietor / Owner of M/s. _____, do hereby solemnly undertake that in case if the
Canteen Contract against Tender Enquiry No. _____ is awarded to me/us, we shall
arrange / provide following Equipment and skilled staff.

1. Relevant Equipment for Canteen

- a) Refrigerator / Deep Freezer (Min. 01# for each canteen location or as per actual requirement).
- b) Live Fire door (Min. 01# each canteen location OR as per actual requirement)
- c) Crocker / Cutlery set (As per actual requirement of each canteen location.
- d) Cooking Pots (Degh, Patela, SS Karahi etc.) as per actual requirements of each canteen location.
- e) Food Delivery Van / Vehicle (Min. 01#)

2. Relevant Staff of Canteen

- a) Experienced Chef / Cook (Min. 02 Person at each location)
- b) Experienced Nan / Chapati Maker (Min. 01-02 persons at each canteen location as per canteen capacity.
- c) Experienced waiters as per actual requirement / canteen capacity of each location.
- d) Supervisor / Order Booker (Min 01 person at each location)
- e) Cashier for Cash Counter (Min 01 persons at each location)
- f) Manager (B.A / B.Com or equivalent) (Min 01 person to be deployed at each region who will coordinate with all sub canteen locations)

3. Compliance with Labour Laws:

- a) Payment of Daily / Monthly wages to all workers / labour engaged for canteen services as per government approved minimum wage rate of the respective Provincial Government.
- b) Registration of all canteen workers with EOBI and Social Security and payment of their monthly contribution as per applicable rates.

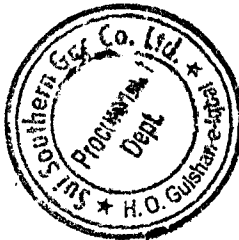
4. Security Clearance:

- a) Clearance of all canteen staff from Special Branch of Police before their deployment at SSGC canteens.

5. Medical / Health Screening Certificate of Canteen Staff:

- a) To provide Medical / Health Screening Certificate of Canteen staff as per clause 15(viii) of Special Terms & Conditions.

For (Firm Name)
Stamp & Signature




Sign and Stamp of Applicant

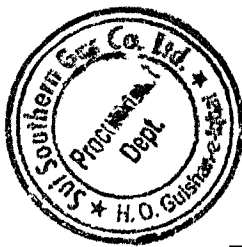
**TECHNICAL PROPOSAL
PROVIDING CANTEEN SERVICES AT VARIOUS SSGC OFFICES IN KARACHI**

AFFIDAVIT FOR AVAILABILITY OF CASH (Rs.100 Stamp Papers)

I/we, _____ S/o _____ holding CNIC # _____
Proprietor / Owner of M/s. _____, do hereby solemnly undertake / confirm that I /
we have cash of Rs. _____ and we assure you that in case if the Canteen Contract
against Tender Enquiry No. _____ is awarded to me/us, we will I use this
amount to meet the day to day expenses for smooth running the canteen contract / operations.

NOT FOR BIDDING PURPOSE


MUHAMMAD KAMRAN SYED
Actg. General Manager
Administrative Services
Sui Southern Gas Co. Ltd

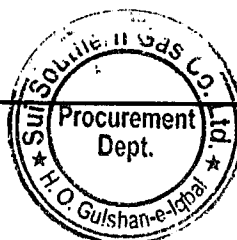


Sign and Stamp of Applicant

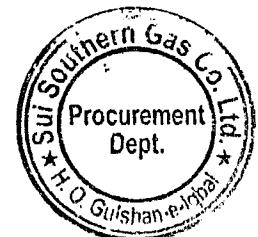
Section - IV
Special Conditions of Tender Document
Tender Enquiry No. SSGC/SC/

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 demand 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 Invoice / Bills failing which the payment will not be released.
- 16- **Contracts of Contractor**
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.
- Purchase order No. & date
 - Items
 - Quantity
 - Price
 - Invoice value
 - Point of delivery
 - 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 SRC 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).

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.

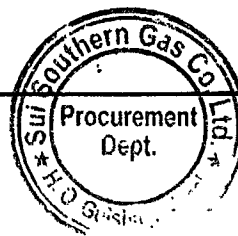
30. **Lots:** In case when the tender is floated on LOT basis, following clauses to be applied:

- 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.



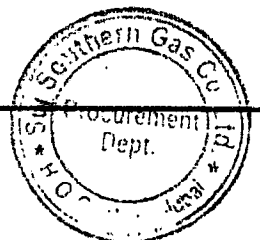
SECTION - V

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 person having a direct Contract with the Contractor. Nothing contained herein however, shall be deemed to 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/SOW/TOR:

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 (Up to 7%) 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 provisions.

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 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 fixed bid bond as specified 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.

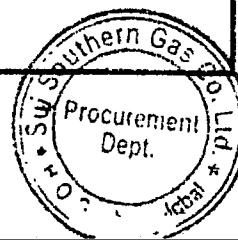
12. Completion Period:

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 instruction 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:**

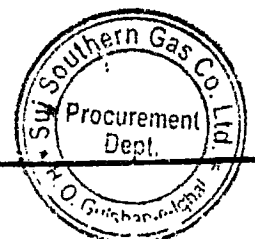
The Company may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor / Consultant, terminate the Contract in whole or in part.

- (a) If the Contractor / Consultant fails to complete the contract 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,
2ND 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.

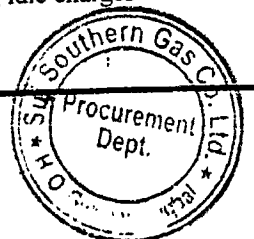
The rates and prices in such on-account bills and statement of Work shall be in accordance with those in the SOR/BOQ so far as such rates and prices are applicable and on the approved rates and prices for other items of Work. All payments against on-account bills shall be treated as provisional payments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

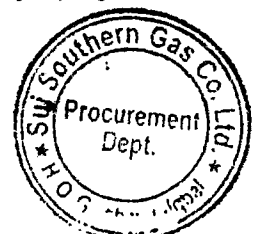
Unit rate (s) given in the Bill of Quantities shall take into account all relevant factors including discount if any. Discount given separately at the time of bid opening will not be considered.

30. Joint Ventures:

In the event that the bidder is bidding as a Joint Venture, the Company will require a 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.

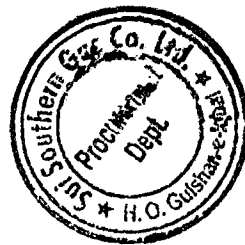
31. Correction / Amendments in Quoted Price:

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.



**NOT FOR
BIDDING PURPOSE**

FINANCIAL
PROPOSAL



BILL OF QUANTITIES (B.O.Q)

Providing Lunch and Tea at various SSGC's Karachi based Office locations


SNO	MENU ITEMS	UoM	Weight	Quoted Rate (A)	DISCOUNT (B) (For Electricity, Gas, Water, Seating Space with Furniture and Kitchen cooking area to be provided by SSGC. Free of cost.)	Net Quoted Rate C=A-B	MENU ROTATION (SERVING DAYS)
MEAT ITEM							
1	Chicken Karahi (Brown) (Golden Piece Chicken; Meat: 125 gm + Gravy)	Per Plate	250 gm				One Meat Item be prepared and served daily on rotational basis from Monday to Friday
2	Beef Aloo Gosht (Meat: 125 gm + Gravy)	Per Plate	250 gm				
3	Mutton Karahi (Meat: 125 gm + Gravy)	Per Plate	250 gm				
4	Chicken Qouma (Golden Piece Chicken; Meat 125 gm + Gravy)	Per Plate	250 gm				
5	Fish Masala (Meat: 125 gm + gravy)	Per Plate	250 gm				
VEGETABLE ITEM							
1	Vegetable Paneer Masala	Per Plate	200 gm				One Vegetable item should be prepared and served daily on rotational basis from Monday to Friday
2	Mix Vegetable (Seasonal)	Per Plate	200 gm				
3	Aloo Palak	Per Plate	200 gm				
4	Palak - Kofta Gravy	Per Plate	200 gm				
	Paneer Kofta Curry	Per Plate	200 gm				


NOT FOR BIDDING PURPOSE

Sindh Southern Gas Co. Ltd.
 H.O. Karachi
 Dept. Administrative Services
 Muhammad Kamran Siddiqui
 General Manager
 Administrative Services
 Sindh Southern Gas Co. Ltd.

SNO	MENU ITEMS	QTY	Weight	Quoted Rate (A)	DISCOUNT (B) (For Electricity, Gas, Water, Seating Space with Furniture and Kitchen Cooking area to be provided by SSC free of cost)	Net Quoted Rate C = A-B	MENU ROTATION (SERVING DAYS)
C DAAL ITEM							
1	Daal Channa Fried	Per Plate	200 gm				One Daal / Channa item should be prepared and served daily on rotational basis from Monday to Friday
2	White Daal Mash Fried	Per Plate	200 gm				
3	Daal Masoor Fried	Per Plate	200 gm				
4	Daal Moong Fried	Per Plate	200 gm				
5	Channa Gravy with Egg (01 Boiled Egg + 200 gm Gravy)	Per Plate	200 gm				
D RICE ITEM							
1	Chicken Biryani / Pullao (Golden Chicken Piece; Meat: 125 gm + Rice)	Per Plate	250 gm				One Rice / Biryani item should be prepared and served daily on rotational basis from Monday to Friday
2	Beef Biryani (125 gm + Rice)	Per Plate	250 gm				
3	Channa Pullao	Per Plate	250 gm				
4	Mix Vegetable Biryani	Per Plate	250 gm				
5	Peas (Mutter) Pullao	Per Plate	250 gm				
	White Rice with Daal (Daal Chawal)	Per Plate	250 gm				

NOT FOR BIDDING PURPOSE

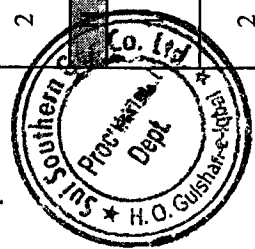





MURTHY KANWAR SUD
 Asst. General Manager
 Administrative Services
 Sul Southern Gas Co. Ltd.

