



PRINTING / OFFICE STATIONERY
INVITATION TO BID / INSTRUCTION TO BIDDER
OUR REQUEST FOR QUOTATION NO. MNT/RFQ/027/2026
TENDER CLOSING DATE 26.02.2026 TIME: 12:30 HOURS
TENDER OPENING DATE 26.02.2026 TIME: 12:30 HOURS

1. Please submit your lowest and firm quotation on EPADS with best delivery.
2. Required bid validity is 60 days from the closing date of RFQ.
3. RFQ will be publically opened at 12:30 Hours on the same day in our office at Piran Ghaib Road Multan. One representative of each bidder with Letter of Authority can attend the bid opening, if desired.
4. 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.
5. 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.
6. 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.
7. Relevant, leaflets/brochures should accompany your quotation.
8. Instead of writing the word "Imported" please give exact brand/make / Country of origin of each item quoted by you.
9. All deliveries are to be consigned carriage paid to the address SNGPL Transmission Stores Piran Ghaib Road Multan.
10. Delivery challan (in triplicate) for each consignment should accompany the material.
11. 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.
12. BID SECURING DECLARATION: - To be submitted as per SNGPL requirement.
13. Late Delivery Charges clause as mentioned in the terms & Conditions section will be applicable.

Schedule of Requirement (SOR)

Item No	Description	Brand/Make Country of Origin	Unit	Qty	Rate / Unit	18% Gst	Total Amount	Delivery Period
01	Printing of Wages & Overtime Sheet, A-3 Size (for Casual Labour) From No. 1505/6371, 176 "014", 100 Pages per Pad with duplicate, as per specimen		Nos.	10				Within 20 days at mentioned below sites.
02	Printing of File Cover with Company Monogram & Laces Size 11" X 14" (Specimen Will Be Provided to Successful Bidder)		Nos.	136				
03	Printing of Daily Progress Report (Duplicate) 200 pages/pad with punched serial number, As per specimen.		Nos.	12				



04	Printing of CP Station Check Sheet, 100 Pages/Pad, As per Specimen	Nos.	12				
05	Printing of TA/ HA Claim Form, 100 Pages/ Pad, As per specimen.	Nos.	06				
06	Printing of Request for Advance Form (Duplicate), 200 Pages / Pad, 01 Page white & 01 Page pink, As Per Specimen	Nos.	03				
07	Attendance Register for Casual Staff	Nos.	10				
08	Ruled Register (14 No)	Nos.	06				
09	Memorandum Stock Register	Nos.	04				
10	Letter Dispatch Register (120 Pages)	Nos.	04				
11	Envelop size 14" x 11" (Brown)	Nos.	300				
12	Envelop size 12" x 05" (Brown)	Nos.	500				
13	Envelop size 15" x 12" (Khaki)	Nos.	200				
14	Envelop size 9" x 4" (Khaki)	Nos.	200				
15	Carbon Paper Blue Color A-4 size	Pkt	10				
16	File Cover with 24" Long Laces	Nos.	100				
17	Stapler Machine with Pin Remover (Compatible Stapler pin 24/6 & 26/6) can staple 25 sheets of 75 Gm Approx. Metal Structure	Nos.	04				
18	Plastic Box File Blue Color with Clip	Nos.	36				
19	Plastic File Cover A-4 size, Top Transparent	Nos.	12				
20	Sticky Note size 3" x 3" yellow Color	Pkt	06				
<i>Specimen of Item Nos. 01 & 03 to 06 attached as Annexure-A.</i>				Grand Total:			

Terms & Conditions:

- 1) The material should be supplied as per technical specifications mentioned in the quotation/purchase order and must be brand new. Sub-standard / defective material will not be accepted.
- 2) Please mention your National Tax Number on the invoices to be submitted for payment.
- 3) DELIVERY: You will deliver the Ordered material within **20 Days** after receipt of purchase order at SNGPL Stores, Piran Ghaib Road, Multan, under intimation to us
- 4) The price of ordered material is inclusive of all applicable Govt Taxes/Duties, GST @ 18% However, the payment of sales tax will be made to you on submission of Sales Tax Invoices. We as per Sales Tax Special Procedure (withholding) Rules 2007, shall deduct an amount equal to 1/5th of the total sales tax value shown in the sales tax invoice issued by the supplier and make payment of the balance amount.
- 5) Payment will be made to you by our Accounts Department within 30 days after satisfactory completion of delivery as given in the purchase order and after receipt of your bills in Accounts duly marked your

National Tax Number in duplicate supported with receipted copies of Delivery Challan(s) and copy of inspection reports.

