



سوئی ناردرن گیس
Sui Northern Gas

Gas House, 21- Kashmir Road, Lahore,
Pakistan.
+92-42-99082000-06
customerservices@sngpl.com.pk
www.sngpl.com.pk

LOCAL PURCHASE ORDER NO. HOD/097/26

Dated: 24/06/2026
Net Cost Rs. 427,566.00

M/s. Abdul Shakoor,
414- Umer Block, Allama Iqbal Town,
Lahore.

Dear Sir,

Subject: **Stationery & Printed Stationery.**

Reference: Your Quotation Ref. Nill dated 04.06.2026 in response of our Tender Enquiry No. LED/043/26 and all correspondence with regard to this tender enquiry.

We please to place an order on you for the following items, subject to terms and conditions printed overleaf, Charges, additions, thereto, including those to the ordered equipment or material will be authorized solely by an amendment to this order which will be executed in the same manner as this order.

Item. No.	DESCRIPTION	Unit	Qty.	Unit Rate (Rs.)	Total Value (Rs.)
2	Ball Points Blue Click Type Color 0.8mm Transparent Plastic Body with Grip fine quality Piano	Pkts.	5	160.00	800.00
6	Heavy Duty Punching Machine for 300 sheets fine quality Sensa	Nos.	1	15,000.00	15,000.00
7	Heavy Duty Punching Machine for 300 sheets fine quality Sensa	Nos.	1	15,000.00	15,000.00
9	Heavy Duty Punching Machine for 200 sheets fine quality Sensa	Nos.	1	15,000.00	15,000.00
11	Transparent Tape 1" x 50 Yards fine quality Burooj	Nos.	36	59.00	2,124.00
12	Transparent Tape 2" x 72 Yards fine quality Sensa	Nos.	24	130.00	3,120.00
21	Envelops Khaki 80 grams Paper +5% Size 14" x 18" fine quality Local	Nos.	500	9.00	4,500.00
32	MD Folder with Company Monogram A4 Size 8-1/2" x 11" Double Pasted White Card fine quality (As Per Specimen) Japani	Nos.	500	37.50	18,750.00
33	MD Folder with Company Monogram Legal Size 8-1/2" x 14" Double Pasted White Card fine quality (As Per Specimen) Japani	Nos.	300	38.00	11,400.00
35	MD Folder with Company Monogram Legal size 01 side Blue Tape Double Pasted White Card fine quality (As Per Specimen) Japani	Nos.	400	40.00	16,000.00
36	MD Folder with Company Monogram Double Pasted White Card fine quality (As Per Specimen) Japani	Nos.	500	37.50	18,750.00
38	MD Folder with Company Monogram A4 size 01 side Blue Tape Double Pasted White Card fine quality (As Per Specimen) Japani	Nos.	100	55.00	5,500.00
39	Log Book 32+1 Pages fine quality (As Per Specimen) Local	Nos.	6000	39.40	236,400.00
GST@18%				Sub Total:	362,344.00
Total Value FOR Lahore including all Govt. Taxes/Duties & GST @ 18%					65,221.92
				Total	427,565.92
					427,566.00

(Rupees: Four Hundred Twenty Seven Thousand Five Hundred Sixty Six Only).

Notes: As per Annexure-I attached.

If Need be Please, contact Mr. Aatir Mahmood.
(042-99204644)

Yours faithfully,
SUI NORTHERN GAS PIPELINES LIMITED

(Aatir Mahmood)
Dy. Chief Officer (Procurement)
for MANAGING DIRECTOR

STATIONERY & PRINTED STATIONERY
TENDER ENQUIRY NO.LED/043/26
LOCAL PURCHASE ORDER NO. HOD/097/26

1 PERFORMANCE/WARRANTY BOND GUARANTEE

Please arrange to provide at your own cost a Performance/Warranty Bond Guarantee equivalent to 10% of the total value of the purchase order (excluding sales tax) within 30- days after receipt of purchase order as per clause 09 of the tender enquiry. The Performance/Warranty Bond Guarantee should remain valid for six months after the last portion of the goods have been delivered to the final destination. In case Performance/Warranty Bond Guarantee is not received within given period of 30 days, the validity period of 06 months will be increased to 09 months after last portion of the goods and services are delivered to final destination.