SINO	MENU ITEMS	UOM	Weight	Quoted Rate (A)	DISCOUNT(B) (For Electricity, Gas, Water, Seating Space, with Furniture and Kitchen Cooling etc to be provided by SSCG free of cost)	Net Quoted Rate C = A+B	MENU ROTATION (SERVING DAYS)
SWEET ITEM							
1	Suji Halwa	Per Bowl	100 gm				One Sweet item should be prepared and served daily on rotational basis from Monday to Friday
2	Custard	Per Bowl	100 gm				
3	Zarda with Coconut Slice	Per Bowl	100 gm				
4	Kheer with Almond Garnish	Per Bowl	100 gm				
5	Egg Pudding	Per Bowl	100 gm				
BREAD							
1	Live Tandoor Naan	Per Piece	125 gm				Daily As per Requirement
2	Live Chappati	Per Piece	100 gm				Daily As per Requirement
SALAD/RAITA ITEMS							
1	Mix Salad	Per Plate	125 gm				Daily As per Requirement
2	Raita	Per Bowl	100 ml				Daily As per Requirement
BREAKFAST ITEM							
	Egg Omlete	Per Piece	-				Daily As per Requirement
2	Paratha	Per Piece	125 gm				Daily As per Requirement
3	Cholay Gravy	Per Plate	125 gm				Daily As per Requirement

NOT FOR BIDDING PURPOSE




MURUGESH KUMAR REDDY
 Accty. General Manager
 Administrative Services
 Southern Gas Co. Ltd

S.NO	MENU ITEMS	QTY	Weight	Quoted Rate (A)	DISCOUNT (B) (For Electricity, Gas, Water, Seating Space with Furniture and Kitchen Cooking area to be provided by SSGC free of cost)	Net Quoted Rate C=A-B	MENU ROTATION (SERVING DAYS)
3	Cholay Gravy	Per Plate	125 gm				Daily As per Requirement
4	Aaloo Tarkari	Per Plate	125 gm				Daily As per Requirement
5	Bread Regular Size; Dawn / Parlour or equivalent	02-Slice Pack	-				Daily As per Requirement
6	Mix Tea Fresh Dairy Milk	Per Cup	100 ml				Daily As per Requirement
1. SNACK / FAST FOOD ITEMS							
1	Finger Fish Platter with sauce	Per Plate	250 gm				One Snack / Fast Food item to be prepared and served daily on rotational basis.
2	Steam Chicken Roast	Per Piece	300 gm				
3	Chicken Zinger Burger with Fries	Per Piece	250 gm				
4	Club Sandwich (02 Layers of Filling between 03 Regular Slices)	Per Platter	-				

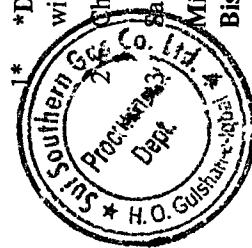
Note:

1* Discount should be given by the bidder / contractor for utilities i.e. electricity, gas, water, seating space, furniture, kitchen, cooking area; security, housekeeping which will be provided by SSGC free of cost to the canteen contractor.

Chicken Meat should be without Wing, Neck. Likewise, Fish meat should be without Head and Tail.

Salad + Raita includes Onion+Tomato, Cucumber+Salad Leaf+Lemon and Curd+Zeera.

Mini Tuc Shop / Counter to be established by the canteen contractor to sale / serve Mineral water, Packed / Tin Juices, Soft Drinks Bottle / Tin), Samosa, Rolls, Biscuits etc. provided to less then or equal to market rates during Company's Office hours.



(Handwritten signature)
 MUMTAZ AHMED
 Acting General Manager
 Administrative Services
 Sul Southern Gas Co. Ltd.

SCHEDULE OF REQUIREMENT
AND
BID FORM

Sr. NO.	DESCRIPTION OF ITEMS / PART NOS. (1)	QUNATITY (3)	UOM (4)	TOTAL AMOUNT
1	<u>CANTEEN SERVICES</u> [1] SC112901 PROVIDING OF CANTEEN SERVICES FOR LUNCH & TEA AT VARIOUS SSGC OFFICE IN KARACHI. (AS PER BOQ) <u>Delivery Schedule:</u>	1.00	Job	

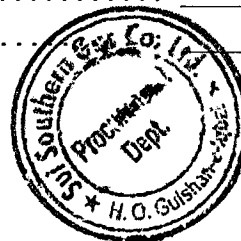
Fix Bid Bond Amount in PKR: 100,000

NOT FOR BIDDING PURPOSE

NOTE :

- (i) The quoted unit price and corresponding total amount shall be inclusive of all duties & Taxes, excluding Sales Tax as per provincial laws.
- (ii) Incase of supply of material alongwith services GST will be exclusive of quoted rate of material.
- (iii) Bidders are essentially required for quote their rates on bid form / BoQ.
- (iv) Prices given in the bid form and BOQ shall take into account all relevant factors including discounts, if any. Discount given separately at the time of bid opening will not be considered.
- (v) Any Bidder who change/amend the BOQ or Price Schedule (description, quantity, uom etc.) will be render the bid as conditional bid and will be liable for rejection.

SIGNAUTRE OF BIDDER: _____
 NAME.....: _____
 NAME OF BIDDER.....: _____
 STAMP.....: _____
 DATE.....: _____



(On Stamp Paper @ Rs.100 for first Rs.100, 000 and Rs.50 per subsequent Rs.100, 000 of Guarantee Value)

BID BOND FORMAT

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

Tender Enquiry No SSGC / SC /

Dear Sirs,

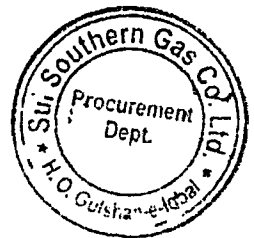
In consideration of Messrs _____ hereinafter called "The Bidder" having submitted the accompanying bid and in consideration of value received from _____ we hereby agree to undertake as follows:

1. To make un-conditional payment of Rupees _____ upon your return demand without further recourse, question or reference to the Bidder or any other person, in the event of the with drawl 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 120 days after said opening and or in the event that the Bidder within the period specified thereof, or if no period be specified with 15 days after prescribed forms are presented to the Bidder of signature the Bidder shall fail to execute such further contractual documents if any as may be required by the Company, or on the Bidders' failure to give the requisite Performance Bond as may be required for the fulfillment or resulting Contract with 10 days of the acceptance of the Bid.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non compliance as aforesaid on the part of the Bidder and to make payment immediately upon receipt of the written intimation.
3. 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, affect this guarantee and our liabilities and commitments hereunder.
4. The guarantee shall be binding on us and our successors in interest and shall be irrevocable.
5. This guarantee shall remain valid upto _____.

Yours faithfully,

Note: Any extensions / amendments (in all guarantees/bonds) if required shall be made on stamp papers of Rs.50

NOT FOR BIDDING PURPOSE



(On Stamp Paper @ Rs.100 for first Rs.100, 000 and Rs.50 per subsequent Rs.100, 000 of Guarantee Value)

PERFORMANCE BOND FORMAT

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

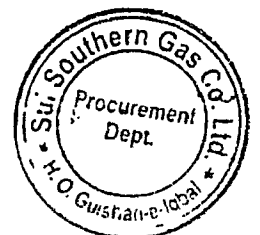
Bank Guarantee #
Date of Issue :
Date of Expiry :
Amount :

Tender Enquiry No SSGC / SC /

Dear Sirs,

In consideration of your entering/having entered into Contract No. _____ with M/s. _____ hereinafter called "The Contractor" and in consideration of value received from the Contractor, we hereby agree and undertake as follows:-

1. To make un-conditional payment of Rupees _____ and un-conditional payment in such amount as you may require from time to time as and when called upon by you to do so, not exceeding in the aggregate payment of Rupees _____, being the amount covering liquidated damages and security for the due fulfillment by the Contractor of all liabilities, obligations, commitments and total and faithful performance of the above Contract by the Contractor as specified in the above mentioned Contract upon your written demand(s) without further recourse, question or reference to the Contractor or any other person in the event of the Contractor's default in compliance with its obligations, liabilities and faithful performance arising under and in pursuance of the Work committed by it in the above mentioned agreement of which you shall be the sole judge.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non compliance as aforesaid on the part of the Contractor and to make payment immediately upon receipt of the written intimation.
3. To keep this guarantee in full force from the date of this guarantee till the Contractor's obligations as specified in the above referred Contract and all other obligations of the Contractor as are contained in the above contract are duly fulfilled by the Contractor to the satisfaction of the Company.
4. No grant of time or other indulgence to, or composition, or arrangement with the Contractor in respect of the performance of its obligations under and in pursuance of the said agreement or any clause thereof, with or without notice to us shall in any manner discharge or otherwise howsoever affect this guarantee and our liabilities and commitment there under.
5. The guarantee shall be binding on us and our successors in interest and shall be irrevocable.
6. This guarantee shall not be affected by any change in the constitution of the guarantor bank or the constitution of _____.
6. This guarantee shall remain valid upto _____.



DECLARATION FORM

(FORMAT OF DECLARATION)

M/s. _____ [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 or any other entity owned or controlled by Sui Southern Gas Company Limited (SSGCL) 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 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 or benefit in whatsoever form from SSGCL, 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 SSGCL and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

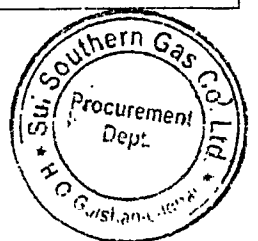
[The Seller/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. [The Seller/Supplier] agrees that any contract,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

Notwithstanding any rights and remedies exercised by SSGCL in this regard, [the Seller/Supplier] agrees to indemnify SSGCL for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to SSGCL 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 of SSGCL.