- 6) If the materials, as given in the order have not been delivered within the delivery period given in the contract and as per stipulations in the contract except on account of Force Majeure, , 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. 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. 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.
- 7) All other terms and condition of the RFQ and those which will be agreed through exchange of correspondence will integral part of purchase order.



Item No. 03

No.: 001
 TO: _____ DATE: _____

**DAILY PROGRESS REPORT
 (MAINTENANCE / PSP SURVEY / INDIRECT INSPECTION & OTHER SURVEYS)**

FROM: _____ TO: _____

PART-A

- 1) CP STATIONS CHECKED: _____ NO. _____
 i) _____ ii) _____ iii) _____
 iv) _____ v) _____ vi) _____
- 2) MAINTENANCE WORK:
 i) _____
 ii) _____
 iii) _____
- 3) PSP SURVEY: _____ PSP POINTS CHECKED: _____ NO. _____
 SEGMENT: _____
 i) _____
 ii) _____
 iii) _____
- 4) INSTALLATION OF MISSING/NEW CP POSTS: _____ NO. _____
 SEGMENT: _____
 i) _____
 ii) _____
 iii) _____

PART-B

- 1) TYPE OF SURVEY: _____
 - 2) SEGMENT: _____
 - 3) CHANIAGE FROM: _____ TO: _____
 - 4) TOTAL SURVEYED LENGTH: _____
 - 5) CUMULATIVE FOR THE SEGMENT: _____
 - 6) NO. OF FAULTS (IN CASE OF DCVG SURVEY): _____
 - 7) CUMULATIVE NO. OF FAULTS (IN CASE OF DCVG SURVEY): _____
- REMARKS: _____

- ANY OTHER WORKS: _____

TEAM MEMBERS:

- | | |
|------------------------------|---------------------------|
| 1) TOTAL TEAM MEMBERS: _____ | SUBMITTED BY: _____ |
| 2) SUB ENGINEER: _____ | NAME & DESIGNATION: _____ |
| 3) CP SURVEYOR: _____ | VEHICLE NO.: _____ |
| 4) CASUAL LABOUR: _____ | DRIVER NAME: _____ |
| 5) CASUAL LABOUR: _____ | |
| 6) CASUAL LABOUR: _____ | |



Item No. 04

**SUI NORTHERN GAS PIPELINES LIMITED
CORROSION CONTROL, MULTAN (T)
C.P. STATION CHECK SHEET**

Location: _____

Date: _____

- 1) Status of TR Unit / TEG Unit / Solar System On Off
- 2) Energy Meter Reading _____ KWH TEG Gas Meter Reading _____ cu.ft./cu.mtr.
- 3) Status of RM Kit On Off N/A RM Kit Reset Yes No
- 4) Cause of failure, if found OFF: _____
- 5) Remedial Action Taken: _____
- 6) A.C. Input: Voltage _____ Volts Current _____ Amps.
- 7) D.C. Output: Voltage _____ Volts Current _____ Amps.

