Sui Northern Gas Pipelines Limited

79-A/B, CANAL COLONY, MAIN FARID TOWN ROAD, SAHIWAL.

Ref: SWL/RFQ/ 029 /2026

DT: 24-11-26

M/s _____

REQUEST FOR QUOTATION
(STATIONERY MATERIAL)

We are pleased to invite your quotation duly signed/stamped in sealed envelope (as soon as possible) against the Following items:

Item No.	Description	Brand/Make Country of Origin	Unit	Qty.	Unit Price without GST	Delivery Period (days)
1	PAPER REAM SIZE A4 80 GRAM(EAACH REAM 500 SHEETS)sample required for technical evaluation.		Nos.	311		
2	PAPER REAM SIZE Legal 80 GRAM(EAACH REAM 500 SHEETS) sample required for technical evaluation.		No.	1		
3	PLASTIC BOX FILE SIZE A4 (BLUE COLOR).		Nos.	30		
4	PRINTING OF FILE COVERS WITH SNGPL MONOGRAM (SIZE 12 X 9 INCH WHITE COLOR BLACK LACES 320 GRM EACH.		Nos.	250		
5	ENVELOP KHAKI (9X4)		Nos.	400		
6	ENVELOP KHAKI (A-4)		Nos.	200		
7	Stapler machine rubber base size 24/6(with pin remover)		Nos.	3		
8	Metal mesh letter tray 03 step		No.	1		

Note: The quotation will be opened on 1-12- -2026 at 1530 hours. Quotation against this enquiry will be Opened in Public 30 min. after the closing on the same Day i.e. 1500 hours.

General Terms:

1. *Rates should be valid up to- (sixty 60) days and material is required within 5 days of receipt of PO.*
2. *We require good quality material.*
3. *Quotation should be complete in all respects i.e. NTN / GST Nos. date & Professional Tax signature, country of origin/Brands with complete specification of material.*
4. *You will be responsible/bound to supply the item on your quoted rates, in case of any change/revision of rate at your end.*
5. *We reserve the right to increase / decrease the quantities or cancel the requirement in whole or in part before tender opening in case our requirement change in the meantime.*

After tender opening, the quantities may be increased / decreased by 15% of the requirement.

7. *Payment against your bills will be made by our Accounts Department through cheque within 30 days after satisfactory delivery of material/services, installation & commissioning as given in the purchase order /contract after receipt of your bill in duplicate supported with receipted copy of delivery challans and copy of inspection reports except when stores are received "Subject to approval". In such cases 30 days limit will commence from the date of. "Approval" of material. Any delay in submitting the bills will result in corresponding delay in payment.*
8. *No bid will be accepted for lesser quantity than the specified.*
9. *Conditional offer / quotation will not be accepted.*
10. *Your delivery challan in triplicate with printed serial number should be accompany the goods when delivered. One copy will be retained by us.*
11. *Quote single rate against each item. No alternate offer/option is acceptable.*
12. *Your Bill/Invoice in duplicate should be sent directly to Area Accountant, Sui Northern Gas Pipelines Limited. 79-A/B Canal Colony, Farid Town, Sahiwal. Duly supported by the receipted copy of challan.*
13. *All queries relating to payment must be addressed directly to the Area Accountant, Sui Northern Gas Pipelines Limited, 79-A/B Canal Colony, Farid Town, Sahiwal.*
14. *Reference of this purchase order number must be given on all Bills/Invoices. Delivery Challans, other correspondence etc.*
15. *In the event an item has been wrongly supplied or if subsequently it has been found to contain manufacturing defects, the suppliers will replace the item free of charge.*
16. *Subject to cancellation of Purchase Order on you or part, we reserve our right to make purchase from alternate others sources at your risk and cost, and the difference in costs will be recovered from you.*
17. *Evolution will be made on ITEM WISEs.*

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Special Note

1. *Please note that in case of Purchase Order placed on you, delivery of material must be made within the stipulated delivery period, failing which, we reserve the right to cancel the purchase order or part thereof, as necessary.*
2. *In case of an order placed on you, if the order on you or part thereof is cancelled, we shall have the right to make purchases from other sources at your risk & cost, and the difference in cost will be recovered from you and this cancellation of Purchase Order may lead to black-listing of the firm.*
3. *Brand Name, Model No. and Country of Origin of offered item must be mentioned in the quotation. Bids without Brand Name, Model No. and Country of Origin are liable to rejection*
4. *Only One Price to be quoted against each item.*

M. Zulfiqar Ali
Exec. Officer (Procurement)
for Managing Director

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