SIGNATURE & STAMP

NOTE

1. The above declaration is to be furnished along with the bid on letter head, for bid(s) amounting to total bid 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/SC/

ARTICLES OF AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2018 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 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:

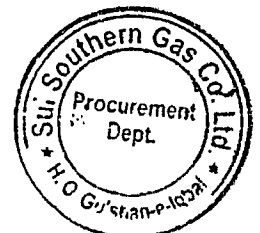
The maintenance of a rate of progress in the works at a rate which will result in its completion within the specified time, is of the essence of the contract and the Contractor agrees to proceed with all the due diligence and care at all times to take all precautions to ensure the timely completion as 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/S&C/_____, dated _____.
- e) Acceptance by the Contractor on the copy of LOI.
- f) Letter to Proceed No.SSGC/PROC/S&C/_____, 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 : _____

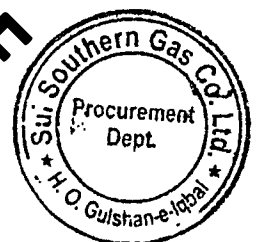
Name : _____

Name : _____

Signature : _____

Name : _____

NOT FOR BIDDING PURPOSE



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 23rd 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.

ANNEXURE: I

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 Letter's)	CNIC no (in case of foreigner Passport No)	Father's / Husband's Name in Full	Current Nationality	Any other Nationality lies)	Occupation	Residenti ally address in full of the registered / principle office address for a subscribe rs other that 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)



NOT FOR BIDDING PURPOSE

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 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: _____

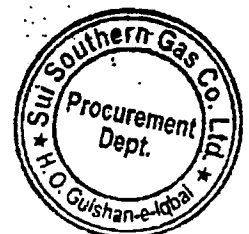
Signature of the person named above: _____

Date signed: _____ day of _____

*: 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.]



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.

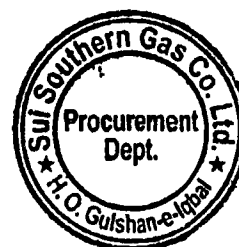
2 SCOPE

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 / 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/individual 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.

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Dated : 12th October 2020
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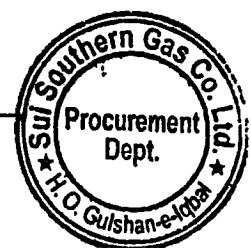
4. REASONS FOR BLACKLISTING

- 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:

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 law, 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 falsified 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 Performance Invoice of the manufacturers / Principals / Trading house.
- v. Failure of the firm to submit specific authentic 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.



- 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;

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- 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.

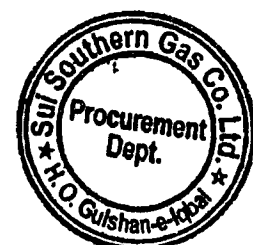
4.2.3 In addition to above, other grounds for blacklisting of firms/individuals include but are not limited to the following:

- 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 Price 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



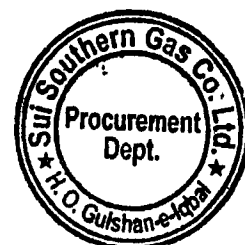
practice as defined in these rules is established against the bidder or the bidders in pursuance of blacklisting proceedings;

- 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 permeanent 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

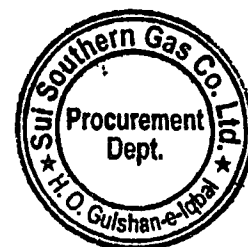
The causes and reasons to be taken into consideration for Debarment / Blacklisting of any Person(s) / Firm(s) are given as under:

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.

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- 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.

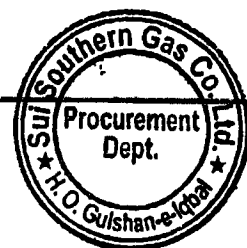
2. POST- AWARD STAGE:

The following shall be considered, interalia, 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 manipulated 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 P.A.

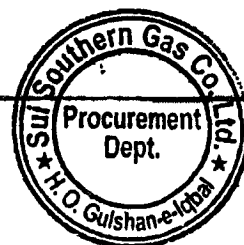
5. PROCEDURE FOR BLACKLISTING

Upon receipt of or obtaining information and/or knowledge that any Person(s) / Firm(s) is involved in practices mentioned in hereinafter 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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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

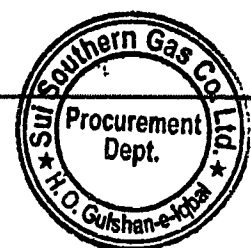
After recommendation for temporary & permanent blacklisting by "SSGC's Rights Protection Committee (RPC)", the Person(s) / Firm(s) concerned shall be informed within 10 days of such decision. The decision of the Committee will be notified on SSGC 's and PPRA's websites and shall also be conveyed to Pakistan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

FOR

SUPPLIERS AND

CONTRACTORS

(Revised in 2023)

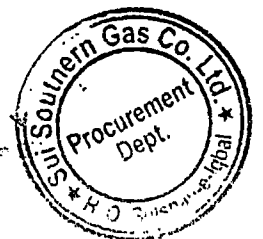


Always be proactive about safety!

Report Hazard before it results in an Accident

If it's UNSAFE!

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




MP

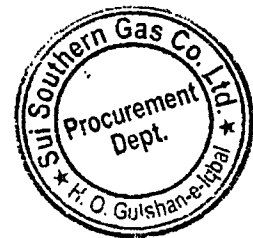


SSGC | Sui Southern Gas Company Limited.

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



MR

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 impact.



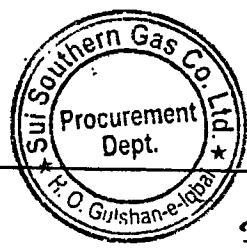
2. SCOPE

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 risks.

3. DEFINITIONS & ACRONYMS

- a. **HAZARD:** Source or situation with a potential for harm in terms of injury or ill health, damage to property, 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.

MR



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 all 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.

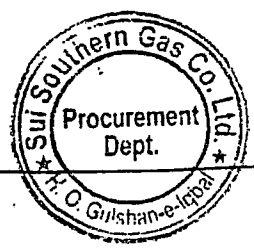
4.6 Visitors & Contractors

Identifying and reporting any risk or hazard at any location of SSGC. This also includes the worksites 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

MR



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

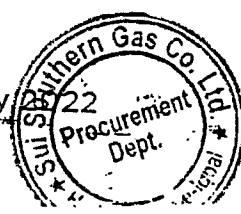
Section 1
Context of the Organization.

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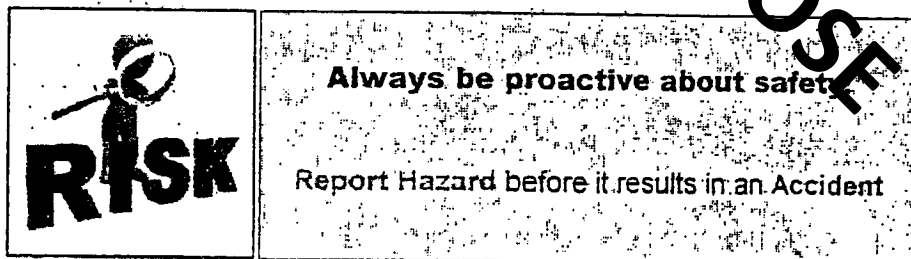
- iii. By using SWOT analysis or any other tool, identify external and internal issues that are relevant to company operations and its strategic direction and that may affect the ability to achieve the intended result(s) of integrated management system. Internal and external issues can be positive or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



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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:

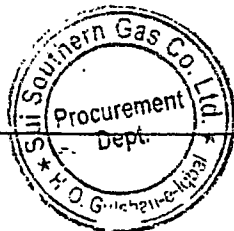
- Step 1: Identify the hazards.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risks and decide on precautions.
- Step 4: Record your findings and implement them.
- Step 5: Review your risk assessment and update if necessary.

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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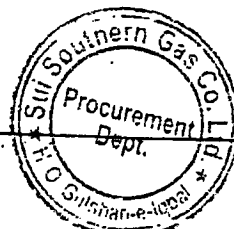


HAZARD CONSEQUENCE RATING TABLE	
Catastrophic	Hazard may cause death or total loss of one or more bodily functions. In case of failure a huge financial loss will occur.
Significant	Hazard may cause severe injury, illness or permanent or partial loss of one or more bodily functions (e.g. prolong exposure 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
	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.

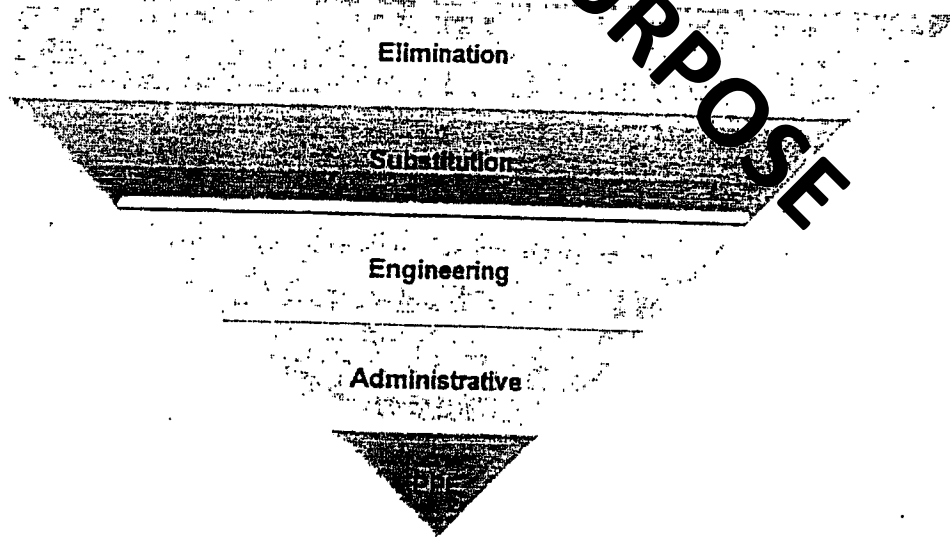
The risk/impact measures identified shall include controls such as termination/elimination, treatment of the risk/impact and substitution of risk by suitable means and where required tolerated as long as it meets local laws/legislation.

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

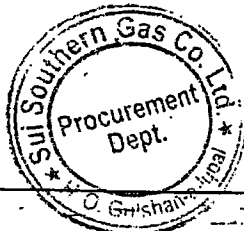
- a. Setting objectives and targets.
- b. Training needs identification.
- c. Terminating the risk/impact if it is practical.
- d. Facility engineering controls.
- e. Emergency Preparedness.
- f. Administrative controls.
- g. Insurance.

