



The Director (IT/MIS)  
Public Procurement Regulatory Authority,  
Cabinet Secretariat, Cabinet Division, Government of Pakistan,  
Federal Bank for Cooperative Building, Sector G-5/2,  
Islamabad.

**INVITATION TO BID  
PHOOCOPY MACHINE  
TENDER ENQUIRY NO.LET/184/25**

Dear Sirs,

Sui Northern Gas Pipelines Limited, a Gas Transmission & Distribution Company, invites sealed bids from the original manufacturers/authorized distributors/dealers/suppliers etc. registered with Income Tax and Sales Tax Departments possess valid Professional Tax Clearance Certificate and are on Active Taxpayers list of the Federal Board of Revenue, for supply of **"PHOTOCOPY MACHINE"**

1. "

Item No.	Description	Qty.
1.	Photocopier	01 No.

- A set of e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk).
- Bidding documents can be download from EPADS on or before 30.12.2025 till 1430 hours. Price of the bidding documents is Rs. 500/- in the shape of CDR/Pay order/DD while earnest money (in original), for the amount as mentioned in SOR (Appendix-B) in the form of a bank Draft/Pay Order or a Bond (Bid Bond) issued by a scheduled Bank of Pakistan valid for 120 days from the date of bid opening shall be accompanied along with hard copy of bid as mentioned in bidding documents.
- E- bids must be submitted through EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk).
- The bids, prepared in accordance with the instructions in the bidding documents, must reach in **Procurement Department, 1<sup>st</sup> Floor, Gas House, 21 Kashmir Road Lahore** on or before **30.12.2025 at 1430 Hours (closing time)**. Bids will be publicly opened on the same day at **1500 Hours**.

Yours faithfully,  
SUI NORTHERN GAS PIPELINE LIMITED

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

cc: GM (Compliance)

Kindly depute your executive representative on tender opening



**Tender Enquiry**

**Tender Enquiry No. LET/184/25**

**Dated 12.12.2025**

M/S.		

Dear Sir

1. Please submit your lowest and firm quotation with best delivery for the item given on attached sheet/sheets and return one copy of the sheet/sheets duly completed & signed by you latest by **1430 Hours** positively on **30.12.2025**
2. Please include: -
  - a) Our items No (b) discount, if any (c) full detail of any deviation from our specification
  - b) Lump sum price in addition to unit price, carriage paid to our address as mention on attached sheet / sheets.
3. e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at **www.eprocure.gov.pk**.
4. The original sealed copy of Bid as per the bid quoted on EPADS alongwith Bid Securing Declaration and tender documents fee for Rs. 500/- in shape of BG/CDR/PO (in original) must be submitted before tender closing time/date addressed to the **General Manager (Procurement), HEAD OFFICE, 21-Kashmir road, Lahore.**
5. The envelopee should be headed "**Confidential**" and marked.

Tender Enquiry No. **LET/184/25**

Closing Date: **30.12.2025**

**YOUR QUOTATION IS LIABLE TO BE CANCELLED IF YOU FAIL TO ADHERE TO THIS CLAUSE.**

6. Your quotation should remain open for at least a period of 90 days from the date of closing of this tender enquiry.
7. All tender enquiries shall be publically opened at **1500 Hours** on the same day in our office at above mentioned address. Only one representative of each bidder possessing "Letter of Authority" to attend the bid opening, if desired.
8. 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 violated we will have the right to cancel the purchase order or part as there of, necessary.
9. 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.



10. We reserve the right to increase / decrease the tender quantities or cancel this enquiry in whole or in part before placement of purchase order should our requirement change in the meantime. The quantities of items may be increased / decreased by 15% of the tender quantities, however decrease beyond 15% shall be subject to concurrence by the successful bidder.
11. Relevant leaflets/brochures/Technical Literature should accompany your quotation.
12. Instead of writing the word "Imported" please give exact brand/make / Country of origin of each item quoted by you.
13. Your firm and irrevocable offer in Pak Rupees (inclusive of all Taxes, duties, levies including Sales Tax) must be based on delivery mentioned in Appendix-'B'. 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 its bid, Bid Securing Declaration, (as per Appendix-I). 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.

**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.

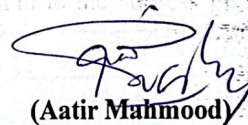
3. Whenever Late Delivery Charges become payable, SNGPL, in its sole discretion shall quantify the same and recover Late Delivery Charges through deduction from outstanding bills of suppliers directly by Accounts Department while making payment to supplier.

**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".
4. Blacklisting and Debarment of bidders and suppliers shall be as per PPRA Rule No. 19 (Appendix-II).

Yours faithfully,

SUI NORTHERN GAS PIPELINES LIMITED

  
(Aatir Mahmood)

