



Ref: PSR/TE/007/2026

Dated: 21-04-2026

M/s.
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MISC. PRINTING & STATIONERY ITEMS
TENDER ENQUIRY # PSR/TE/007/2026

Dear Sirs,

1. Please submit on EPAD's as well as hard copy of your lowest, firm & irrevocable quotation/ offer in Pak Rupees inclusive of all taxes and GST with best delivery for the items given on the attached sheet (**Appendix A**) and return one copy of the sheets duly completed and signed /stamped by you under cover of your letter head latest by **1500 Hrs. positively on 11-05-2026**.
2. Tender fee i.e. Rs.500/- (nonrefundable) in shape of CDR, Bank Draft, or Pay order in favor of SNGPL Peshawar must be submitted along with bid failing which bid not be announced.
3. Please include: -
 - a. Our item numbers.
 - b. Discounts, if any.
 - c. Full details of any deviation from our Specifications.
 - d. Lump-sum price in addition to unit price, carriage/ freight paid up to our following address: -
(SUI NORTHERN GAS PIPELINES LTD OFFICE, PESHAWAR (D))
4. The envelope containing your quotation should be sealed and addressed to the "**Executive Officer Procurement, SNGPL Stores Office Plot No. 74, Industrial Estate Hayatabad Peshawar**".
5. The envelope should be headed "**CONFIDENTIAL**" and marked: - "**Tender Enquiry # PSR/TE/007/2026 closing on 11-05-2026**". Your quotation is liable to be cancelled/ rejected, 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 enquiry.
7. In case an order is placed on you on the basis of this Tender Enquiry, material must be delivered by you at the address given in clause 5 above & within the specified 'Delivery Period' as mentioned in attached Appendix-A.
8. 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 change in the meantime. After tender opening, the quantities may be increased/ decreased up to 15% of the tender quantities. However, decrease beyond 15% shall be subject to concurrence by the successful bidder.
9. We also reserve the right to reject all bids at any time prior to acceptance of a bid as per PPRA Rules.
10. Relevant leaflets/brochures should accompany your quotation.
11. Instead of writing the word '**IMPORTED**' Please give the exact Brand/ Make and Country of Origin of each item quoted by you, failing which bids may be liable to rejection.
12. During the course of evaluation, if any clarification is required from the bidder, the timeline for submission of response must be adhered to, **failing which the bid may not be considered for further processing**.
13. The Company does not bind itself to accept the lowest priced bidder any particular bidder any part of a bid, nor will be responsible to pay the expenses or losses which may be incurred by any supplier/bidder in the preparation of his bid.
14. No bidder will be permitted to alter his bid after the bids have been opened, but clarifications not altering the substance of the bid maybe solicited and/or accepted. No bidder will be asked or required to alter the substance of his bid. Further, bidder cannot withdraw, alter or modify his bid after opening of tender enquiry.
15. Please attach following Certificates along with bid:
 - a. NTN Certificate
 - b. GST Certificate
 - c. Professional Certificate **FY 2025-26**

GENERAL CONDITIONS: -

16. All goods purchased are subject to our inspection and approval. In case of rejection of goods, these shall be returned at supplier's risk & cost.
17. All deliveries are to be consigned carriage paid to the address given under **Clause 5 above/ mentioned in attached Appendix-A**.
18. Delivery challan (in Triplicate) for each consignment should accompany the material.
19. Consignments will be received from 1100 Hours to 1500 Hours during Summer & Winter seasons respectively on all working days.