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



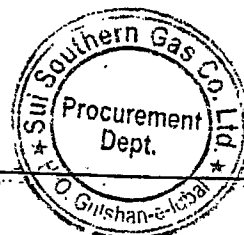
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- The hazards and risks are controlled through 'operational controls' by considering the following hierarchy.
- Elimination:** The best way to control a hazard is to eliminate it. This can be achieved by making changes to the work process so that the 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 ₂ 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's business operation that negatively affect the Environment. While conducting environmental assessment, following aspects are usually considered:

"REDUCE CARBON FOOTPRINT"

What we can do:

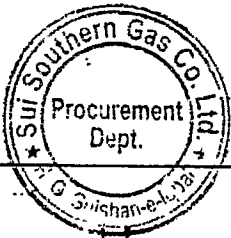
- Recycle: what you can
- Reduce: avoid unnecessary consumption of resources
- Reuse: Buy items that are reusable and reuse them
- Unplug electrical devices that are not in use
- Avoid unnecessary driving
- Use LED bulbs.
- Plant a tree

Emissions to air	Water Discharges
Solid non-hazardous waste	Solid Hazardous Waste
Consumption of natural resources/ energy	Noise
Heat	Smog
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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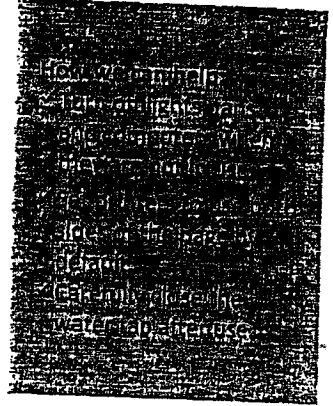


b. Control of Aspects having Significant Environmental Impact:

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 of 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):

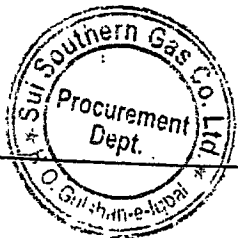
In addition to all of above assessments, SSGC will carry out IEE / EIA as required by regulatory requirements for new projects. It is the responsibility of corporate HSE&QA head/DMD/MD to ensure the compliance for all new projects.



When combusted;

- One liter of Diesel produces 2.68 kg of CO2
- One liter of Petrol produces 2.31 kg of CO2
- One MMBTU of Natural Gas produces 53.07 kg of CO2

MR



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 SISA/ Live 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 (199)
- 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

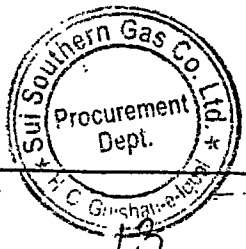
NOT FOR BIDDING PURPOSE

If it's UNSAFE!

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



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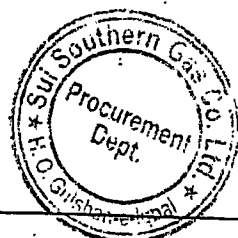


III. Responsibilities

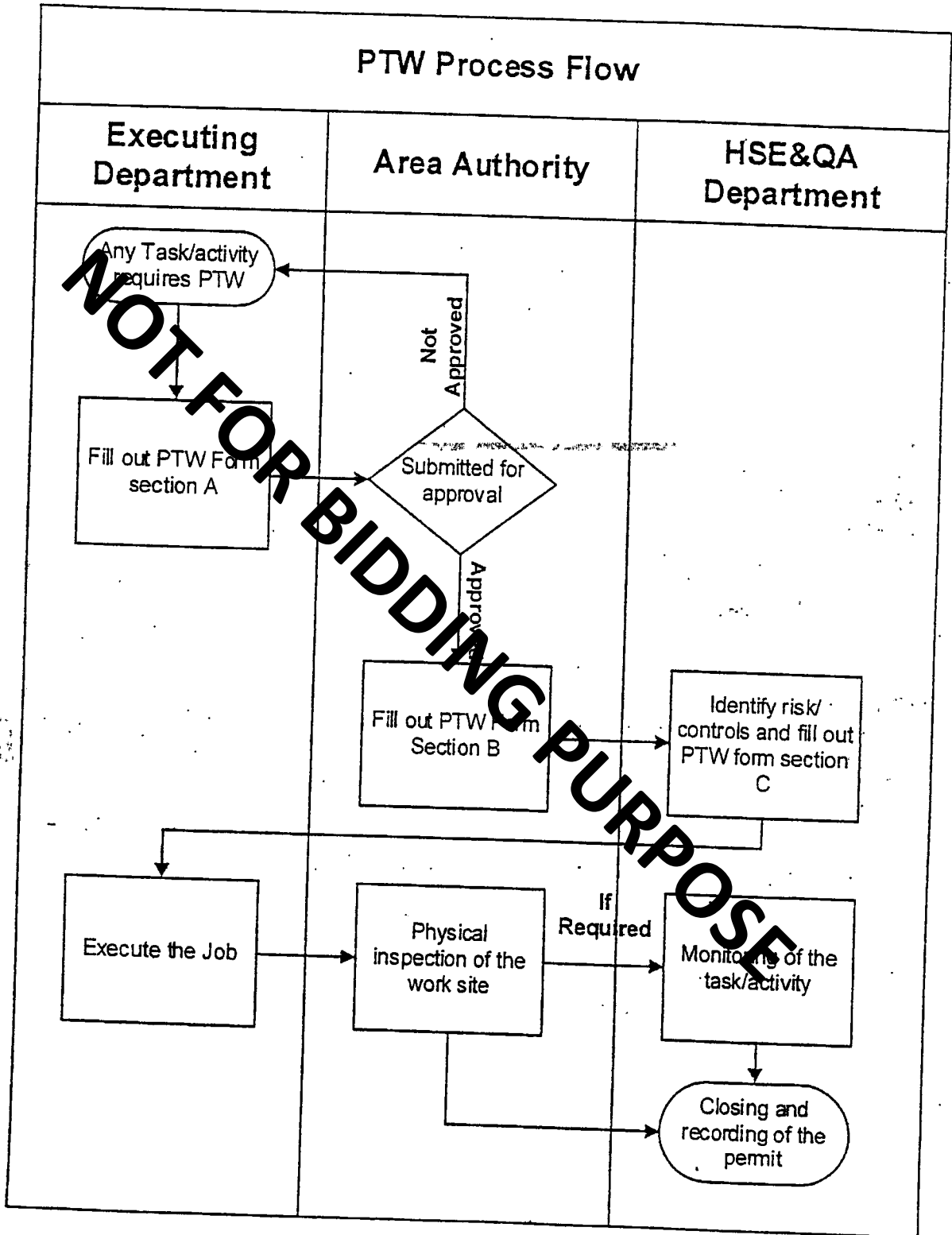
S No.	Functions	Details	Responsibility
1	Executing Authority	The department intends to carry out the task / activity that requires PTW. Situation may arise where Executing Authority is same as Area Authority (e.g. HQs).	Fill out the PTW form. Ensures that task/activity is carried out according to the 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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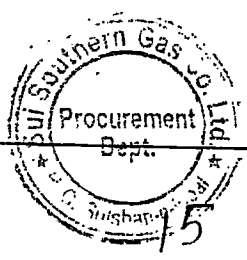


IV. PTW Process Flow



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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.

Health effects of pollution

Air pollution

- Headache
- Fatigue
- Respiratory
- Cardiovascular illness
- Gastroenteritis
- Cancer risk
- Nausea
- Skin irritation

Water pollution

- Bacteria
- Parasites
- Chemicals
- Soil contamination
- Pesticides

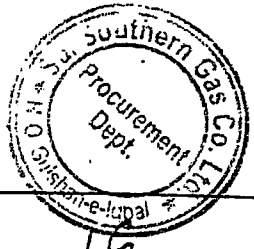
Air pollution sources: Nerve damage, Lead, Volatile organic compounds, Particulate matter, Ozone, SO₂, NO_x, CO₂

Water pollution sources: Bacteria, Parasites, Chemicals, Pesticides

Soil contamination: Pesticides

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Section 4
Job Safety Analysis

I. Job Safety Analysis (JSA)

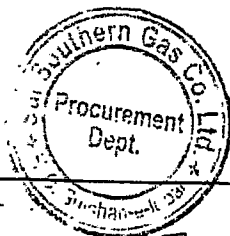
Job safety analysis is needed for any routine/non-routine activity (Conducted outside permanent locations of SSGC i.e. Field Locations) where the work could expose persons to specific hazards. Normally following activities require JSA (SSGC-IMS/CRM-F-04):

- 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	Détails	Responsibilities
1	Activity In-charge/ Supervisor	Individual who is assigned to carry out the task/activity requiring JSA	<ul style="list-style-type: none"> • List down the activities step wise and identify hazards and their controls • Ensure that task/activity is carried with proposed controls • Ensure the team/equipment involved are competent and safe • Report any untoward situation
2	Head Of Executing Department	Head of the department who is authorizing the task/activity requiring JSA	<ul style="list-style-type: none"> • Authorize JSA • Ensure Adequate resources are provided to carry out the task/activity in safe manner • Select competent team and team leader for the activity/task • Submit a copy of JSA prior to job execution to HSE&QA/Zonal HSE Team Leader
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.

