



Tender Enquiry

Tender Enquiry No. MNT/TE/058/2025

Dated: 13.11.2025

Messer's:

Dear Sir,

OFFICE STATIONERY
INVITATION TO BID / INSTRUCTION TO BIDDER
OUR TENDER ENQUIRY NO. MNT/TE/058/2025
TENDER CLOSING DATE 01.12.2025 TIME: 15:00 HOURS
TENDER OPENING DATE 01.12.2025 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 01.12.2025.**
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.**
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.

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Closing Date: 01.12.2025

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.

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. **MNT/TE/058/2025**

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	PINK COLOR PAPER A-4 SIZE, 80 GM (100 SHEET/PKT)		PKT	2				Within 30 days at S.N.G.P.L (Stores), Multan.
02	GREEN COLOR PAPER A-4 SIZE, 80 GM (100 SHEET/PKT)		PKT	2				
03	BLUE COLOR PAPER A-4 SIZE, 80 GM (100 SHEET/PKT)		PKT	2				
04	WHITE PAPER A-3 SIZE, 80 GM (500 SHEET/PKT)		PKT	3				
05	FILE COVER WITH LACES & SNGPL MONOGRAM, LEGAL SIZE (400 GM)		NOS.	754				
06	BOX FILE WITH CLIP (FINE QUALITY)		NOS.	130				
07	BOX FILE WITH CLIP SIZE 3" (PLASTIC MADE) BLUE COLOR		NOS.	70				
08	BOX FILE WITH CLIP SIZE 3" (PLASTIC MADE) RED COLOR		NOS.	25				
09	BOX FILE WITH CLIP SIZE 3" (PLASTIC MADE) GREEN COLOR		NOS.	10				
10	PLASTIC FILE COVER A-4 SIZE WITH CLIP		NOS.	12				
11	STAPLER MACHINE WITH PIN REMOVER 24/6		NOS.	8				
12	PLIER STAPLER (MINIMUM CAN STAPLE 40 SHEET) SIZE 24/6, 26/6		NOS.	1				
13	HEAVY DUTY STAPLER FOR 23/10 STAPLES		NOS.	1				
14	PUNCHING MACHINE MEDIUM SIZE (CAN PUCH 25~ 30 SHEET)		NOS.	6				
15	PUNCHING MACHINE (CAN PUCH 40~ 50 SHEET)		NOS.	2				

16	GUM STICK LARGE SIZE (21 GRM)		NOS.	16			
17	HIGHLIGHTER (PINK, YELLOW & GREEN) 02 EACH COLOR		NOS.	36			
18	PERMANENT MARKET BLACK COLOR		NOS.	22			
19	WHITE BOARD MARKER (MULTI COLOR)		NOS.	20			
20	RULED REGISTER (100 SHEET)		NOS.	11			
21	RULED REGISTER (200 SHEET)		NOS.	10			
22	DAAK DISPACH REGISTER (200 PAGE)		NOS.	2			
23	DAK FOLDER, (LEATHER) BLACK COLOR, SIZE 11" X 15" (APPROX.)		NOS.	5			
24	KHAKI ENVELOP SIZE 9" x 4"		NOS.	1500			
25	WHITE ENVELOP SIZE 9" x 4"		NOS.	100			
26	ENVELOP SIZE 9" x 5"		NOS.	500			
27	ENVELOP SIZE 9" x 11"		NOS.	500			
28	ENVELOP SIZE 11" x 18"		NOS.	500			
29	ENVELOP SIZE 12" x 20"		NOS.	100			
30	KHAKI ENVELOP SIZE 11" x 5"		NOS.	1500			
31	ENVELOP A-4 SIZE (WHITE)		NOS.	250			
32	ENVELOP LEGAL SIZE		NOS.	200			
33	EVELOP SIZE 12" x 15" (INNER CLOTH)		NOS.	50			
34	EVELOP SIZE 12" x 18" (INNER CLOTH)		NOS.	50			
35	METAL MESH DOCUMENT TRAY, 3 TIER		NOS.	4			
36	WOODEN LETTER TRAY 02 STORY, BROWN COLOR		NOS.	2			
37	DRY ERASE WHITE BOARD WITH FRAME SIZE 3' X 4' FT.		NOS.	5			
38	PIN OPENER (FINE QULAITY)		NOS.	5			
39	STEEL SCALE (FINE QUALITY)		NOS.	6			
40	CHIT PAD SIZE 3" x 3" (DIFFERENT COLOR)		NOS.	15			