The material should be supplied as per specifications mentioned in the quotation/purchase order and must be brand new. Sub-standard / defective material will have to be replaced by you on "NO CHARGE BASIS" even after our acceptance.

3 Please ensure that the toners mentioned in the above purchase order have not been refilled and are genuine and directly arranged/procured from your principal by you.

4 DELIVERY

You will deliver the material within **30 Days** after receipt of purchase order at our Basement Store 21-Kashmir Road, Lahore

5 Please mention your National Tax number on the invoices to be submitted for payment.

6 You are required to provide valid Professional Tax Certificate for the current financial year.

7 SALES TAX

The above price is inclusive of all Govt. Taxes /Duties Including Sales Tax @ 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 one fifth of the total sales tax value shown in the sales tax invoice issued by the supplier and make payment of the balance amount.

8 PAYMENT

Payment will be made to you by our Account Department within 30 days after satisfactory completion delivery as given in purchase order and after receipt of your bills duly marked your National Tax Number in duplicate supported with receipted copies of Delivery Challan.

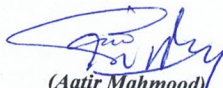
9 LATE DELIVERY CHARGES

If the material as given in the order have not been dispatched/delivered 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 shall be entitled to recover 1% (one percent) of the total value of the contract price (excluding sales tax) of the delayed part of material for each week of delay by way of Late Delivery and not by way of penalty subject to maximum of 10% of the total value of the delayed part of the material (excluding sales tax).

The payment of such Late Delivery 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 become payable, Sui Northern Gas Pipelines Limited, shall quantify the same and serve a written notice upon the supplier requiring immediate payment thereof. If the supplier fails to remit payment within 15 days of receipt of such notice served under registered postal cover, Sui Northern will become entitled to recover the same forthwith by calling upon the Performance/Warranty Bond Guarantee. Any withdrawals by the way of Liquidated Damages out of the Performance/Warranty Bond Guarantee will be made good by the supplier within 60 days of receipt for the above referred notice by way of amendment to the Performance/Warranty Bond Guarantee failing which the remaining portion of this Guarantee would become encashable in favor of the Buyer on account of any such failure.

10 All terms and conditions of the tender enquiry and those which have been agreed to through exchange of correspondence after bid opening are integral part of this contract.


(Atir Mahmood)
Dy. Chief Officer (Procurement)
for MANAGING DIRECTOR

LOCAL PURCHASE ORDER NO. HOD/098/26

Dated: 24/06/2026
Net Cost Rs. 233,388.00

M/s. Sakaal Enterprises,
Ground Floor 166- Street No. 08, Abadi Qurban Line
Gulberg-III, Lahore Cantt Station MOB: 0335-7555690

Dear Sir,

Subject: **Stationery & Printed Stationery.**

Reference: Your Quotation Ref. Nill dated 04.06.2026 in response of our Tender Enquiry No. LED/043/26 and all correspondence with regard to this tender enquiry.

We are please to place an order on you for the following items, subject to terms and conditions printed overleaf, Charges, additions, thereto, including those to the ordered equipment or material will be authorized solely by an amendment to this order which will be executed in the same manner as this order.