**Dy. Chief Officer (Procurement)**  
**for MANAGING DIRECTOR**

Main Specifications	
Main Function	Copy, Print, Scan,
Writing Method	Semiconductor Laser
CPU	1.6GHz
Print Speed (A4)	32 ppm to 40 ppm
Scanning Speed (A4) 300dpi	80 lpm
Memory	4GB
SSD/HDD Capacity	32GB / 320GB
Warm up time	18 seconds
Paper Capacity	2 x 500 sheets (Cassette) + 100 sheets (MPT)
Paper Size	Min. A6R - Max. SRA3
Duplex Printing	Yes
DOCUMENT FEEDER DUAL SCAN	Yes
Energy Saver Mode	Yes
Color Scanning	Built in
Trolley	Built in
Control Panel	10.1 inch Color
Copy Functions	
Copy Size	A6R - A3
Resolution	Scanning: 600 x 600 dpi
First Copy Time	3.6 seconds
Zoom Ratio	25% - 400%
Multiple Copy	1 - 9,999
Print Functions	
Resolution	1,200 x 1,200 dpi
First Print Out Time	4.2 sec
Supported Protocol	TCP/IP (IPv4/IPv6), Bonjour
Interface	Ethernet (1000Base-T/100Base-TX/10Base-T)x1, USB 3.0x1, USB Host Interface (USB Host)x4, NFC TAGx1
Scan Functions	
Original size	Max. A3 (Ledger) - Min. A6R (StatementR)
Resolution	600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, 200 x 100 dpi, 200 x 400 dpi
File Format	TIFF, JPEG, XPS, OpenXPS, PDF (MMR/JPG compression/High-compression PDF), PDF/A-2, Encrypted PDF,
Image Type Mode	Text, Photo, Text + Photo, Text (Fine Line)
Send Method	Scan to SMB; Scan to E-mail; Scan to FTP or FTP over SSL; Scan to USB; TWAIN Scan; WSD Scan
Address Storage	2,000 addresses (Common address list), 500 groups (Group address list)
WITH ONE EXTRA TONER	



**SCHEDULE OF REQUIREMENT AND DELIVERY  
OUR TENDER ENQUIRY NO. LET/184/25**

Item No.	Description	Qty:	Unit Price without GST	GST Amount	Delivery/Installation Location
1	Photocopy Machine	01 No.			Basement Store Head Office 21- Kashmir road, Lahore

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

Note:	
1.	We require the delivery/Installation within 01 weeks 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 placement of purchase order should our requirement change in the meantime. 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 <a href="http://www.sngpl.com.pk">www.sngpl.com.pk</a>
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

**Registered Office:**

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

[www.sngpl.com.pk](http://www.sngpl.com.pk)

**Head Office:**

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



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.	Quotations from bidders, who are determined to have previously in Sui Northern's judgement committed default in respect of any of its obligation against any of our previous contracts on them will not be entertained.



سوئی ناردرن گیس  
Sui Northern Gas

APPENDIX-"I"

BID SECURING DECLARATION  
TENDER ENQUIRY # LET/184/25

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: \_\_\_\_\_

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**MANNER AND MECHANISM TO BLACKLISTING/ CROSS DEBARRING OF SUPPLIER OR CONTRACTOR**

As per PPRA Rule No. 19, following is mechanism to blacklist supplier/ contractor:-

**Proceedings for blacklisting :-**

- General Manager (Procurement) on his own accord or on receipt of information or a complaint shall, after examining the material placed before him shall determine whether it is necessary and appropriate to initiate formal black listing proceedings.
- In case General Manager (Procurement) decides to initiate blacklisting proceedings, the case shall be forwarded to the committee duly approved by management from time to time for initiating blacklisting proceedings.
- The bidder/ supplier shall be formally intimated in writing by the committee about the nature of complaint/ matter/ default/ fraudulent & corrupt practices as defined in PPRA Rule and initiate the blacklisting/ cross debar proceedings.
- The bidder/supplier shall be intimated by giving a fifteen (15) days notice through courier services, registered post or fax or email and, shall be provided an opportunity of furnishing detailed response either through written representation or personal hearing or both.

If blacklisting proceedings are to be initiated due to supplier's failure to meet the contractual obligations, then the bidder/ supplier shall be given a chance to invoke Arbitration before start of formal blacklisting proceedings.

In case, the supplier/ bidder does not opt for Arbitration within time given, then, notice for blacklisting shall be served accordingly to initiate the proceedings.

- In case the bidder/supplier fails to furnish his defense / representation within 15 days of 1<sup>st</sup> notice of blacklisting, a reminder shall be sent giving another opportunity to furnish the reply within 7 days.
- If the bidder/ supplier fails to submit his reply even after 2<sup>nd</sup> notice or fails to furnish the reasonable justification of charges framed against him, the committee may proceed further in this regard on the basis of information, record and material available before him.
- The committee shall complete its proceedings within 30 days from the date of first notice given pursuant to paragraph (c) above.

**Findings & Decisions:**

- The Committee after finalizing his proceedings shall record his findings in writing and decide one of the following measures and GM (Procurement) shall obtain approval of the management for implementation:
  - Blacklisting and henceforth cross debarred for participation in any public procurement for the period up to 10 years if corrupt and fraudulent practices as defined in PPRA Rule has been established;
  - Blacklisting and henceforth cross debarred for participation in respective category of public procurement if the bidder/ supplier fails to perform his contractual obligations as per terms of the tender enquiry/ contract and within the specified time. Such blacklisting period shall not be more than 3 years or,

**ANNEXURE-III**

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**TENDER ENQUIRY NO.LET/ /2**

- Blacklisting and henceforth cross debarred for participation in respective category of public procurement for a period up to 6 months if bidder/ supplier fails to alter his bid/ withdraw his bid/ does not accept the contract or does not abide with bid security declaration.
- General Manager (Procurement) shall communicate in writing to the PPRA and respective bidder/supplier his decision containing grounds for such action of blacklisting.

**Appeal:-**

The bidder/ supplier may file appeal against the decision of the committee before PPRA as per conditions/ mechanism defined in PPRA Rules.

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