

# SUI NORTHERN GAS PIPELINES LIMITED

Swan Camp Main G.T.Road Rawalpindi.

Ref. RWP/TE/007/2026

Dated: 27.04.2026

M/s. \_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS Misc. PRINTING ITEMS**  
**INVITATION TO BID**  
**OUR TENDER ENQUIRY NO. RWP/TE/007/2026**  
**OPENING DATE: 12.05.2026**

1. Please submit your firm quotation in duplicate with best prices for the items given on the attached sheet/sheets latest by **03:00 P.M** on **12.05.2026** positively.
2. Quotations, which are not received on time, shall not be considered.
3. Quotations, which are not firm and irrevocable, will not be considered.
4. All tenders shall be opened publically at **03:30 P.M** on the same day in our office at the mentioned address. One representative of each bidder possessing 'Letter of Authority' to do so may attend the bid opening, if desire.
5. 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 paid to our following address :-  
**SNGPL stores, Almansha Plaza opposite Bahria Paradise Gate Main GT Road Rawalpindi**
6. The envelope containing your quotation should be sealed and addressed to the Executive Officer (Procurement) at the above mentioned address.
7. The envelope should be headed "**CONFIDENTIAL**" and marked :-  
**Enquiry No. RWP/TE/007/2026 Closing on 12.05.2026.**  
Your quotation is liable to be cancelled if you fail to adhere to this clause.
8. Your quotation should remain valid for at least a period of 60 days from the date of closing of this enquiry. Quotes with less than required validity will not be considered.
9. In case an order is placed on you on the basis of this Enquiry, material must be delivered by you at the address given in clause 5, within the specified '**Delivery Period**'.
10. We reserve the right either to increase/decrease the quantities or cancel this enquiry in whole or in part before opening should our requirement change in the meantime. After tender opening, the quantities may be increased / decreased by 15% of the quantities. However, decrease beyond 15% shall be subject to concurrence by the successful bidder.  
The following information must be required to be submitted by the bidders' alongwith the bid.
  - i) Name of the bidder.
  - ii) Type of ownership i.e Proprietor/Partnership/Private Limited Company/Public Limited Company.  
Following relevant paper must be provide 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 alongwith copy of certificate.
  - v) National Tax Number alongwith copy of Certificate.
  - vi) Valid Professional Tax Clearance Certificate (2025-26).

Cont'd... 2

11 **GENERAL CONDITIONS**

- i) All deliveries are to be consigned carriage paid to the address given under Clause 5 above.
- ii) Delivery Challan (in triplicate) for each consignment should accompany the material.
- iii) Consignments will be received from 1000 to 1200 Hrs during Summer & Winter seasons respectively on all working days.
- iv) All goods purchased are subject to our inspection and approval and if rejected will be returned at Supplier's risk and cost.
- v). 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 order. In case any of the terms and conditions of the order are violated, we will have the right to cancel the Purchase Order or part thereof, as necessary:
- vi) In case of an order on you, and subject to (V) above, if the order on you or part thereof is cancelled, we shall have the right to make purchases from other sources at your risk and cost, and the difference in cost will be recovered from you.
- vii) 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](http://www.sngpl.com.pk).
- viii) Please contact **Ather Yaqoob Exec. Officer (Procurement), Rawalpindi Region. [ather.yaqoob@sngpl.com.pk](mailto:ather.yaqoob@sngpl.com.pk)** if needed.

12 **FORCE MAJEURE**

- i) Notwithstanding any provision to the contrary contained for damages or be deemed in default of the provisions of the contract/purchase order for failure to perform or delay in the performance of obligations assumed by such party pursuant hereto in so far as the said affected party can clearly establish that its performance has been prevented or delayed by force majeure. The term "Force Majeure" as employed herein shall mean acts of Government in their sovereign capacity, riots, strikes, lock outs, fires occurring in the supplier's establishment, political disturbances, mobilization, wars, unprecedented flood, storms hurricanes or other acts of God.
- ii) If a party wishes to claim relief by reasons of Force Majeure, it shall within ten days of its occurrence serve written notice of occurrence of such a Force Majeure on the other party through registered posts. The two parties shall consult each other and agree upon the measures to be taken. As soon as the Force Majeure ends, the affected party shall promptly resume performance of its obligations under the agreements and intimate the other party about this.

13 **LATE DELIVERY CHARGES.**

- i) 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.
- 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 Sui Northern Gas Pipelines Limited (SNGPL) 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 our Accounts Department while making payment to suppliers.


