



سوئی ناردرن گیس
Sui Northern Gas

Ref: ACC-606-001-25

December 29, 2025

The Deputy Director (Monitoring & Implementation)
Public Procurement Regulatory Authority,
Cabinet Secretariat, Cabinet Division, Government of Pakistan,
Federal Bank for Cooperative Building, Sector G-5/2,
Islamabad

**INVITATION TO BID FOR OUTSOURCING OF FILING OF MONTHLY SALES TAX
RETURNS OF THE COMPANY AND CONDONATION OF INPUT TAX CLAIMS**

TENDER ENQUIRY NO. SNGPL. ACC 600/2025 OPENING DATE: JANUARY 20, 2026

We enclose one set of tender documents for engagement of Chartered Accountant Firms registered with ICAP, having satisfactory QCR rating for outsourcing of filing of monthly sales tax/provincial sales tax returns of the company and filing of condonation of input tax claim.: -

The bids are invited under Consultancy Services Rules 2010 on "Quality and Cost-Based Selection (QCBS) method". We enclose herewith one set of our Tender enquiry for supply of subject noted services comprising of the following:-

i)	General Terms.	Appendix 'A'
ii)	Schedule of Requirement and Delivery.	Appendix 'B'
iii)	Scope of Services/Terms of reference.	Appendix 'C'
iv)	Price Term Sheet	Appendix 'D'
v)	Bid Evaluation Criteria.	Appendix 'E'
vi)	Specimen of Bid Bond.	Appendix 'F'
vii)	Specimen of Performance Warranty Bond Guaranty.	Appendix 'G'
viii)	Format of integrity Pact	Appendix 'H'
ix)	Authority Letter Format	Appendix 'I'
x)	Form of Contract	Appendix 'J'



1-B). The bids against this tender are invited on Single-stage two envelop system basis. The bids shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the "TECHNICAL PROPOSAL" and the "FINANCIAL PROPOSAL".

The Technical and Financial Proposals must include, amongst others, the following documents:-

Technical Proposals

- As mentioned in Bid Evaluation Criteria "Appendix-E"
- Please arrange to submit one original technical proposal along with duplicate copy of the same, failing which your offer may not be considered for evaluation.

Financial Proposals

- Price Term Sheet (Appendix-D)
- Bid Bond amounting to Rs.1,000,000/- in the form of Bank Draft/Pay Order or a bank guarantee issued by a scheduled Bank of Pakistan on a non judicial stamp paper (as per specimen enclosed Appendix-F) valid for 30 days beyond the validity of bid/quotation as stipulated at serial 8 page 2 of General Terms, Appendix-A, must be conspicuously placed in separate envelope with Financial Proposals of the bids.
- Professional Tax Clearance Certificate (Clause 15 of Appendix 'B')
- Copy of Provincial Sales Tax Registration Certificate.

Therefore, bidders are required to submit their offers complete in all respects addressed to:-

***The General Manager (Accounts)
Sui Northern Gas Pipelines Limited
4th Floor, Gas House, 21-Kashmir Road, Lahore-Pakistan***

- i. The envelope shall respectively be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion and seal properly.
- ii. Initially, only the envelope marked as "TECHNICAL PROPOSAL" shall be opened.
- iii. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of Client without being opened.
- iv. Client shall evaluate the "TECHNICAL PROPOSAL" in accordance with TORs and the terms and conditions of the tender enquiry without reference to the price and will reject any proposal which do not conform to the specified requirements.
- v. After evaluation of the "TECHNICAL PROPOSAL" the Client shall within the validity period, publicly open the financial proposals of the technically accepted bids only at a time, date and venue announced and communicated in advance to all technically acceptable bidders.
- vi. The "FINANCIAL PROPOSAL" of the bids found technically non-responsive shall be returned un-opened to the respective bidders.



- 2). Bids/Quotation will be received in this office on or before 20-01-2026 at 1500 hrs and will be opened publicly on the same date at 1530 hrs. In case of holiday(s) falling on the date of bid opening, bids/quotations will be opened at the same time on the next working day. It will be the responsibility of the bidder to deliver the bids before the closing time. The Client does not take any responsibility, whatsoever, of collection of bids from any agency. Bids/Quotations received after bid opening date and time or received at any address other than that mentioned above will not be considered and will be returned.
- 3) The selection of the consultant shall be carried out under the Quality and Cost-Based Selection (QCBS) method. The evaluation will be based on a total score of 100 points, with 70% weightage assigned to technical/quality evaluation Appendix-D and 30% weightage assigned to financial evaluation.
- 4) Every bidder will invariably tag each supporting document submitted in support of respective evaluation criteria and such documents will be enclosed along with the technical bid in sequence of serial number mentioned in the Criteria.
- 5) Your firm and irrevocable offer in Pak Rupees.
- 6) General Terms, attached as Appendix 'A' must be taken into consideration before submitting your quotation.
- 7) Your offer must remain open for a period of 90 days from the closing date of the tender.
- 8) If you have any doubts as to the meaning of any portion of the specifications or General Terms, you should, when submitting your bid, set out in your covering letter the interpretation upon which you rely.
- 9) We reserve the right to increase/decrease the scope of work or cancel this enquiry in whole or in part before tender opening.
- 10) It must be indicated by the bidders in their offers/ quotations that their quotation fully conforms to technical specifications and to the terms and conditions of the tender enquiry.
- 11) Only one authorized representative of a bidder will be allowed to attend the public opening of bids who will be required to submit an authority letter (as per specimen attached as (Appendix 'I') in his favor issued by the respective bidder(s) for attending the public opening of bids, failing which he will not be allowed to attend the public opening.
- 12) Clauses mentioned above will make part of the original Terms and Conditions of the contract and will supersede if found in contradiction with any clause mentioned at any other place in the tender enquiry.
- 13) Non-compliance of above terms and conditions may result in rejection of a bid.



14) Any attempt to obstruct competition by any means including formation of cartels will lead to rejection of your bid. Furthermore, this may also lead to delisting of your firm from list of approved /pre-qualified consultants of the tendered item.

15) Following may be contacted for any query:

Mr. Ali Mansoor Shami
Senior Accountant (Tax)
SNGPL
042-99200097
Mansoor.Shami@sngpl.com.pk

Mr. Faraz Ejaz,
Chief Accountant (Tax & FR)
SNGPL
042-99201312
Faraz.Ejaz@sngpl.com.pk

Assuring you of our best cooperation.

Yours sincerely,
SUI NORTHERN GAS PIPELINES
LIMITED

(M. RAHIL FAROOQ)
GENERAL MANAGER (ACCOUNTS)
FOR MANAGING DIRECTOR

Enclosed: As above.

N.O.O.

CC: GM (IT/MIS) -Kindly display the tender on Company's website from 29.12.2025 to 20.01.2026

CC: GM (Compliance) | Kindly depute your executive for evaluation of tender on the opening date
i.e 20.01.26 at 1530 hrs

CC: GM (Procurement) | Kindly depute your executive for evaluation of tender on the opening date
i.e 20.01.26 at 1530 hrs

Registered Office:

Sui Northern Gas Pipelines Limited,
21- Kashmir Road, Lahore, Pakistan.
+92-42-99082000-06

www.sngpl.com.pk

Head Office:

21- Kashmir Road, Lahore, Pakistan.
+92-42-99082000-06