41	CARBON PAPER LEGAL SIZE (100 SHEET/PKT)		PKT	5			
42	CARBON PAPER A-4 SIZE (100 SHEET/PKT) BLUE COLOR		PKT	1			
43	DRAFTING PAD LARGE SIZE (100 SHEET)		NOS.	30			
44	DRAFTING PAD MEDIUM SIZE (100 SHEET)		NOS.	10			
45	DRAFTING PAD SMALL SIZE (100 SHEET)		NOS.	30			
46	TWIN WIREBOUND NOTE BOOK SIZE 178 mm x 255mm, 100 SHEET /BOOK		NOS.	10			
47	PVC PACKING TAPE (1" x 1") TRANSPARENT)		NOS.	6			
48	PRINTING OF MATERIAL GATE PASS BOOK CARBON LESS, (200 PAGE/BOOK) 01 PAGE WHITE & 01 PAGE PINK		NOS.	50			
* 49	CHARTS FOR RECORDERS L-10, 150 NO. 30900 X 015 DAILY TEMPERATURE / PRESSURE RANGE 0~150, FLOW 0-100		NOS.	300			
Technical Specification & diagram of item No. 49 attached as Annexure-A (Page 08~09)				Grand Total:			

*** Bidder must provide the sample for item No 49 along with bid, without sample bid will be rejected.**

NOTE:

1. *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.*
2. Rates should be valid up to 60 days.
3. 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.
4. We required good quality material with carriage (Loading / un-Loading) at our site.
5. Quotation should be complete in all respect i.e., GST/NTN No., Date & Signature, Country of origin, duly stamped and delivery period.

6. 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.
7. 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.
8. 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.
9. Conditional offer will not be considered for evaluation.
10. Sales Tax will be paid to you on submission of documentary evidence.
11. The Company reserves the right to accept and /or to reject any offer without assigning any reason.
12. 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.
13. 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.
14. Bids will be dis-qualified if relevant technical literature/ specifications are not attached to the offer.
15. 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. You 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.