14 **PAYMENTS**

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

SNGPL as withholding agent, as per Sales Tax special Procedure (withholding) Rules-2007, shall deduct an amount equal to 1/5<sup>th</sup> /1/10<sup>th</sup> of the total Sales Tax shown in the Sale Tax invoice issued by the supplier and make payment of the balance amount as per applicable rule.

The payment will be made after recovery of Late Delivery Charges if applicable  
Special Instructions to bidders.

Yours faithfully,  
SUI NORTHERN GAS PIPELINES LIMITED,

  
(Ather Yaqoob)  
Exec. Officer (Procurement)  
Rawalpindi

## SUI NORTHERN GAS PIPELINES LIMITED

Annexure to tender enquiry No. **RWP/TE/007/2026**

**Sheet No. 1 of 1**

SR #.	Description	UO M	Qty.	Brand/ Make Country of Origin	Unit Price Excluding 18% GST	Delivery Required
1	White File Cover With SNGPL Monogram & With Black Round Laces 18" Size Width 9" Lenth 14" APS	Nos	375			<b>Delivery required within 03 weeks at our SNGPL Regional Office, Al-Mansha Plaza, Opposite Bahria Paradise Gate, G.T Road Rawalpindi</b>
2	Gate Pass Book (200 Pages) Pre Numbering Width 5" Lenth 4" (1 White & 1 duplicate Pink) APS	Nos	80			
3	Above Ground Leakages Rectification Vigilance Performa 100 Pages/Pad (Size 8/11) 68 grm Paper APS	Nos	1850			
4	General checking Performa 100 pages/Pad (Size 8/11) (inspection report-for metering Department),68 grm paper.APS	Nos	300			
5	LPG Delivery Challan 70 gram (size 8.2"x 11.6") 100 pages Pad. APS	Nos	100			
6	Meter Replacement Advice (Filed Order) Domestic Performa (Size 8/11) 100 pages per Pad Weight 68 Gram Size A4. APS	Nos	580			
7	Meter Return card 04 no's Perforated cards on pink color paper A4 size Pad of 100 pages APS	Nos	20			
8	Sick Leave Performa (Size 8.2/11.5) 55 grams Paper 100 Pages Each Pad APS	Nos	20			
9	Short Leave Performa (Size 8.2/11.5) 55 Grams 100 Pages each Pad APS	Nos	30			
10	Defect Report (Size 8.2/11.5) 55 Grams Paper 100 pages Each Pad APS	Nos	30			
11	Vehicle Log Book (Size 10.7/8.2) 55 grams Paper 33 pages each Book Pre-Numbered APS	Nos	1000			
12	Casual Staff Register Two Sided printed hard binded (Size 14.5/9.5) 80 Size Grams offset Paper 100 leaf each APS	Nos	30			
13	Attendance Register Two Sided printed hard binded register (Size 9.5/13.5) 80 Grams offset paper 100 Leaf each APS	Nos	30			

### Special Notes:

1	Please arrange to submit one original quotation alongwith Tender download and printing charges Fee Rs. 500/- in shape of CASH/CDR/SDR/Bankers Cheque / Pay Order etc. in favour of SNGPL and sent to Procurement Department, SNGPL OFFICE, Al-Mansha Plaza Opposite Bahria Pradise Gate, MAIN GT ROAD, RAWALPINDI on or before opening of tender on 12.05.2026.
2	All bidders are required to submit bid securing declaration (form attached as annex-I) Any bid; which is not accompanied by the requisite bid securing declaration (in original), will not be read out at time of tender opening and will be considered as non responsive.
3	Your offer should be inclusive of all Government Taxes & Duties including General Sales Tax and transportation charges for delivery at our required site/store.
4	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 by 15% of the tender quantities. However, decrease beyond 15% shall be subject to concurrence by the successful bidder.
5	We reserve the right to extend the opening date of the tender enquiry without assigning any reason.
6	Please indicate separately the amount of Sales Tax included in your quoted price and note that we as per Sales Tax special Procedure Rules 2007, shall deduct an amount equal to 1/5 of the total value of Sales Tax shown in the Sales Tax invoice issued by the supplier and make payment of the balance amount.
7	We reserve the right to accept and/or reject any offer without assigning any reason whatsoever.
8	No bid will be accepted for a quantity lesser than that specified above. Any bid received for partial quantity will be rejected and not considered for evaluation.
9	Bidder must in their quotation write the prices quoted by them in figures as well as in words.
10	You are required to mention clearly the country of origin/make/brand of the equipment / material offered by you.
11	Any discount or alternate prices not read out at bid opening will not be considered during bid evaluation.
12	Your offer should be accompanied by a copy of valid Sales Tax Registration Certificate in your name, failing which the offer will not be considered for evaluation.
13	Please also provide break down of your quoted price indicating detail of taxes duties etc., separately included therein.
14	Please indicate clearly your reservations, if any, to the terms and conditions of the tender enquiry, on the quotation.
15	The contractors, suppliers and services rendering persons/firms are required to provide valid Professional Tax Certificate (2025-26) for the current financial year.
16	Please mention your National Tax Number on the invoices to be submitted for payment.
17	No bidder will be permitted to alter his bid after bids have been opened, but clarifications not altering the substance of the bid may be solicited and/or accepted. No bidder will be asked or required to alter the substance of his bid.

