



Tender Enquiry

Tender Enquiry No. MND/TE/012/2025

Dated: 16.10.2025

Messer's:

Dear Sir,

OFFICE STATIONERY
INVITATION TO BID / INSTRUCTION TO BIDDER
OUR TENDER ENQUIRY NO. MND/TE/012/2025
TENDER CLOSING DATE 03.11.2025 TIME: 15:00 HOURS
TENDER OPENING DATE 03.11.2025 TIME: 15:30 HOURS

1. Please submit your lowest and firm quotation with best delivery for the item given on attached sheet/sheets and return one copy of the sheet/sheets duly completed & signed by you latest by **15:00 Hours positively on 03.11.2025.**
2. Please include: -
(a) Our items No (b) discount, if any (c) full detail of any deviation from our specification (d) Lump sum price in addition to unit price, carriage paid to our address as mention on attached sheet / sheets.
3. **The tender participation / issuance fee is Rs 500/- which should be submitted before tender opening in shape of pay order / CDR by the respective bidder along with copies of GST NTN & Professional Tax certificates with covering letter mentioning our tender number. Your bid will not be considered in case non submission of tender fee before tender opening.**
4. **All Bidders are required to submit their quotation online on PPRA E-PADS and same should also be submitted in printed form in sealed envelopes before tender closing time at the following address: Senior Officer (Procurement), S.N.G.P.L (Transmission Office), Piran Ghaib Road Multan.**
5. The envelope should be headed "**Confidential**" and marked.
Tender Enquiry No. MND/TE/012/2025 **Closing Date: 03.11.2025**
YOUR QUOTATION IS LIABLE TO BE CANCELLED IF YOU FAIL TO ADHERE TO THIS CLAUSE
6. Your quotation should remain open for at least a period of **60 days** from the date of closing of this tender enquiry.
7. All tender enquiries shall be publicly opened at **15:30 Hours** on the same day in our office at above mentioned address. Only one representative of each bidder possessing "Letter of Authority" to do so may attend the bid opening, if desired.
8. In case purchase order placed on you, you will be required to execute strictly in accordance with the terms and conditions of purchase order. In case terms and conditions violated we will have the right to cancel the purchase order or part as thereof, necessary.
9. In case purchase order on you and subject to (7) above, if the purchase order on you or part thereof is cancelled, we will have the right to make purchases from other sources at your risk and cost, and difference will be recovered from you.
10. In case purchase order is placed on you on the basis of your bid / quotation, material will be required by us within 30 days; however, you may quote your best delivery period.

11. We reserve the right to increase / decrease the tender quantities or cancel this enquiry in whole or in part before tender opening should our requirement. In change in the meantime. After tender opening, the quantities may be increased / decreased by 15% of the tender quantities. However, decrease beyond 15% shall be subject to concurrence by the successful bidder.
- 12 Relevant, leaflets/brochures should accompany your quotation.
- 13 Instead of writing the word “**Imported**” please give exact brand/make / Country of origin of each item quoted by you.

GENERAL CONDITIONS

1. All deliveries are to be consigned carriage paid to the address given on attached sheet / sheets.
2. Delivery challan (in triplicate) for each consignment should accompany the material.
3. Consignment will be received upto 12.30 P.M during summer on all working days and upto 3.00 P.M during winter on all working days of the week except Saturday & Sunday.
4. In case purchase order is placed on you on the basis of this tender enquiry, payment shall be made within 30 days from receipt of goods except when stores are received “Subject to Approval”. In such cases 30 days limit will commence from date of “Approval”.

BID SECURING DECLARATION: -

Every bidder shall furnish as part of its bid, **Bid Securing Declaration**, (as per specimen enclosed). This will serve as a guarantee of acceptance of purchase order in case his bid turns out to be the lowest bid.

Any Bid; which is not accompanied by the requisite **Bid Securing Declaration** (in original), will not be read out at the time of tender opening and will be considered as non responsive.

This **Bid Securing Declaration** will serve as guarantee in case bidder subsequently either withdraw, or unilaterally modify, vary or alter his bid after opening of the bids and before expiry of bid validity period, or fail to accept our purchase order, placed on them within the validity of their bid or its extended validity in case his bid turns out to be the most advantageous bid.

