



INVITATION TO BID (THROUGH EPADS)
TENDER ENQUIRY NO. FCS/SOA/TE/039/26 DATED 01.06.2026
Grocery Items

Dear Sir

1. Please submit your lowest and firm quotation electronically through EPADS with best delivery for the item(s) described on Appendix-B latest by **15:00 Hours** positively on **01.06.2026**
2. Your quotation should remain open for at least a period of 60 days from the date of closing of this tender enquiry.
6. Tender enquiry shall be publically opened at **15:30 Hour** on **18.06.2026** in our office at SNGPL Soan Camp Dharmyal Road Near Saroba Grid Station Sehla Village Tehsil & District Rawalpindi. Only one representative of each bidder possessing "Letter of Authority" to do so may attend the bid opening, if desired.
7. 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 are violated we have the right to cancel the purchase order or part as thereof, necessary.
8. 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.
9. We reserve the right to increase / decrease the tender quantities or cancel this enquiry in whole or in part before tender opening. 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.
10. Relevant, leaflets/brochures should accompany your quotation.
11. Instead of writing the word "**Imported**" please give exact brand/make / Country of origin of each items quoted by you.
12. You are required to clearly mention, in your bid if any item(s) of your bid is/are exempted from sales Tax. You are also required to indicate the rate of GST on each item quoted in your offer, if such rate is different from generally applicable rate i.e. 18%. In the absence of such details in your bid, SNGPL will consider all items as inclusive of generally applicable **GST rate i.e. 18%**. No subsequent clarification will be accepted after bid opening in this regard.

BID SECURING DECLARATION:-

Every bidder shall furnish, as part of their bid, a **Bid Securing Declaration**, (as per Appendix-I). This will serve as a guarantee of acceptance of purchase order in case their 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.

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



سوئی ناردرن گیس
Sui Northern Gas

SNGPL Soan Camp Near Saroba Grid Station Chakri Interchange Rawalpindi

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. 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".

Yours faithfully,
SUI NORTHERN GAS PIPELINES LIMITED

(MUHAMMAD FAWAD KHAN)
SENIOR OFFICER (PROCUREMENT)
For **MANAGING DIRECTOR**



APPENDIX-"I"

BID SECURING DECLARATION
TENDER ENQUIRY # FCS/SOA/TE/039/2026

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: _____

Appendix-B

SCHEDULE OF REQUIREMENT AND DELIVERY
OUR TENDER ENQUIRY NO. FCS/SOA/TE/039/2026

Sr #.	Description	Unit	Qty:	Unit Price without GST	GST Amount	Delivery Location
1	Phenyle Cap: 2.75 Ltr Packing Finis or equivalent	Bottle	160			<u>Delivery at SNGPL Mandra Camp CV-25 Near Mandra District Rawalpindi.</u>
2	Cleaning Powder Size 1 Kg / Pck Vim or equivalent	Nos	150			
3	Mosquito Spray size 600ML Mortine or equivalent	Nos	48			
4	Wiper for wiping (size 3 ft Rubber Blade 1.5 ft) Fine Quality	Nos	144			
5	Cleaning Acid size 600ML Harpic or equivalent	Nos	188			
6	Bath Soap 150g Lux or equivalent	Nos	72			
7	Handwash Liquid with Dispenser Lifebouy or equivalent	Nos	72			
8	Floor Mop Cotton Tentacles with plastic Handle size 2ft	Nos	154			
9	Air Freshner 300ML CFC Free	Nos	66			
10	Tissue Paper Each Box of 300 Sheets (150 x 2 Ply)	Nos	48			
11	Tissue Roll for toilet (Rose Patel or equivalent)	Nos	66			
12	Tissue Roll for Kitchen Large size	Nos	48			
13	Cotton Duster for Kitchen 12" x 24"	Nos	48			
14	Broom (coconut tentacles)	Kgs	78			
	Fourteen Items Only					

Bids without bid securing declaration will not be announced at the time of bid opening.



Note:

1. **We require the delivery within 15 days; however, you may quote your best delivery period.**
2. Your offer should be inclusive of all Government Taxes & Duties including General Sales Tax and transportation charges for delivery at our required site/store.
3. **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.**
4. We reserve the right to extend the opening date of the tender enquiry without assigning any reason.
5. 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.
6. 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.
7. Bidder must in their quotation write the prices quoted by them in figures as well as in words.
8. You are required to mention clearly the country of origin/make/brand of the equipment / material offered by you.
9. Any discount or alternate prices not read out at bid opening will not be considered during bid evaluation.
10. 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.
11. Please also provide break down of your quoted price indicating detail of taxes duties etc., separately included therein.
12. Please indicate clearly your reservations, if any, to the terms and conditions of the tender enquiry, on the quotation.
13. The contractors, suppliers and services rendering persons/firms are required to provide valid Professional Tax Certificate for the current financial year.
14. Please mention your National Tax Number on the invoices to be submitted for payment.
15. 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.
16. 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.
17. 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
18. Conditional Offers/quotation will not be acceptable.
19. Offer for partial quantity will not be acceptable.
20. Only brand new equipment/material will be accepted.
21. Unit price will be prevailed in case of any discrepancy found in quoted price.
22. Black listed firms are not allowed to participate in this tender enquiry.
23. Please enclose all relevant leaflet/brochure along with your quotation.
24. **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 than One Offer / Options against purchase of One Tender document set by submitting procuring new tender documents set with submission of separate bid bond. Submission of more 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**
25. The successful suppliers / printers on whom the purchase order(s)/contract(s) will be placed, shall provide certificate as under:-
"No extra payment in the form of commission, over and above the contracted value has neither been paid nor will be paid to any official of SNGPL/any authority in Pakistan".
26. **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.**
27. **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 supplier(s) is too small to cover administrative cost on further processing of the purchase order, pre-shipment inspection costs etc as determined by the procuring agency, order of such items will be placed on next lowest available responsive bid winning / securing orderable quantities.**
28. **Spare should be Genuine & of OEM Quality**