Item. No.	DESCRIPTION	Unit	Qty.	Unit Rate (Rs.)	Total Value (Rs.)
1	Lead Pencil fine quality Deer	Pkts.	2	171.80	343.60
3	Scale Steel 12" fine quality Slocal	Nos.	12	65.00	780.00
4	Stapler Machine with Pin Remover size 24/6 fine quality Huaehi	Nos.	16	420.00	6,720.00
5	Heavy Duty Stapler Machine for 300 sheets fine quality Three Flower	Nos.	2	4,350.00	8,700.00
8	Heavy Duty Stapler Machine for 100 sheets fine quality Hurlpuda	Nos.	1	2,140.00	2,140.00
10	Glue Stick 35 grams fine quality Kimono China	Nos.	12	166.00	1,992.00
14	Drafting Pad 60 sheets Size 5" x 8" 80 grams Paper fine quality Local	Nos.	12	60.80	729.60
15	Drafting Pad 60 sheets A4 Size 80 grams Paper fine quality Local	Nos.	12	110.00	1,320.00
16	Marker Black 70 fine quality Master	Pkt.	1	45.80	45.80
17	Envelops Khaki 80 grams Paper +5% Size 9" x 4" fine quality Local	Nos.	5000	1.45	7,250.00
18	Envelops Khaki 80 grams Paper +5% Size 11" x 5" fine quality Local	Nos.	2500	1.90	4,750.00
19	Envelops Khaki 80 grams Paper +5% Size 10" x 12" fine quality Local	Nos.	2000	3.90	7,800.00
20	Envelops Khaki 80 grams Paper +5% Size 11" x 15" fine quality Local	Nos.	500	5.00	2,500.00
22	Envelops Khaki Cloth Line 80 grams Paper +5% 14 x18 Size fine quality Local	Nos.	200	20.50	4,100.00
23	Envelops Khaki Cloth Line 80 grams Paper +5% 12 x10 Size fine quality Local	Nos.	200	11.90	2,380.00
24	Window Envelops Khaki 80 grams Paper +5% Size 9" x 4" fine quality Local	Nos.	1000	2.15	2,150.00
25	Duster Large size 23 x 24 fine quality Local	Nos.	12	45.80	549.60
26	Box File 3" with Clips Blue Color fine quality Gori	Nos.	420	198.80	83,496.00
30	White File Cover with Company Monogram A4 Size 8-1/2" x 11" Double Pasted White Card with Black Round Laces Size 24" fine quality (As Per Specimen) Local	Nos.	200	37.00	7,400.00
31	White File Cover with Company Monogram Legal Size 8-1/2" x 14" Double Pasted White Card with Black Round Laces Size 24" fine quality (As Per Specimen) Local	Nos.	200	39.80	7,960.00
34	White File Cover with Company Monogram Size 8-1/2" x 14" Double Pasted White Card with Black Round Laces Size 24" fine quality (As Per Specimen)	Nos.	1000	39.80	39,800.00
37	MD Folder with Company Monogram Legal size Double Pasted White Card fine quality (As Per Specimen) Local	Nos.	100	48.80	4,880.00
				Sub Total:	197,786.60
GST@18%					35,601.59
Total Value FOR Lahore including all Govt. Taxes/Duties & GST @ 18%					233,388.19
				Total	233,388.00

(Rupees: Two Hundred Thirty Three Thousand Three Hundred Eighty Eight Only).

Notes: As per Annexure-I attached.

If Need be Please, contact Mr. Aatir Mahmood.
(042-99204644)

Yours faithfully,
SUI NORTHERN GAS PIPELINES LIMITED



(Aatir Mahmood)

Dy. Chief Officer (Procurement)
for MANAGING DIRECTOR

"All terms and conditions in this purchase order/contract, and tender referred here above, and Appendixes attached with the order and tender enquiry and terms and conditions specifically agreed through exchange of correspondence consequent to the tender enquiry are hereby accepted. The terms and conditions mentioned overleaf have been read over to me/I have read over the terms and conditions over leaf which is hereby accepted. I/We shall abide by all these terms and conditions of the purchase order."

Signature of Supplier/Manufacturer

STATIONERY & PRINTED STATIONERY
TENDER ENQUIRY NO.LED/043/26
LOCAL PURCHASE ORDER NO. HOD/098/26

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(Aatir Mahmood)

Dy. Chief Officer (Procurement)
for MANAGING DIRECTOR