20. All goods purchased are subject to our inspection and approval, and if rejected will be returned at Supplier's risk and cost. In case of rejection, it will be the sole responsibility of the supplier to lift the rejected material within time period given in the notice at his own arrangement from designated site/ store for replacement without any additional cost to the buyer. If supplier is failed to replace the material within given time period, we reserve the right to cancel the order in whole or part as the case may be and may arrange procurement from alternate source at risk & cost of supplier.
21. In case of an order on you, you will be required to execute the order strictly in accordance with the terms and conditions of the tender enquiry/ purchase order. In case any terms and conditions of the tender enquiry/ order is violated or contractual obligations are not fulfilled, we will have the right to cancel the Purchase Order or part thereof, as necessary.
22. In case of an order on you, and subject to (V) above, the order or part thereof is cancelled, we also reserve the right to blacklist your firm permanently or temporarily as per PPRA Rules in case of consistence default/ failure on your part to meet contractual obligations, involvement in corrupt or fraudulent practices, submitting wrong, fake or misleading documents/ information etc.
23. It is contractor's responsibility to take measures as per General Procedure of HSE in view of the environmental health, safety law and regulations, which is available at www.sngpl.com.pk.
24. If need be, please contact "Executive Officer Procurement, SNGPL Stores Office Plot No. 74, Industrial Estate Hayatabad Peshawar".

25. BID SECURING DECLARATION:

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

26. PAYMENTS:

- i. In case an order is placed on you on the basis of this 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 the date of 'Approval' of material and submission of complete documents required for payment.
- ii. SNGPL as withholding agent, as per Sales Tax Special Procedure (withholding) Rules 2007, shall deduct an amount equal to one fifth of the total sales tax shown in the sales tax invoice issued by the supplier and make payment of the balance amount.

27. LATE DELIVERY CHARGES:

- i. Time shall be essence of the contract/purchase order and it will include a clause on Late Delivery charges. This interlaid 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, Sul 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.
- ii. 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 Sul Northern be affected or reduced in any manner.
- iii. 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 suppliers.

Yours Faithfully,
SUL NORTHERN GAS PIPELINES LIMITED

(MUIHAMMAD SAVDAR WAZIR)
Executive Officer Procurement
for Managing Director

LOCAL TENDER ENQUIRY NOTES

Annexure to Enquiry No. PSR/TE/007/2026 Date: 21-04-2026 due on 11-05-2026

1.	You're FOR offer in Pak Rupee should be inclusive of all Government Taxes & Duties including General Sales Tax.
2.	Bidders must, in their quotations write the prices quoted by them in figures as well as in words. Please note that in case of discrepancy between the unit price and total price, the unit price shall prevail.
3.	Bidders have to mention the brand name, make and country of origin of offered items , otherwise their bid may not be considered for evaluation. Further, Bids should not have any cutting/ overwriting. In case of corrections, it must be made by deleting and re-writing duly authenticated by additional signature. Bids having cutting/ overwriting without additional signature/ verifications are liable to rejection.
4.	Each item shall be evaluated separately and purchase order shall be awarded accordingly.
5.	Conditional offer shall not be considered for evaluation.
6.	Bids for lesser quantity than specified in this tender enquiry shall not be considered for evaluation.
7.	In case goods supplied by you are found sub-standard, defective or not as per specifications even after our acceptance, you will be required to replace on 'No Charge Basis' at your own cost within 7 days of receipt of a written letter from us to that effect.
8.	Your offer should be accompanied by a copy of valid Sales Tax Registration, NTN and Professional Tax clearance certificate in your name, failing which the offer will not be considered for evaluation.
9.	Please indicate separately the amount of Sales Tax or any other tax included in your quoted prices.
10.	Sales Tax will be paid to you on submission of documentary evidence and as per prevailing government rules.
11.	Please indicate clearly your reservations, if any, to the terms and conditions of the tender enquiry, on the quotation.
12.	The following documents / information must be provided along with the bid: - i) Name of the bidder. ii) Type of ownership i.e. Proprietor/Partnership/Private Limited Company/ Public Limited Company. Following relevant papers must be provided in respective cases: - a) Copy of NIC in case of single proprietor b) Copy of Partnership deed in case of partnership c) Copy of Article of Association for Private / Public Limited Companies. iii) Date of establishment of business concern. iv) GST Number along with copy of certificate. v) National Tax Number along with copy of certificate. vi) Professional Tax Clearance Certificate of current financial year (mention)
13.	It is contractor's responsibility to take measures as per General Procedure of HSE in view of the Environmental health, safety law and regulations, which is available at www.sngpl.com.pk .