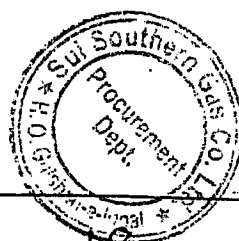
To make sure that changes are assessed and documented in a consistent manner so that:

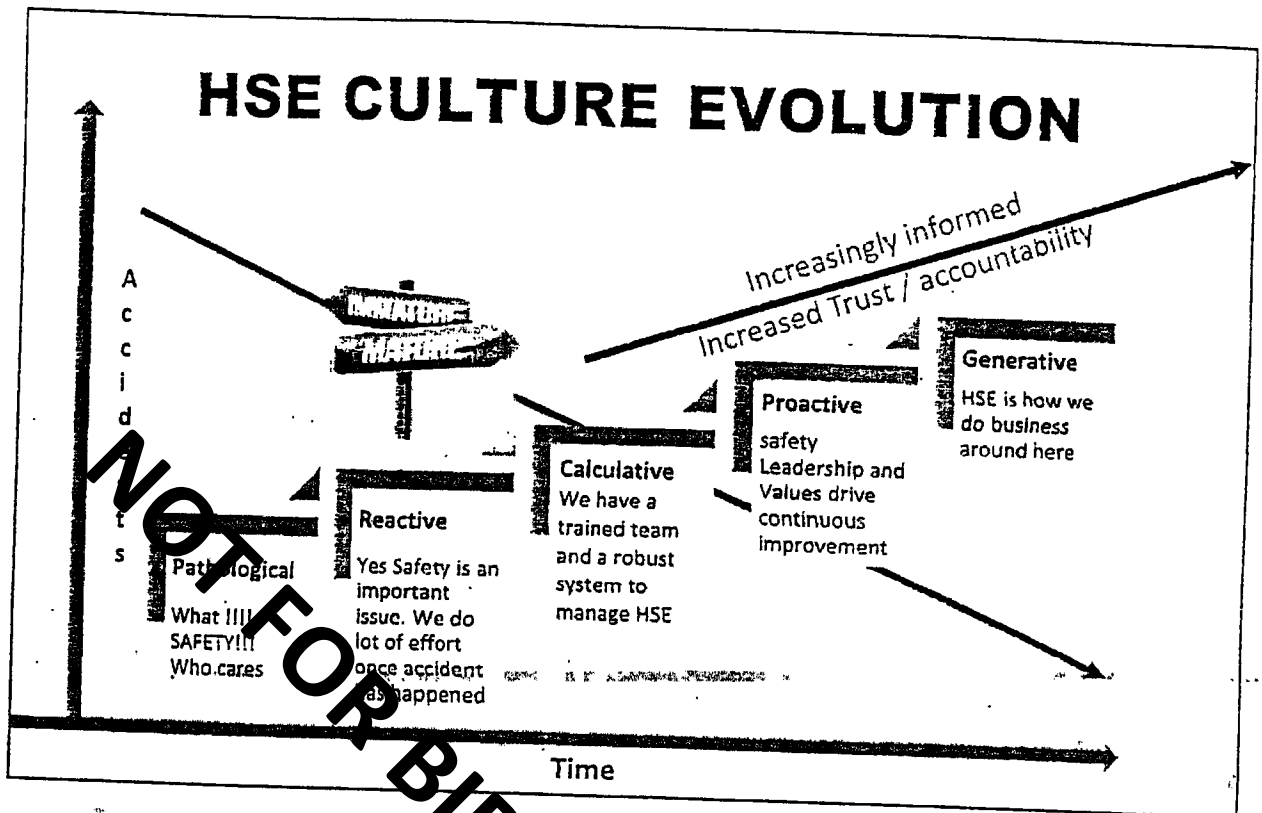
- a. Unnecessary or counterproductive changes are prevented.
- b. Changes do not adversely affect safety, the environment, quality, operations, or the level of service to the client.
- c. No changes are made by individuals without knowledge and/or agreement of all relevant parties.
- d. A record of the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

III. Responsibility

- a. **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.
- b. **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.
- c. **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.

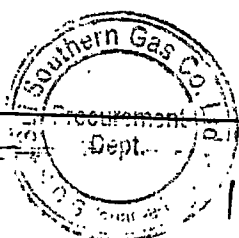
Level 2

- 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 Action

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

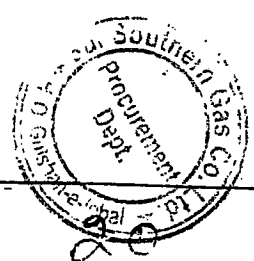
The in-charge HSE&QA will review the satisfactory implementation of the proposed change, and effectiveness of any corresponding control measures.

VIII. Record Keeping

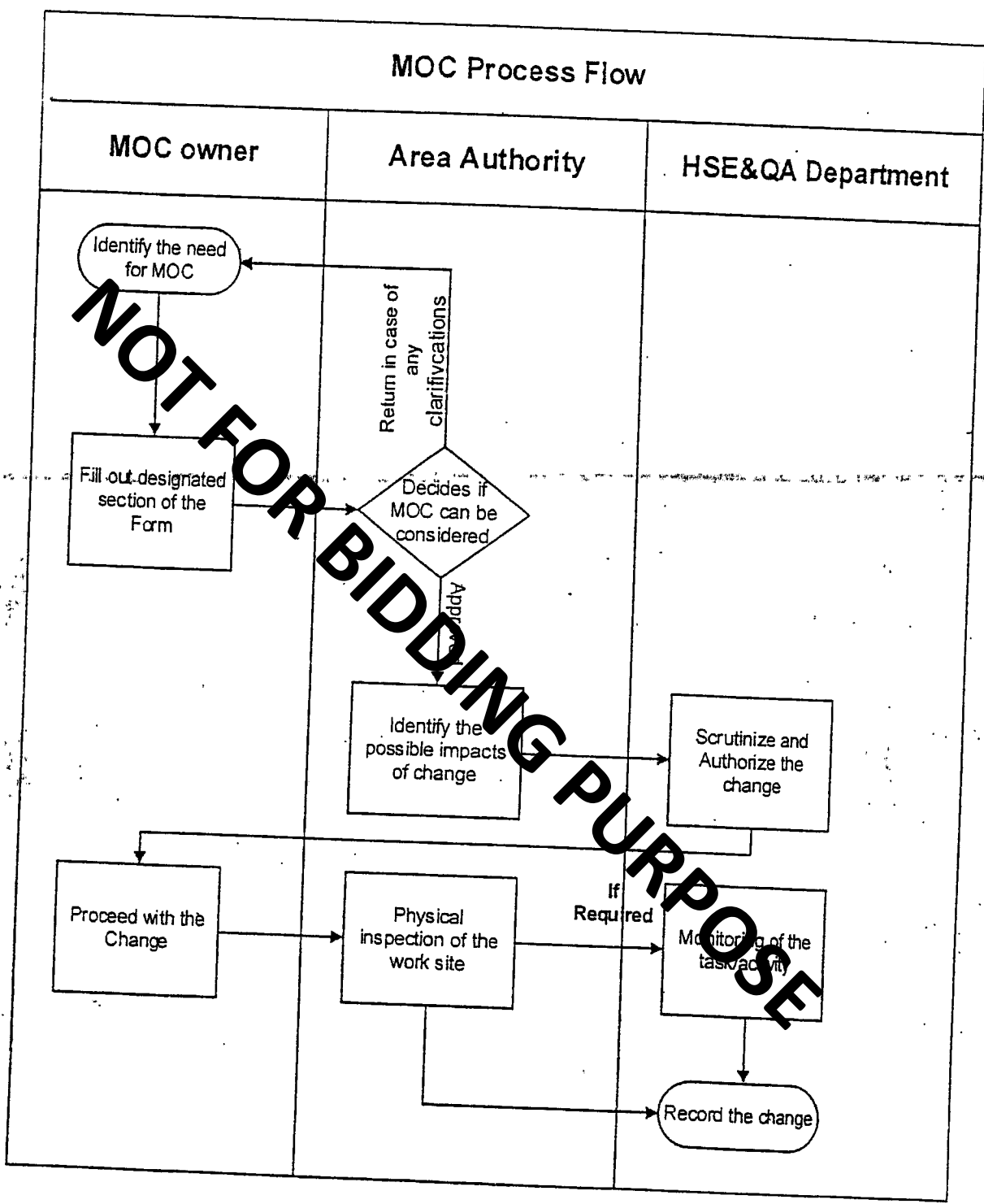
The In-charge HSE&QA will retain a log showing each MOC (Control Number of Log) and file the initial MOC request (SSGC-IMS/CRM-F-05) with all information supporting the actions taken throughout the MOC process. These records shall be maintained for a minimum of 3 years.

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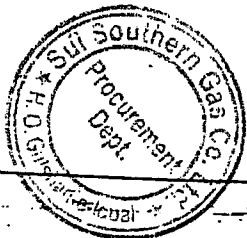


MOC Process Flow



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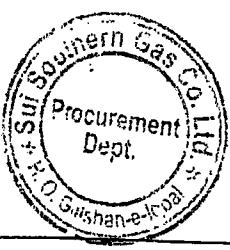
7. TYPICAL SSGC OPERATIONAL HAZARDS AND THEIR POSSIBLE CONTROLS

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 house keeping	Improved safety attitude, good management, safety inspection, good work layout.
Contact with hot / cold surfaces	Insulation, guarding, PPE (gloves, face shields, insulated clothing).
Drowning	Lifesaving equipment, presence of first Aider.
Excavation work	Physical barriers; fencing, shoring, safe system of work, signs, caution tape.
Fail 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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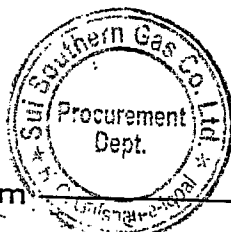
7.2. MECHANICAL

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, guard.
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 (KE, WAPDA) for locations, stay at least 10 feet away from overhead lines, use proper PPE.

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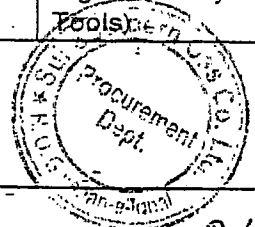
7.4. FIRE

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	Dedicated 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 SSGC.
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, Tools).