- 8) Tap Position / PSI / Charging _____
- 9) Line Current Distribution & Drain Point Potentials:

Pipelines Connected	Current Drained (Amps.)	Drain Point On Potential (-mV)	Drain Point Inst. Off Potential (-mV)

- 10) Status of Tightness of Connections:
- | | | | | | | |
|------------------------------------|-----|--------------------------|----|--------------------------|-----|--------------------------|
| R.M. Kit | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| C.C. Panel | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| T/R Unit / TEG Unit / Solar System | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| AC Supply / Gas Supply | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Fuses (AC & DC) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |

- 11) Cleaning of TR / TEG / Solar System Carried Out Yes No N/A
- Cleaning of C.C. Panel carried out Yes No N/A
- Cleaning of C.P Room carried out Yes No N/A
- Level of Transformer Oil/Water Level of Batteries OK Low N/A
- Status of Transformer Oil / Solar Panels Clean Dirty N/A

- 12) Remarks / Material Utilized (if any):
- _____
- _____

CHECKED BY:

Name: _____

SN No. _____

Sign. : _____



Item No. 05 (Front)

190
Executive
DT 20-11-2023
Sub-Ordinate

SUI NORTHERN GAS PIPELINES LIMITED.
TA/HA CLAIM FORM

Name Designation Regn No. Basic Salary Grade Station Department

DEPARTURE		ARRIVAL		MODE OF TRAVEL		FARE		T. A. Days	H. A. Days	Allocation/ Job No.
Station	Date	Station	Date	Time	Rail/Road/Air	Class	Rs.	Ps.		



Item No. 05 (Back)

<p>(1) Fare, Air/Rail/Road</p> <p>(2) Accommodation during heli/tour</p> <p>(3) T.A days @ Rs.</p> <p>(4) H. A. Days @ Rs.</p> <p>(5) Conveyance charges as per details attached</p> <p>(6) Permanent Transfer Allowance</p> <p>(7) Incidental Expenses as per details attached</p>	<p>Arranged & paid for by the Company Yes/No. Yes/No.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Rs.</td> <td style="width: 50%; text-align: center;">Ps.</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	Rs.	Ps.			<p>For the use of Admin. Deppt. Only. Remarks. If any. (Purpose and Mode of Journey)</p> <hr/> <p>Checked and Approved for Rs. _____</p> <p style="text-align: right;">ADMIN DEPTT.</p> <p>Exceptional expenses (if any) Rs. _____ Incurred for _____</p> <hr/> <p>Sanctioned by: _____ for MANAGER DIRECTOR</p>
Rs.	Ps.						
<p>Purpose of Journey :- _____</p>		<p>Gross Claims :- _____</p> <p>LESS: Advance obtained Rs. :- _____</p> <p>Balance Payment / Refundable :- _____</p>					
<p>Verified by _____ Head of Department</p>		<p>Date _____ Signature of Claimant</p>					
<p>Form No. 1529/63/67/74</p>		<p>TO BE USED BY ACCOUNTS DEPTT. ONLY</p> <p>Checked and passed for payment/recovery:- Rs. _____ (Rupees)</p> <p>Sri. No. _____ ACCOUNTANT</p>					

Note :- (1) A claim must be submitted within a week of the completion of the tour.
(2) Time should be expressed in hours and minutes i.e. 8 a.m. = 08.00 hours
1 p.m. = 13.00 hours



Item No. 06

SUI NORTHERN GAS PIPELINES LTD.

REQUEST FOR ADVANCE

Name _____ Regd. No. _____ Designation _____

(i) Against Local Purchase of _____

Rs.	Ps.

(ii) Against TA/HA
Purpose _____
Approximate
Period of Stay _____ at _____

Outstanding advance Rs. _____ Request No. _____

Reasons for Non-clearance _____

Head of Department/Station Incharge

Cashier

Received Rs. _____
I undertake to account immediately on completion of purchase/Journey.

Signed _____

N.B. Advance recommended against TA/HA Claim should not be more than expected TA/HA Claim. No advance will be allowed against previous travels. Request for advance will not be entertained unless account for previous advance is rendered.

FOR ACCOUNTS OFFICE USE ONLY

Checked by

Entered by

Advance No.

Date

ACCOUNT RENDERED

ADVANCE TRANSFERRED

Date _____

Date _____

Amount Rs. _____

Amount Rs. _____

Voucher No. _____

Location _____

Difference of Rs. _____ Paid/received in cash

Voucher No. _____

Employee

Cashier