Every bidder is required to upload Bid Securing Declaration in EPAD in the respective collum.

LATE DELIVERY CHARGES: -

1. Time shall be essence of the contract/purchase order and it will include a clause on Late Delivery charges. This interalia will state that if the materials, as given in the order have not been dispatched/delivered on time and as per stipulations in the contract except on account of Force Majeure, within the delivery period given in the contract, Sui Northern Gas Pipelines Limited (SNGPL) shall be entitled to recover 1% (One Percent) of the total value (excluding Sales Tax) of the delayed part of material for each week of delay, by way of Late Delivery Charges and not by way of penalty subject to a maximum of 10% of the total value (excluding sales tax) of the delayed part of the material.
2. The payment of such Late Delivery Charges shall not relieve the supplier from performing and fulfilling its obligations under the contract nor will the corresponding rights and entitlements of Sui Northern be affected or reduced in any manner.
3. Whenever Late Delivery Charges become payable, SNGPL, in its sole discretion shall quantify the same and recover Late Delivery Charges through deduction from outstanding bills of suppliers directly by Accounts Department while making payment to supplier.

SUI NORTHERN GAS PIPELINES LIMITED

Annexure to Enquiry No. **MND/TE/012/2025**

Sheet No. _____

Suppliers G.S.T _____

Suppliers N.T.N # _____

Ref. of suppliers _____

Date. _____

Item No	Description	Brand/Make Country of Origin	Unit	Qty	Rate / Unit Ex- GST	18% GST	Total Amount	F.O.R Delivery Period
01	PUNCHING MACHINE (HEAVY DUTY) CAN PUNCH 100 PAGES		NO.	1				Within 30 days at S.N.G.P.L (Stores), Multan.
02	PUNCHING MACHINE (HEAVY DUTY) CAN PUNCH 70 PAGES		NO.	1				
03	PUNCHING MACHINE, CAN PUNCH 20~25 PAGES		NOS	5				
04	STAPLER MACHINE LARGE SIZE (23/17)		NOS	2				
05	STAPLER MACHINE WITH PIN REMOVER (CAN STAPLE 20~25 PAGES)		NOS	27				
06	STAPLER PIN REMOVER (METAL BODY WITH GOOD QUALITY PLASTIC GRIP)		NOS.	10				
07	ENVELOP LEGAL SIZE 15" X 18"		NOS	100				
08	ENVELOP (INNER CLOTH) 15" X 18"		NOS	100				
09	ENVELOP A-4 SIZE		NOS	1000				
10	ENVELOP LEGAL SIZE (FINE QUALITY)		NOS.	500				
11	ENVELOP SIZE 4.5" X 11.5"		NOS	1500				
12	ENVELOP SIZE 5" X 11"		NOS	500				
13	ENVELOP SMALL SIZE (9" X 4")		NOS	1500				
14	ENVELOP BROWN 9" X 3"		NOS	500				
15	GUM STICK (100 GM)		NOS	18				
16	BLUE COLOR BOX FILE WITH CLIP (FIBER / PLASTIC MADE)		NOS	99				
17	RED COLOR BOX FILE WITH CLIP		NOS	10				

18	BOX FILE WITH CLIP, LARGE SIZE (3')		NOS	5				
19	BOX FILE WITH CLIP (FINE QUALITY)		NOS	180				
20	FILE COVER WITH BLACK LACES & COMPANY MONOGRAM		NOS	984				
21	CUSTOMISED LEATHER MULTIPLE WHITE CARD PAGES MENU COVER DOCUMENTS		NOS.	02				
22	POLYVINYLE CHLORIDE PLASTIC COVER FILE FOLDER		NOS.	20				
23	OFFICE FILE COVER A4 SIZE (GOOD QUALITY)		NOS.	50				
24	REPORT COVER CLIP FILE A-4 SIZE		NOS.	200				
25	DAAK DISPATCH REGISTER (300 SHEET)		NOS	15				
26	DAAK DISPATCH REGISTER (200 SHEET)		NOS	04				
27	DAAK FOLDER WITH SNGPL MONOGRAM (FINE QUALITY)		NOS.	02				
28	DUPLICATE NOTE BOOK WITH SERIAL NUMBER ON TOP CORNER (100 SHEET)		NOS	230				
29	WRITING PAD LARGE SIZE (50 PAGES)		NOS	50				
30	WRITING PAD A4 SIZE (50 PAGES)		NOS	24				
31	WRITING PAD MEDIUM SIZE (50 PAGES)		NOS	24				
32	WRITING PAD SIZE 6" x 5" (100 PAGES)		NOS.	12				
33	WRITING PAD A4 SIZE (100 PAGES)		NOS.	12				
34	WRITING PAD WITH RING GOOF, 100 PAPER EACH, (LARGE SIZE) 80 GM PAPER, SIZE 29 CM X 20.5 CM		NOS	12				