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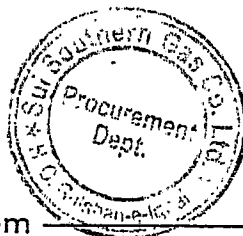



8. DOCUMENTED INFORMATION

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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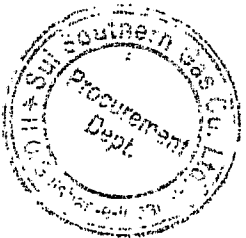



 SSGC HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-01
	Hazard Identification & Risk Assessment Form	Revision 01
		Issue Date: July, 2021

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S. No	Hazard (E.g. Worn out electrical cord)	Department What can go wrong (E.g. Electrical shock to any employee)	Existing Operational Controls (E.g. Covered with plastic tarp)	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				HIRA Team			
Name & Designation		Signature		S. No	Name & Designation	Signature	
				1			
				2			
				3			

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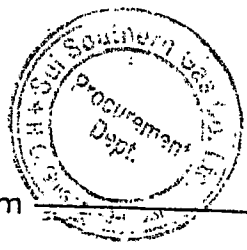


 SSGC HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-02
	Environmental Aspect & Impact Assessment Form	
	Revision 01	
Issue Date: July, 2021		


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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, CO2, H2O, 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			

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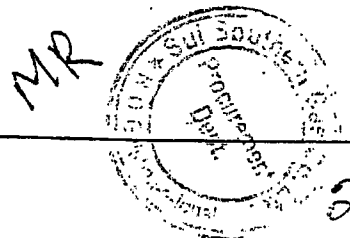



E-02

 SSGC HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-03
	Permit To Work Form	
	Revision 01	
Issue Date: July, 2021		

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

Section "A"								
To be filled by Executing Department	Department Name:		Contractor Details (If Any):		Contact Name:			
	Responsible Person	Name:		Signature:	Signature:			
	Permit Valid From	Signature:		Permit Valid Until	Date & Time:			
		Time:		Time:				
	Date:		Date:					
Location of the Work:								
Type 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):				Detail of Work				
Equipment/tools to be used:								
Please mention the associated hazards of this activity (Please refer IMS Procedure: Context, Opportunities & Risk Management):								
Following services to be isolated / locked out (If required)								
<input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Air <input type="checkbox"/> Other:								
Section "B"								
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.								
Section "C"								
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: _____								
Section "D" (Monitoring & Closing)								
Area Authority		Executing Department			HSE&QA 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 Observations during monitoring (If any):			
					This work permit is now considered close.			
Name	Sign & Stamp	Date	Name	Sign & stamp	Date	Name	Sign & stamp	Date

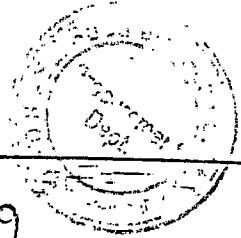


 SSGC HSE&QA Department	IMS FORM	SSGC-IMS/CRM-F-04
	Job Safety Analysis Form	
	Revision 01	
Issue Date: July, 2021		


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"/> Other:					
Any additional operational controls (If required) <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Ambulance <input type="checkbox"/> Barricade <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	Sign & Stamp	Date

NOT FOR BIDDING PURPOSE

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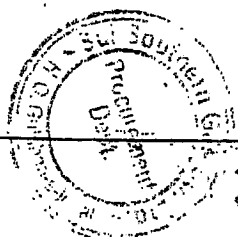



CRM-F-04

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

	MOC No: _____	Date: _____	
To be filled by MOC Owner	Section A : Description of proposed change and potential hazards		
	MOC Owner: _____	Location of Work: _____	
	Expected Duration of Work: _____		
	Type of Change		
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		
<input checked="" 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"/> Material 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: _____		Date: _____	
Sign & Stamp: _____			
To be filled by Area Authority	Section B : Evaluation of the impact(s) related to the change		
	Evaluation Criteria		
	Does the proposed change meet all applicable legal or other requirements?	Yes No Comments	
	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		
	<i>Note: in case of "YES" please provide details on a separate sheet</i>		
The proposed change is now submitted to In charge HSE&QA for authorization.			
Name & Designation: _____		Date: _____	
Sign & Stamp: _____			
To be filled by HSE&QA	Section C : Authorization for change to proceed		
	Following proposed controls should be implemented while execution of the job.		
	Potential hazard/risk	Risk level	Proposed control
Name & Designation: _____		Date: _____	
Sign & Stamp: _____			

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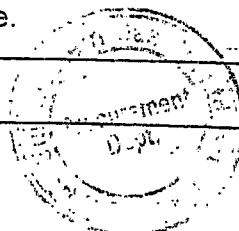



 SSGC HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-06
	Context of the Organization	
		Revision 00
		Issue Date: July, 2021

LIST OF INTERESTED PARTIES

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

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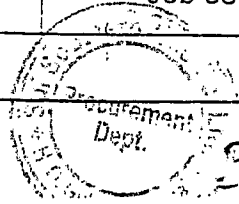



 SSGC HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-06
	Context of the Organization	
		Revision 00
		Issue Date: July, 2021

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

NOT FOR BIDDING PURPOSE

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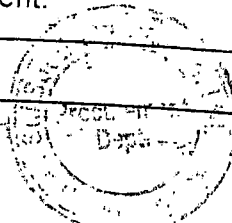



 SSGC HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-06
	Context of the Organization	
	Revision 00 Issue Date: July, 2021	

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

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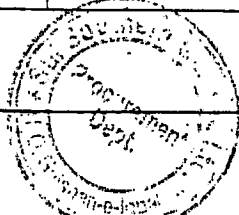



 SSGC HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-06
	Context of the Organization	Revision 00
		Issue Date: July, 2021

	<ul style="list-style-type: none"> • Transparency.
Trade Union & Worker Representative	<ul style="list-style-type: none"> • Effective implementation of national & local labor laws with any non-conformance, good working relationship with management • Conducive and safe environment for work • Timely provision of information necessary for workers. <p>No fear of dismissal or disciplinary action while reporting near miss / accident.</p>

External Interested Parties	Needs & Expectation
Media & NGOs	<ul style="list-style-type: none"> • Media management. • Patient and positive attitude. • Effective communication.
Visitors	<ul style="list-style-type: none"> • Safe entry and exit during stay at SSGC. • Communication of pertinent information. • Emergency response. • Briefing necessary safety rules. • Necessary PPE available. • Site access controls.
Emergency Services (Fire/Medical etc)	<ul style="list-style-type: none"> • Good Risk management. • Emergency procedure in place and drilled. • Regulatory compliance.

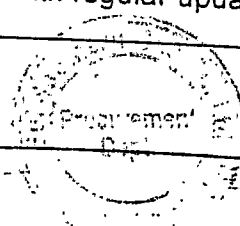
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 SSGC HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-06
	Context of the Organization	
	Revision 00 Issue Date: July, 2021	

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

NOT FOR BIDDING PURPOSE



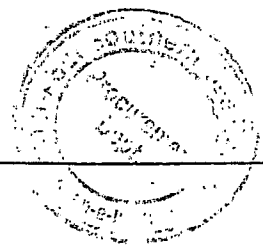
PM-F-06


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

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

NOT FOR BIDDING PURPOSE

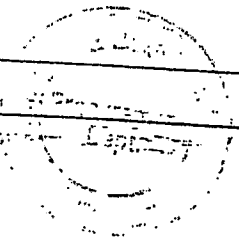
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 SSGC HSE&QA Department	IMS Form	SSGC-IMS/CRM-F-07
	SWOT Analysis	
	Revision 00 Issue Date: July, 2021	

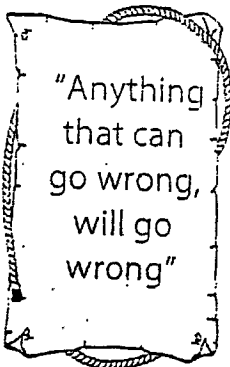
POSITIVE STRENGTHS	WEAKNESSES
Having vast experience of Transmission and Distribution of Natural gas.	Complex distribution network leading to UFG.
Infrastructure available in two provinces.	Substantial resources required for up gradation.
Highly competent human resources.	Lack of succession planning.
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.
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 loses.
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.

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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.

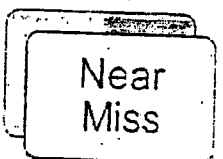
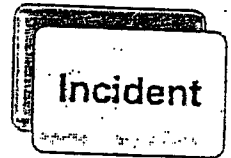


2. SCOPE

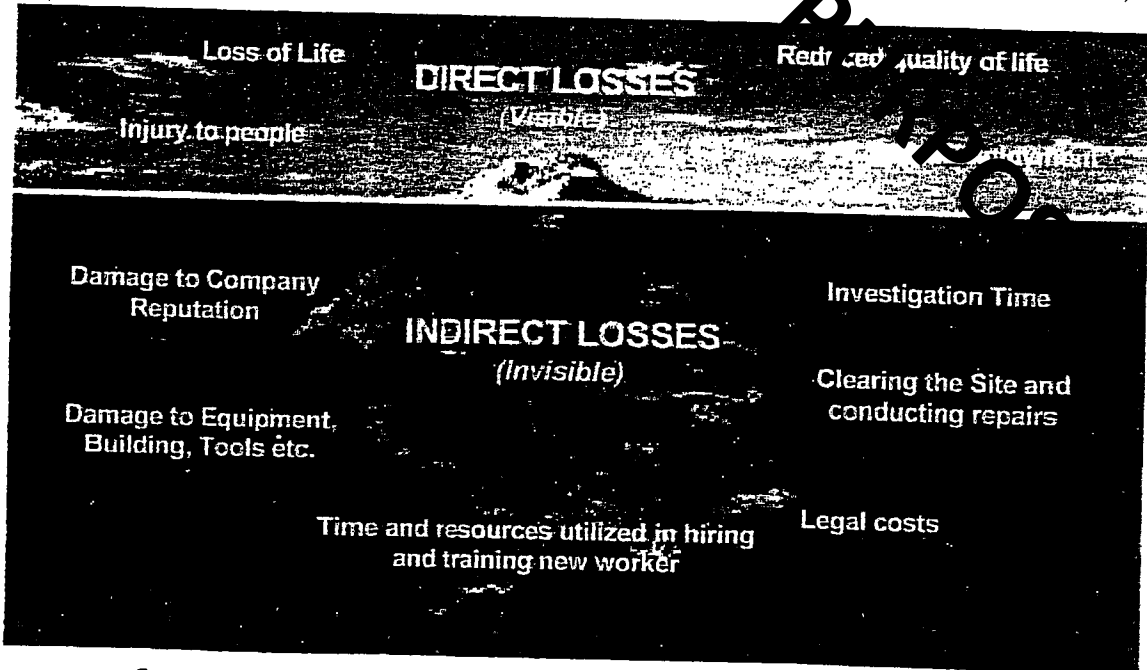
This procedure is applicable to all incidents (i.e. accidents & near miss) which take place within SSGC premises or outside SSGC premises i.e. its installations or work-related sites which are under the scope of management system.