18	The successful suppliers/manufacturers on whom the purchase order(s)/contracts(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/deviation of any of the terms and conditions and specifications of the purchase order/tender enquiry the company reserve the right to stop future business dealing with you and de-list the company names from the list of Company's suppliers.
19	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 <a href="http://www.sngpl.com.pk">www.sngpl.com.pk</a>
20	Conditional Offers/quotation will not be acceptable.
21	Offer for partial quantity will not be acceptable.
22	We require the <b>delivery within 3 weeks</b> . You however, may quote your best delivery schedule / period.
23	Only brand new equipment/material will be accepted.
24	Please enclose all relevant leaflet/brochure along with your quotation
25	As a result of evaluation / scrutiny of bid, if any clarification is sought by SNGPL, bidders are required to adhere to the timeline specified by the SNGPL. In case of non-compliance to the timeline, SNGPL reserve the right to proceed further without any re-course.
26	Bids will be evaluated on item-wise basis, unless and until mentioned otherwise. However, in case, after evaluation, the tendered quantities are splitted between two or more bidders and chunk of any suppliers (s) is too small to cover administrative cost on further processing of the purchase order, pre-shipment inspection cost etc, as determined by the procuring agency, order of such items (s) will be placed on next lowest available responsive bid winning /securing orderable quantities.
27	Every bidder is required to submit only one proposal/option against purchase of one tender documents set. Alternate/second option/proposal can be submitted by procuring new tender documents set with submission of separate bid bond. Submission of more than one options/ offers against purchase of one tenders documents set by submitting on one bid bond will lead to disqualification/rejection of the whole bid. No further chance/clarification to withdraw additional offer /option will be provided.
28	In order to make the existing post –qualification clause more explicit for all those bidders who have already supplied the quoted material to SNGPL, following addition is recommended to be made in the post qualification clause.
29	“Bidders are required to submit their firm and irrevocable offer in Pak Rupees inclusive of all Govt Taxes, Duties & levies etc; except sales tax, which must be based on free delivery at our specified stores/location. The amount of Sales Tax, where applicable, would be mentioned separately. In case GST is not mentioned separately, it shall be considered that offered bid price is inclusive of GST.
30	However, bidder may be required to provide documentary evidence regarding application or exemption of sales tax as mentioned in bid, if required by us during evaluation of bids or after placement of order/contract. Payment of sales tax shall be made as per prevailing Govt rules/regulations.”
31	<b>Each Item will be evaluated separately.</b>

**BID SECURING DECLARATION**  
**TENDER ENQUIRY # RWP/TE/007/2026**

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: \_\_\_\_\_

Soft Copy of Samples  
For Item No 1-13



To,



**SUI NORTHERN GAS PIPELINES LIMITED**

To,



**SUI NORTHERN GAS PIPELINES LIMITED**



2

SUI NORTHERN GAS PIPELINES LTD.

GATE PASS

No. 4228

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Station \_\_\_\_\_

Form 1104/64  
A.A.P.

2

SUI NORTHERN GAS PIPELINES LTD.

GATE PASS

No. 4229

Date \_\_\_\_\_

Please Pass out \_\_\_\_\_

With \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Station \_\_\_\_\_

Form 1104/64  
A.A.P.