35	WRITING PAD WITH RING GOOF, 100 PAPER EACH, 80 GM PAPER, SIZE 24 CM X 18.5 CM		NOS	12				
36	WRITING PAD WITH RING GOOF, 100 PAPER EACH, 80 GM PAPER, SIZE 20 CM X 16.5 CM		NOS	18				
				Grand Total:				

NOTE:

- Every bidder is required to quote only one proposal / option against purchase of one tender document set. Alternate / second option / proposal can be submitted by procuring new tender documents set. Submission of more than one option / offers against purchase of one tender document set will lead to disqualification / rejection of the whole bid.***
- Rates should be valid up to 60 days.
- Please mention the rates of material / Sales Tax separately instead of Lump Sum / quoted rates will be treated as inclusive of Sales Tax if Sales Tax is not mentioned separately.
- We required good quality material with carriage (Loading / un-Loading) at our site.
- Quotation should be complete in all respect i.e., GST/NTN No., Date & Signature, Country of origin, duly stamped and delivery period.
- In case purchase order is placed on you on the basis of your bid / quotation, material will be required by us as per above delivery period; however, you may quote your best delivery period.
- Material should be supplied as per our specification's substandard/defective/ inferior quality, poor workmanship, faulty design, faulty packing or short received material will have to be replaced by you on "No Charge Basis" even after our acceptance.
- Discount if any should be boldly shown under the prices in figures. Discount, if conditional or not read at the time of bid opening shall not considered during bid evaluation.
- Conditional offer will not be considered for evaluation.
- Sales Tax will be paid to you on submission of documentary evidence.
- The Company reserves the right to accept and /or to reject any offer without assigning any reason.
- Bids will be evaluated and accepted for above offered quantity. No bid will acceptable for less than the quantity specified above in schedule of requirement.
- Quotations should have not any over-writings. Corrections if any must be made by deleting and re-writing. All such deletions/cuttings must be authenticated by additional signature. Quotations carrying over-writing are likely to be dis-regarded.
- Bids will be dis-qualified if relevant technical literature/ specifications are not attached to the offer.
- The Company does not bind itself to accept the lowest priced bid or any particular bid or any part of a bid, nor will be responsible to pay the expenses or losses which may be incurred by any bidder in preparation of his bid.

16. Your offer should be accompanied by a copy of valid Sales Tax Registration, NTN and Professional Tax Clearance Certificate.
17. You will be responsible / bound to supply the items on your quoted rates in case of any change / revision of rate at your end.
18. Any information required or sample if needed can be seen in the Procurement Office Multan on any working day in the office timing.
19. Each Item will be evaluated separately.

Supplier's Signature _____

Supplier's Stamp _____

BID SECURING DECLARATION
TENDER ENQUIRY # _____

M/s. Sui Northern Gas Pipelines Limited,

Dear Sirs,

We, M/s _____, hereby confirm that our bid against subject tender enquiry is firm & irrevocable.

We, M/s _____, also confirm & undertake that our said Bid Securing Declaration shall serve as guarantee that we shall not either withdraw, unilaterally modify, vary or alter our Bid after opening of the tenders and before expiry of bid validity period or extended bid validity period, and we shall accept purchase order placed on us within validity period of bid in case our bid turns out to be the most advantageous bid as per terms of the tender enquiry.

Authorized Signatories of the Bidder

Name: _____

Date: _____

E-mail address:- _____

Company Seal: _____

Place: _____