3. DEFINITIONS

- 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 LOSSES



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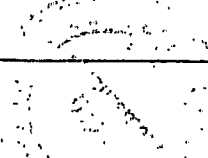


4. PROCEDURE

4.1. Incident Classification Table

S. No	Incident Type	Classification	Actions to be taken	Responsibilities	Record
1	<ul style="list-style-type: none"> Major fire Major gas leakage Explosion Bomb blast Vehicular accident 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 Injury/illness serious enough to result in two off workdays. 	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 the 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	

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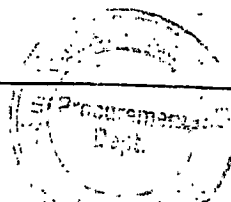
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S. No	Incident Type	Classification	Actions to be taken	Responsibilities	Record
		Major	In case of gas loss, transmission/distribution department will quantify the amount of gas loss and shares the same with concerned departments along with investigation report.	Transmission/ Distribution	
2	<ul style="list-style-type: none"> Minor Injuries where only First Aid or less than two on days provided to the victim. Minor Vehicular accidents where there is no significant injury or loss. 	Minor	Inform respective departmental head / in-charge.	Anyone who has witnessed or received the initial information about the incident.	
			Report the incident using incident notification form via web portal to in-charge HSE&QA within twenty four hours of the occurrence of the incident.	Zonal HSE Team leader.	SSGC-IMS/IAM-F-01
			HSE&QA will share the information with all concerned to avoid recurrence.	HSE&QA	
3	<ul style="list-style-type: none"> 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:

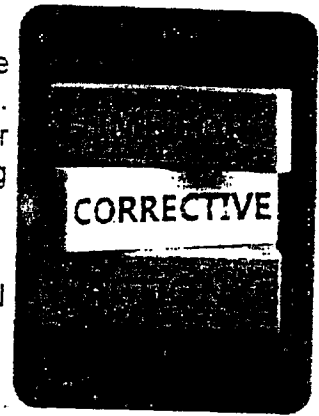
- a. Incident that resulted in personnel injury, spill, fire, asset damage etc. will be considered as accidents and will be reported through online Incident Management System within 24 hours after the accident.
- b. Incident that have not done any damage or lose will be considered as Near Miss and will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

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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 SSGC HSE&QA Department	IMS FORM	SSGC-IMS/IAM-F-01
	Incident Notification Form	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: _____

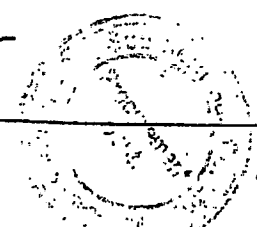
Incident Classification:

Major Minor Near Miss


Incident Detail:

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 SSGC HSE&QA Department	IMS FORM	SSGC-IMS/IAM-F-02
	Incident Investigation Form	
	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

 SSGC HSE&QA Department	IMS FORM	SSGC-IMS/IAM-F-03
	Near Miss Notification	
	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: _____

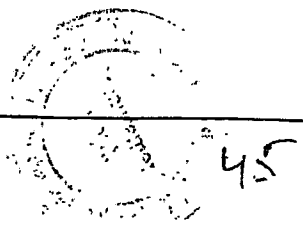
Near Miss Related To:

<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: No file chosen

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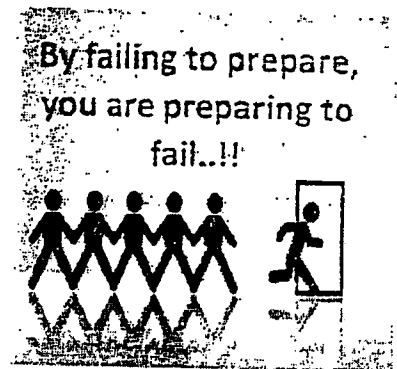


1. PURPOSE

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.



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 formulated 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/helter 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.

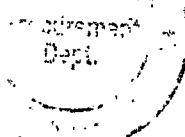


6.2. Heavy spillage of toxic/flammable chemicals or leakage of gas

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

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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:

- a. Try to stop water by keeping sand bags.
- b. Protect building, machines, equipment, tools, parts & material.
- c. Shut off Electricity and Gas if necessary.

Following precautions should be taken by the departments/sections, located under rain/flood threat areas:

- a. Ensure no material is placed outside in open area which may be affected by rain.
- b. Ensure proper drainage system at vital installations so that every valve, equipment, electrical board etc. be accessible in case of any emergency.
- c. Sufficient quantity of tarpaulin and rain suit is available to meet the rainy condition.
- d. Keep the drain line open all the time.
- e. All pumps used for draining out the rainy water are in running condition.
- f. Sufficient quantity of sand bags is available to stop entering the water inside, which may be placed in advance if required.

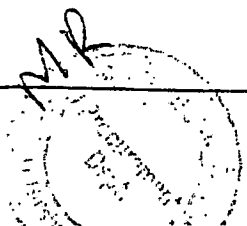
CLASSES OF FIRE

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:

- a. Immediately inform Emergency Response Organization through phone or in person.
- b. 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.
- c. Shut off all switches and valves of main supplies of gas and electricity. (If possible)
- d. Maintain your senses, do not let them disperse.
- e. Protect yourself by sitting on side of tables, furniture & under strong structures. Be aware of falling walls, debris, heavy objects and electrical wires.
- f. Stay away from loosely hanging objects that may fall after initial shock and tremors.
- g. Wait for further instructions from Emergency Response Organization.
- h. 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:

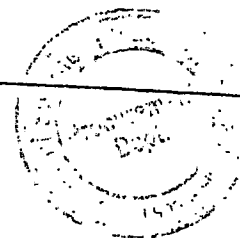
- a. If it is safe to do so, exit the building; if not, lock or barricade yourself inside a room.
- b. Turn off lights, cover and lock the windows, and lay on the floor.
- c. If the shooter(s) leave the area, go to a safer place, if possible. Have an escape route/plan in mind, keep your hands open and 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 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

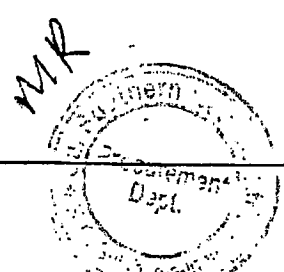
Cash Lockers, Computer Sets, External Hard-drives, Expensive Tools and Fixtures must also be removed.

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 records 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



... deemed ... by

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.

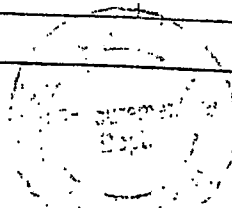
Frequency of inspection and monitoring of ER Equipment will be as per table given below. However, if situation warrants, this frequency can be changed on the instructions of In-charge HSE&QA or Zonal HSE team leader.

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 Monthly

 SSGC HSE&QA Department	IMS FORM	SSGC-IMS/ERP-F-01
	Emergency Drill Form	
	Revision 01	
Issue Date: Aug, 2021		

Zone	Region	Location	Date
------	--------	----------	------

Type Of Emergency Drill
 Fire and Explosion Heavy spillage of toxic/flammable chemicals Heavy gas leakage Earthquake
 Bomb Threat 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):

S.No	Assessment	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 Unsatisfactory


S.No	Corrective Actions/Improvements Required	Responsibility	Target Date

Security Services Representative		HSE&QA Representative	
Name	Signature	Name	Signature

NOT FOR BIDDING PURPOSE

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 SSGC HSE&QA Department	IMS FORM		SSGC-IMS/ERP-F-02	
	Inspection and Monitoring of ER Equipment Form			Revision 01
				Issue Date: Aug, 2021

Zone	Region	Location	Date
------	--------	----------	------

Type Of Equipment
 Fire Extinguisher Fire Hydrant/Water Pump/Buckets/Hose Smoke/Gas Detector Emergency light
 Ambulance First Aid Box Communication Equipment Other :

CHECKLIST

S.No	What to check	Yes	No	Comments
Fire Extinguishers				
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.			
Fire Hydrant/Hose/Bucket				
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.			
First Aid Box				
01	All necessary/required medicines are available in First Aid box.			
02	Medicines are not expired and valid for use.			
Smoke/Gas Detector				
01	Alarms and Smoke/gas detectors are properly functioning.			
Other Equipment (if any)				
01				
02				
S.No	Observations	Recommendations		
1				
2				
3				
Additional Comments (if any):				
Security Services Representative				
Name & Designation		Signature		HSE&QA Representative
				Name & Designation
				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 control.
- 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

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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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- h. Contractor 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 PPE must be worn by all personnel, including dress as appropriate. Contractor is responsible to provide PPE to his 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 luggage, 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 the 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 we/they lockout system to ensure compliance.

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- 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 lanes 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.

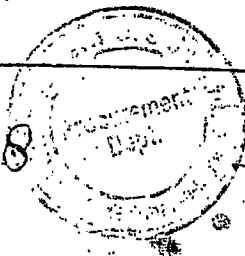
7.3 Confined Space Entry

- 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.

Integrated Management System

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Shut down, or
tagged by the
ANS

7.4 Cranes and Overhead Work

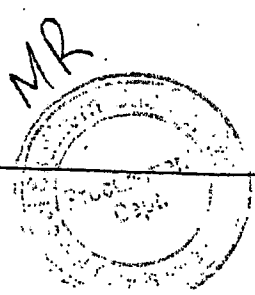
- a. All Contractors who conduct work at height, e.g., all work occurring at an elevation above 72 inches without a standard railing must adhere to the SSGC Work at Height Requirements.
- b. All work at height requires the use of a safety harness. All safety harnesses, lanyards and related fall protection 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 manufacture'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 authorized 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. Remove LO/TO without communicating to all affected associates.
- d. Contractors are required to supply their own lockout locks, tags and nips.
- 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. 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. Property 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 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

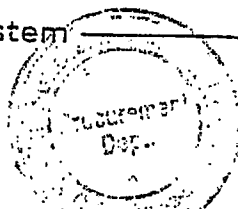
- a. Contractors are required to inform the SSGC representative of any propane or gasoline powered equipment that is to be used indoors.
- b. SSGC Management discourages the use of internal combustion engines indoors and will only permit it when no reasonable alternative means are available to complete 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).