Signature/ Stamp of Supplier: _____

DATE: _____

Sr.#	Description	Unit	Qty	Model/ Brand/ Origin	Unit Rate without GST	GST (if applicable)	Unit FOR Rate With GST
1	Gate Pass Book for Vehicles In out 300 pages with duplicate (white & pink)	Num	300				
2	UGLR site Performa as per sample	Num	20000				
3	Plugging site Performa as per sample	Num	20000				
4	Industrial Vigilance Inspection report Performa as per sample	Num	3500				
5	Domestic Meter Issuance Performa A4 size Pad of 100 pages as per sample	Num	30				
6	Commercial Industrial Meter Issuance Performa A4 size Pad of 100 pages as per sample	Num	30				
7	Gate Pass Book for Vehicles In out 180 pages with duplicate	Num	600				
8	File cover with laces & SNGPL monogram Printed	Num	400				
9	Register No. 220	Num	5				
10	Permanent Marker Blue	Num	20				
11	Drafting Pad A4 size	Num	10				
12	Gel Ball Point Blue	Pkt	10				
13	Box File with Clamps	Num	60				
14	Paper Tray high quality single	Num	8				
15	Punch Machine Heavy duty	Num	4				
16	Stapler Machine Heavy duty	Num	4				
17	Writing Pad small	Num	10				
18	Writing Pad Large	Num	10				
19	Envelops 18x14	Num	100				
20	Envelops 14x12	Num	100				
21	Envelops 12x10	Num	100				
22	Envelops 9x4	Num	100				
23	Envelops 10x5	Num	100				
24	UGLD Performa 100 pages per pad	Num	10				
25	Discrepancy Performa 100 pages per pad	Num	10				
26	PSP Performa 100 pages per pad	Num	10				

NOTE:

- The successful suppliers/ manufacturers on which the purchase order(s)/contract(s) will be placed shall be bound to supply the material strictly in accordance with the specifications/terms and conditions of the purchase order. In case of failure to comply with any of the terms and conditions and specifications of the purchase order the company reserves the right to stop future business dealing with them and de-list their names from the list of Company's approved suppliers.
- Bidders are required to electronically submit bid through E-pads and submit the same on their letter head pad sealed envelopes at our given above address. The tender fee i.e. Rs.500/- (nonrefundable) in shape of CDR, Bank Draft, or Pay order in favor of SNGPL Peshawar must be submitted along with bid failing which bid not be announced.
- Partial delivery will not be accepted.
- Expiry date of food items should be mentioned on Pack, short expiry items will not be accepted.
- Bidders must be mention Brand name and Country of Origin.
- Successful Bidder provides Warranty/ Guarantee card along with items if applicable.
- Delivery required within 30 days at SNGPL STORES OFFICE Plot # 74, Industrial Estate Hayatabad Peshawar. However, you may quote your best delivery period.

Others terms and conditions of the tender enquiry are attached.

Validity of Quotation: _____ Sig & Stamp of Supplier: _____ Date: _____

NTN	
GST	

BID SECURING DECLARATION
TENDER ENQUIRY # PSR/TE/007/2026 date 20-04-2026

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: _____

BID EVALUATION CRITERIA

- Supplier will confirm delivery of material within 30 days after receiving Purchase Order, at our specified location.
- Bid without complete details of the required item will be treated as non-responsive.
- Country of origin/ make/ brand of the offered Items must be clearly mentioned in quotation.
- Successful Bidder Insure Printing must be clear and readable in according to the sample we provided & Printing materials like ink and paper should be of high quality

Note: Above points and technical specifications mentioned at Annexure A should be treated as bid evaluation criteria.