3

ANNEX - C1



**SUI NORTHERN GAS PIPELINES LIMITED  
UNACCOUNTED FOR GAS**

SNGPL-UFGC-Chapter-9

Issue # 01

Issue Date:

Formats

Page 2 of 11

**FORMAT-Above ground Leakage Rectification Activity**

Account ID \_\_\_\_\_  
Name and Address \_\_\_\_\_  
\_\_\_\_\_

Zone Code \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Meter No. \_\_\_\_\_  
Meter Type \_\_\_\_\_  
Meter Reading \_\_\_\_\_

Leakage Status (Y/N) \_\_\_\_\_

Prior Checking By \_\_\_\_\_  
From GI Fittings (Y/N) \_\_\_\_\_

Leakage Point \_\_\_\_\_  
From Company's installation i.e Meter, regulator, service valve \_\_\_\_\_

Site Pressure (inches of wc) \_\_\_\_\_

Leakage Rectification Carried Our (Y/N) \_\_\_\_\_

Date of Rectification \_\_\_\_\_

Gi fittings	Full	_____
	Partial	_____
Company's Material	Mater	_____
	Regulator	_____
	Service Valve	_____
	Meter Couplings	_____

Material Usage

Clamp Installed (Y/N)

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Signature of Consumer \_\_\_\_\_

Name of Fitter \_\_\_\_\_

Signature of Fitter \_\_\_\_\_

Name of Sub Engineer / Supervisor \_\_\_\_\_

Signature of Sub Engineer / Supervisor \_\_\_\_\_

Signature of Engineer \_\_\_\_\_

4



# SUI NORTHERN GAS PIPELINE LIMITED INSPECTION FORM (METERING DEPARTMENT)

Region Rawalpindi Reason of Inspection: \_\_\_\_\_

Area: \_\_\_\_\_ Visit Date: \_\_\_\_\_

Category IND  CNG  Spl. Dom  H.P Comm  TBS  DRS  Recorder  Vehicle No. \_\_\_\_\_

Name: _____	Account ID: <input type="text"/>
Address: _____	
Meter Type: _____	EVC Type: _____
Meter Badge No: <input type="text"/>	EVC No: <input type="text"/>
Meter Configuration Unit <u>Cubic Feet</u> <input type="checkbox"/> Cubic Meter <input type="checkbox"/>	Modem: Mini <input type="checkbox"/> Mini Elcor <input type="checkbox"/> GSM <input type="checkbox"/>

1st Reading Time _____	2nd Reading Time _____
Corrected Reading <input type="text"/> Digit <input type="text"/> L <input type="text"/> R <input type="text"/>	Corrected Reading <input type="text"/> Digit <input type="text"/> L <input type="text"/> R <input type="text"/>
Un-Corrected Reading <input type="text"/> Digit <input type="text"/> L <input type="text"/> R <input type="text"/>	Un-Corrected Reading <input type="text"/> Digit <input type="text"/> L <input type="text"/> R <input type="text"/>
Meter Index Reading <input type="text"/> Digit <input type="text"/> L <input type="text"/> R <input type="text"/>	Meter Index Reading <input type="text"/> Digit <input type="text"/> L <input type="text"/> R <input type="text"/>

Meter Status / Condition: _____	TBS / DRS Condition: _____
Meter: OK <input type="checkbox"/> Oversized <input type="checkbox"/> Undersized <input type="checkbox"/>	Valve Remarks: _____
Meter Oil level: _____	Recorder Installation Date: _____
Regulator Type: _____	Modem No. If Installed: _____
Regulator Size: _____	Modem Status: _____
Regulator Condition: _____	No. of Seals: _____
Regulator Seal: _____	Counter Seal: _____
Regulator Inlet Pressure _____ Psig	EVC Seal: _____
Regulator Outlet Pressure _____ Psig	Body Seal: _____
Spot Flow Rate: _____	CMS Condition: _____
Site Pressure: _____	CMS Fencing Remarks: _____
Pressure Enhancement: _____	CMS Lock Installed: _____
Soap Test: _____	TBS Size: _____
Service Valve Remarks: _____	TBS By Pass: _____
Site Temperature: _____	Leakages (If Any): _____
Existing Connected Load: _____	Compressor: _____
Painting Required: YES <input type="checkbox"/> NO <input type="checkbox"/>	Meter Replacement Require YES <input type="checkbox"/> NO <input type="checkbox"/>
Details of Appliances: _____	

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Observations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Customer Name: \_\_\_\_\_