Integrated Management System

MR



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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.

NOT FOR BIDDING PURPOSES

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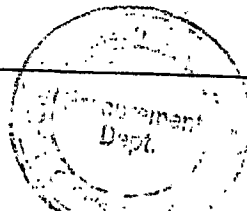
- b. No hazardous wastes will be placed or discarded into any drain or sewer on SSGC property. Sewers include: process sewers, sanitary sewers and stormwater sewers. Contractors shall use drain covers, dikes or other appropriate means to prevent a potential release into a drain. In the event that material 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.



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.

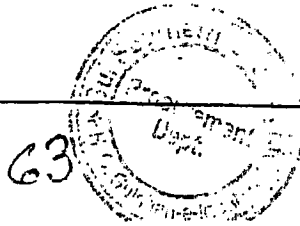
10. CONTRACTOR ACCEPTANCE OF WORK RULES AND REQUIREMENTS

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 terms 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

NR

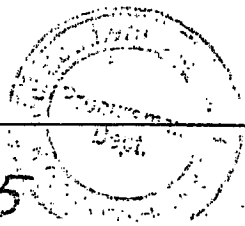


 SSGC HSE&QA Department	IMS Form	SSGC-IMS/GSC-F-01
	HSE&QA Awareness Form (Guidelines for Suppliers and Contractors)	Revision 01
		Issue Date: Aug, 2021

Organization Name	Contact name	
	Contact number	
Type of Contractor <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:		
Area of Working:		
Contract Coordinator:		
HSE&QA Awareness		
Description	Remarks	
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		
Remarks:		
Supplier/Contractor Representative	HSE&QA Representative	
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

NOT FOR BIDDING PURPOSE

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PENALIZATION MECHANISM

MR
for Service Contracts Only

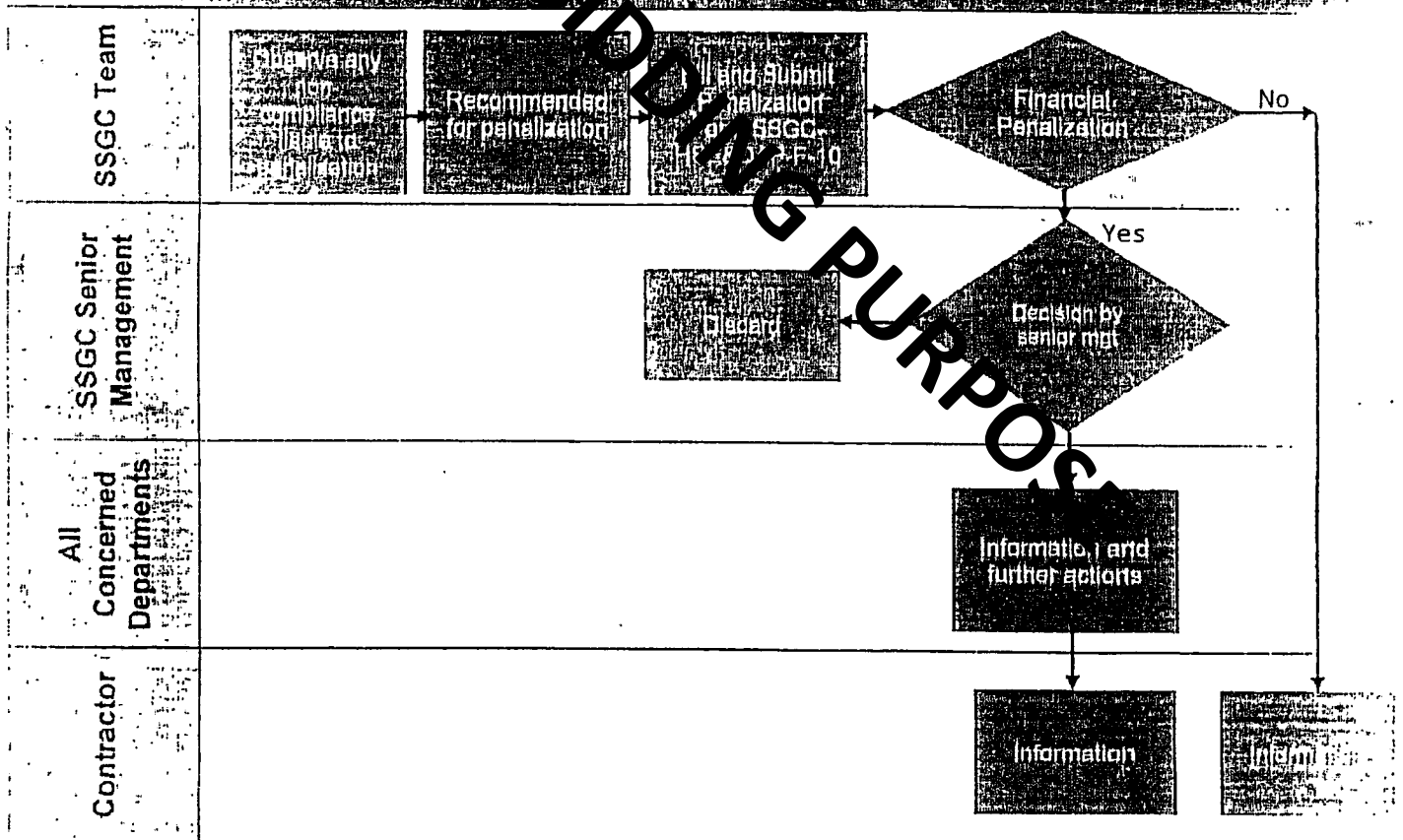
1. Penalization

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

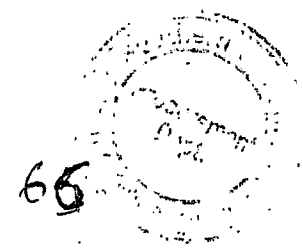
Following flow chart depicts the mechanism/ hierarchy, which will be followed for the penalization of the contractor. Penalization Form and *Annexure-J-1* can be found below.

Penalization Flow Chart



MR
[Signature]

[Signature]



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SSGC
HSE&QA
Department

PENALIZATION FORM

SSGC-HSEQP-F-10

Revision 01

Issue Date: Sep, 2022

MR for Service Contracts Only

Project	<input type="text"/>	Date	<input type="text"/>
Section	<input type="text"/>	Contractor	<input type="text"/>
User Dept.	<input type="text"/>	Focal Person	<input type="text"/>

Nature of Non-Compliance (As per Annexure J-1)

NOT FOR BIDDING PURPOSE

Mode of Penalization

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"/>

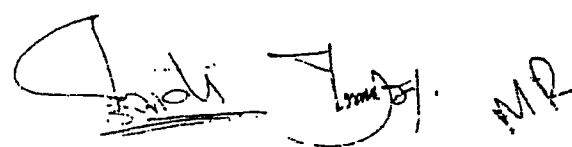
Following Section is applicable ONLY in case of Financial Penalization

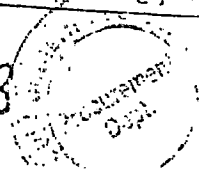
<input type="text"/>	<input type="text"/>
DMD (Ops)	DMD (Finance)

Copy to: Procurement/Finance/P&D Department, Contractor
Note: Adequate evidences MUST be furnished along with form by initiator

[Handwritten signatures and initials] *MR* *67* 

S. No.	Nature of Non- Compliance	Mode of Penalization
HSE		
1	PPE related	1 st Time ----- Verbal Warning from site in charge 2 nd Time ----- Written warning/ Explanation Letter 3 rd Time ----- Removal of worker from duties
2	Unsafe act/ Unsafe Condition	1 st Time ----- Stop work 2 nd Time ----- Stop work along with written warning letter 3 rd 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. 200,000 for each accident
4	No proper tag out/ lockout verification / 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 st time ----- Warning Letter 2 nd time ----- Stoppage of Work 3 rd Time ----- Financial Penalization up to 3% (Max.Rs. 200,000 can be penalized)
Quality		
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
Reporting		
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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PENALIZATION MECHANISM

for Service Contracts Only.

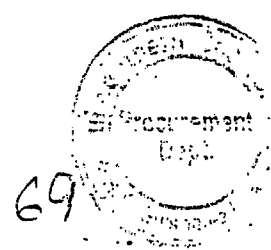
ANNEXURE J-1

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 contract owner i.e. User Departmental Head.
12	Repeatedly (03) absence/Unavailability of site Contractor's staff during surprise visits of SSGC team	Financial penalization (One day salary deduction of entire site staff of audited site)

- Note:
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. forfeiting of Performance Bank Guarantee / retention money), termination of contract or temporary blacklist (Blacklisting will be upto one (01) year.
 3. Tender/ Project specific requirements and penalization are outlined in tender documents/ ToR under special requirement section.

[Handwritten signatures and initials]
MR



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 _____

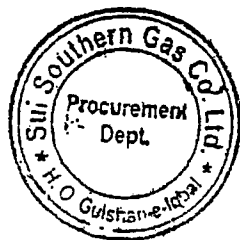
Name _____

CNIC _____

Designation _____

Date _____

Official seal _____





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 while there is no change in other Rules (income tax withholding Balochistan Sales Tax withholding; etc.)



سوی سدرن گیس کمپنی لمیٹڈ
پروکیورمنٹ ٹیڈر ٹینٹ

تمام ٹھیکیداروں کے لئے معیاری ایڈوائزری

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 کراتے 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 کراتے ہیں۔

قانون میں ترمیم

سندھ ریونیو بورڈ (SRB) 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 ودہولڈنگ کا نظرثانی 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 ودہولڈنگ 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۔