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

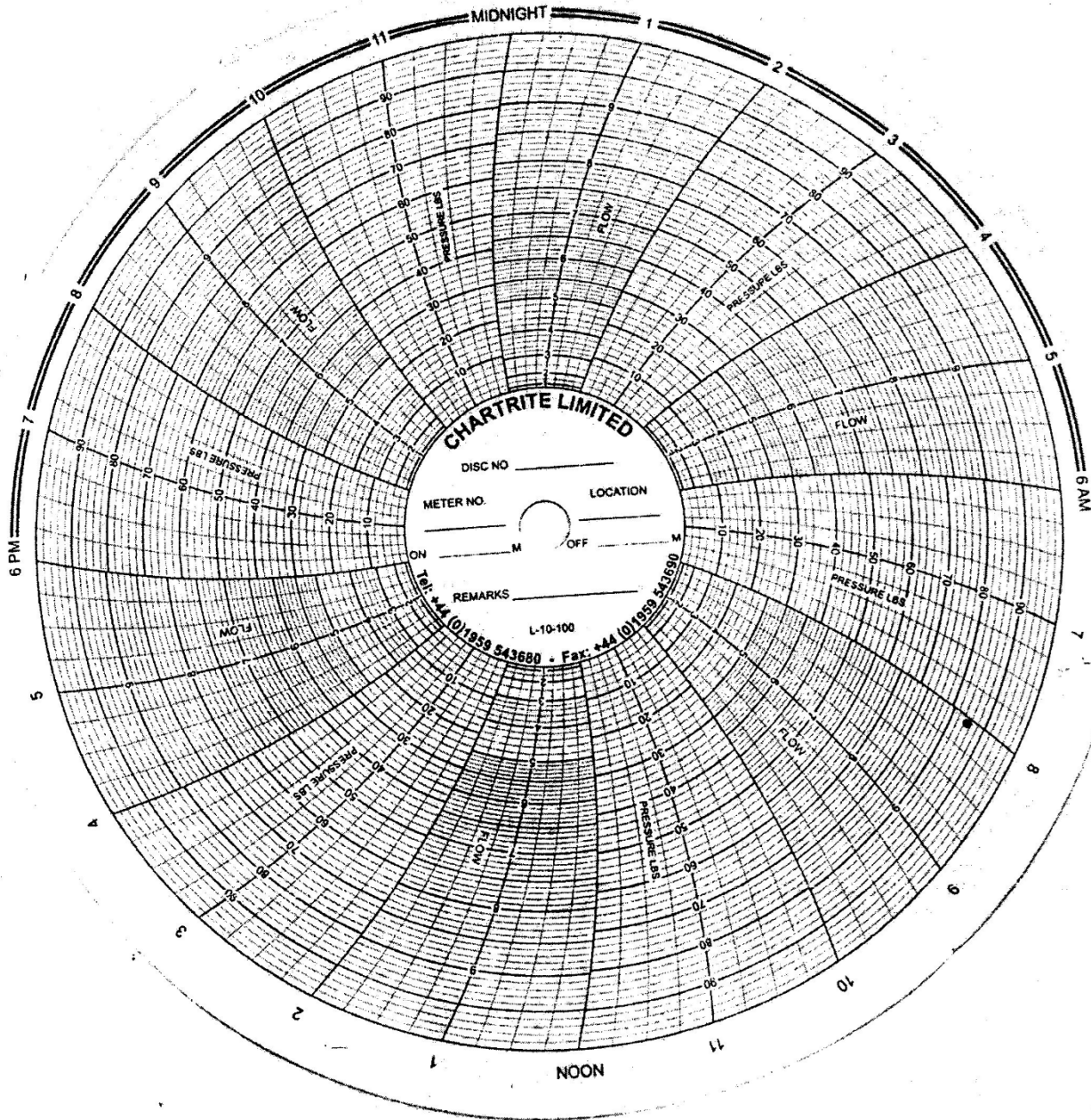
Name: _____

Date: _____

E-mail address:- _____

Company Seal: _____

Place: _____





TECHNICAL SPECIFICATIONS
CHARTS FOR STATIC PRESSURE, DIFFERENTIAL PRESSURE
TEMPERATURE RECORDERS

A. Daily Charts

- Charts conforms to ITT Barton Graphic control corporation chart # L-10-100 or equivalent containing linear configuration on chart. (chart attached)
- Time Scale 24 Hrs.
- Net weight of 100 charts = 900 ~ 1000 grams

General Requirements:

1. Chart Material

Charts shall be made from a suitable material which will assure strength, surface smoothness, and ability to take ink or other means of recording, and provide dimensional stability under the humidity and temperature variations. Chart material shall be sufficiently strong not to tear during normal operation of the instrument in which it is used and shall withstand, without damage, subsequent handling during processing of the recorded information.

Charts shall have a hard, smooth surface in order to present minimal resistance to the motion of the pen or other marking device. The surface shall be free from loose or easily detachable particles which might tend to clog the marking device.

2. Chart Dimensions.

- 12" dia circular chart having edge to edge measurement = 11.125"
- All circular charts shall have accurate markings and a clean cut hole in the center.

3. Chart Identification.

Charts shall bear the following information on front:

- a) Name or registered trade mark of the chart manufacturer.
- b) Chart identification number or code.

4. Sample.

Sample of chart is essentially required to be provided with bid.