Contact Number# \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

SN No. \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_



5

**Delivery Challan**

Name:		Serial: RWP	
CNIC:		Date:	
Address:		Contact No:	

Name:		Serial: RWP	
CNIC:		Date:	
Address:		Contact No:	

**New Cylinders & Regulators:**

S.No.	Description	Quantity	Rate (PKR)	Amount (PKR)
1	11.8 kg Cylinder [Cylinder Deposit]*			-
2	45.4 kg Cylinder [Cylinder Deposit]*			-
3	Low Pressure Regulator (LPR)			-
4	Kit (Hose Pipe & clips)			-
<b>Total [A]</b>				-

**New Cylinders & Regulators:**

S.No.	Description	Quantity	Rate (PKR)	Amount (PKR)
1	11.8 kg Cylinder [Cylinder Deposit]*			-
2	45.4 kg Cylinder [Cylinder Deposit]*			-
3	Low Pressure Regulator (LPR)			-
4	Kit (Hose Pipe & clips)			-
<b>Total [A]</b>				-

\* Cylinder deposit is refundable upon return of cylinder [Terms & Conditions applied]  
 \*The Company may at its option use the Security deposit for the purpose of the Company from time to time.

\* Cylinder deposit is refundable upon return of cylinder [Terms & Conditions applied]  
 \*The Company may at its option use the Security deposit for the purpose of the Company from time to time.

**LPG fill/Refill:**

S.No.	Description	Quantity		Rate (PKR)	Amount (PKR)
		Filled Delivered	Empty Received		
1	11.8 kg Cylinder				-
2	45.4 kg Cylinder				-
<b>Total [B]</b>					-
<b>Grand Total</b>					-

**LPG fill/Refill:**

S.No.	Description	Quantity		Rate (PKR)	Amount (PKR)
		Filled Delivered	Empty Received		
1	11.8 kg Cylinder				-
2	45.4 kg Cylinder				-
<b>Total [B]</b>					-
<b>Grand Total</b>					-

- Customer should follow OGRA safety guidelines
- Company will not be responsible in case of any incident/damage
- Cross filling is not allowed

- Customer should follow OGRA safety guidelines
- Company will not be responsible in case of any incident/damage
- Cross filling is not allowed

Customer Signature \_\_\_\_\_ SNGPL Supervisor \_\_\_\_\_

Customer Signature \_\_\_\_\_ SNGPL Supervisor \_\_\_\_\_

1st copy: Customer  
 2nd copy: Distribution/CS  
 3rd copy: Store  
 4th copy: Accounts/Treasury

1st copy: Customer  
 2nd copy: Distribution/CS  
 3rd copy: Store  
 4th copy: Accounts/Treasury

# SUI NORTHERN GAS PIPELINES LIMITED

## Meter Replacement Advice (Field Order) Domestic

⑥ Dated: \_\_\_\_\_

**Dispatch Group Representative**

FA ID: _____	Account ID: _____	Outstanding Bal (Rs): _____ Last Payment Date: _____
FA Type: _____	Priority: _____	
FA Date: _____	Sequence (page No.) _____	Consumer Type: _____
Service Route (Book No.) _____		Meter Type: _____
Name: _____		Sub Region: _____
Address: _____		Badge #: _____
		Region: _____

Field Order Details:      Bill Cycle Code:      Postal:      Service Cycle:

OLD METER	NEW METER
Meter Status: _____	Meter Status: _____
Seal Status: _____	Seal Status: _____
Regulator type / size: _____	Regulator type / size: _____
Reason for FA: _____	Gas Commissioned: _____
Reason (if FA Incomplete): _____	Soap Test: _____
Regulator Replaced: _____	Additional Remarks: _____
Pressure Enhancement: _____	
Accident/Unsafe Cond. (if any): _____	

Date Entry:      OLD METER      NEW METER

Meter Badge No: <input style="width: 100%;" type="text"/>	Meter Badge No: <input style="width: 100%;" type="text"/>
Meter Type: _____	Meter Type: _____
Meter Manufacturer: _____	Meter Manufacturer: _____
Meter Configuration Type (UOM): _____	Meter Configuration Type (UOM): _____
Meter Index Reading (seq 30) : <input style="width: 100%;" type="text"/>	Meter Index Reading <input style="width: 100%;" type="text"/>
Billing Pressure: _____	Pressure Enhancement: _____
Reason (if FA Incomplete): _____	Work/Replacement: _____
Reason for FA: _____	Date: <input style="width: 100%;" type="text"/>

Service Details / Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Customer Signature \_\_\_\_\_      Team Incharge / Representative \_\_\_\_\_      Supervisor / Officer Sign \_\_\_\_\_



**SUI NORTHERN GAS PIPELINE LIMITED**  
**METER RETURN CARD**

Type \_\_\_\_\_ Sr. No. \_\_\_\_\_ Con. No. \_\_\_\_\_

Name & Address: \_\_\_\_\_

Reason \_\_\_\_\_

Meter Reading \_\_\_\_\_ Date Removed \_\_\_\_\_

Supervisor \_\_\_\_\_ Executive Sign \_\_\_\_\_



**SUI NORTHERN GAS PIPELINE LIMITED**  
**METER RETURN CARD**

Type \_\_\_\_\_ Sr. No. \_\_\_\_\_ Con. No. \_\_\_\_\_

Name & Address: \_\_\_\_\_

Reason \_\_\_\_\_

Meter Reading \_\_\_\_\_ Date Removed \_\_\_\_\_

Supervisor \_\_\_\_\_ Executive Sign \_\_\_\_\_



**SUI NORTHERN GAS PIPELINE LIMITED**  
**METER RETURN CARD**

Type \_\_\_\_\_ Sr. No. \_\_\_\_\_ Con. No. \_\_\_\_\_

Name & Address: \_\_\_\_\_

Reason \_\_\_\_\_

Meter Reading \_\_\_\_\_ Date Removed \_\_\_\_\_

Supervisor \_\_\_\_\_ Executive Sign \_\_\_\_\_



**SUI NORTHERN GAS PIPELINE LIMITED**  
**METER RETURN CARD**

Type \_\_\_\_\_ Sr. No. \_\_\_\_\_ Con. No. \_\_\_\_\_

Name & Address: \_\_\_\_\_

Reason \_\_\_\_\_

Meter Reading \_\_\_\_\_ Date Removed \_\_\_\_\_

Supervisor \_\_\_\_\_ Executive Sign \_\_\_\_\_

Sr. No. 7

5.3.21 + 34.21

11.11.21

②

# SUI NORTHERN GAS PIPELINES LIMITED

From: .....

To:

HRS Officer

SN/ .....

Designation .....

Name .....

Through: \_\_\_\_\_

Head of Deptt.

Ref: ..... Dt: .....

---

## APPLICATION FOR ONE / TWO DAYS SICK LEAVE (WITHOUT MEDICAL CERTIFICATE)

One / Two day's sick leave may please be sanctioned to me for \_\_\_\_\_  
as per Rules. I further confirm the following:-

- (i) That this one / two days sick leave is neither being affixed nor suffixed to any week ends (Thursday / Saturday / holiday / test tour or any other type of leave (Casual / Privilege)
- (ii) That no disciplinary inquiry proceedings are pending against me.

\_\_\_\_\_  
(  
SIGNATURE OF EMPLOYEE

DATE: .....

**Note:** This application is required to be submitted the very next day.  
Application submitted late will not be acceptable.



9

**SUI NORTHERN GAS PIPELINES LTD.**

To

AREA ADMIN INCHARGE

**REQUEST FOR SHORT LEAVE**

Kindly sanction a short leave from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs on \_\_\_\_\_.

Reasons: \_\_\_\_\_

I understand that I can avail only 03 short leaves in a month. On 4<sup>th</sup> short leave 01 P/L (in case of Executive) or 01 C/L (in case of subordinates) will be deducted from my leave balance after submission of approved leave application in Admin Department.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Employee # / SN #: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Approved By: *Section I/C/RM/Area GM*



Gr. No (11)

# SUI NORTHERN GAS PIPELINES LTD.

## VEHICLE LOG BOOK

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

VEHICLE REGN NO. ....

MAKE & TYPE .....

VEHICLE JOB NO. ....

ALLOCATION .....





10.7" x 8.2"  
Size





85

DEPARTMENT

SUI NORTHERN GAS PIPELINES LIMITED  
ATTENDANCE REGISTER

MONTH OF \_\_\_\_\_ 20\_\_

SR#-13

SERIAL NO.	REG NO.	NAME	DESIGNATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
				LEAVE RECORD DUE AVAILD BALANCE UP TO LAST MONTH THIS MONTH TOTAL		SICK LEAVE AWARDED PL CL PL CL PL CL PL CL PL CL PL CL		INITIAL																													

