



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

Ref: SNC-1934/26

Dated: 17.01.2026

M/s _____

Dear Sirs,

INVITATION TO BID
FOR CLEARANCE OF OUR IMPORTED
CONSIGNMENTS AT KARACHI / LAHORE
OUR TENDER ENQUIRY NO. SNC-1934/26
OPENING DATE 17TH FEBRUARY, 2026

1. We invite to appoint Clearing and Forwarding Agents for clearance of our imported consignments arriving at Karachi and Lahore by Sea and Air respectively.
2. Your agency commission will cover the services as per details given in clause 12 mentioned in the attached Appendix 'A' which covers the scope & terms of contract for Clearing and Forwarding Agents. Bidders are required to return one copy of Appendix 'A' duly signed and stamped in token of their acceptance of the terms and conditions mentioned therein, with their respective quotation. Failure to do so will be at bidders risk and may result in rejection of their bid. Please quote your minimum competitive rates of agency commission separately for consignments arriving by Sea at Karachi Port, Port Bin Qasim, Airport at Karachi / Lahore and Dry Port at Lahore on each consignment basis as percentage of per Bill of Entry charges may also be advised as per Appendix 'B'.
3. Please also quote charges for lashing / packing materials for each category of Railway Wagons for the transportation of Steel Linepipe from Karachi to upcountry station (if required). Used lashing and packing material would be the property of SNGPL and will be returnable to the respective Clearing Agents.
4. Your offer in triplicate along with Appendix 'A' & 'B' referred to at para-2 above and Bid Security amounting to Rs. 1,000,000/- (Rupees One Million only) in the form of Bank Draft / Pay Order / Bank Guarantee issued by the any scheduled bank working in Pakistan payable in favour of Sui Northern Gas Pipelines Limited, Lahore should be addressed and forwarded to:

GENERAL MANAGER (PROCUREMENT)
SUI NORTHERN GAS PIPELINES LIMITED,
GAS HOUSE, 1ST FLOOR, 21-KASHMIR ROAD
LAHORE (PAKISTAN)

The bid bond may be forfeited:-

- c) If bidder withdraws its bid during the period of bid validity specified by the bidder in the bid or
- d) In case of successful bidder, if the bidder fails:-



- i) To sign the contract or,
- ii) To furnish Performance Bond.

5. POST QUALIFICATION

- 5.1 SNGPL will determine to its satisfaction whether the Bidders selected as having submitted the bid is qualified satisfactorily to perform the contract.
 - 5.2 During determination of the Bidder's financial capabilities, experience in the field of Clearing and Forwarding of Imported consignments will be taken into account. It will also be based upon the documentary evidence of the bidders qualifications submitted by the bidder according with the Appendix C.1, pursuant to Appendix 'C' as well as such other information as SNGPL deem necessary and appropriate.
 - 5.3 Bids will be evaluated as per Evaluation Criteria attached as Appendix-"C.1". An affirmative determination will be pre-requisite for award of the contract to the bidders. A negative determination will result in rejection of the Bidder's bid.
6. The bids against this tender enquiry are invited on single stage two envelopes basis. The bids shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the "TECHNICAL PROPOSAL" and the "FINANCIAL PROPOSAL".

Technical Proposals

- 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 CNIC 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.
- Date of Establishment of business concern
- Copy of Sales Tax Registration Certificate
- Copy of Income Tax Certificate
- Professional Tax clearance certificate
- Filled Appendix – C with documentary evidence.
- Signed & Stamped all the pages of Tender Document.
- Reference of Bid Bond MUST be mentioned & **ATTACH A COPY** for the ready reference.

Financial Proposals

- Price Schedule
- Attach your Bid Bond of Rs. 1 Million in Original (In Shape of Demand draft, Pay Order, CDR or Bank Guarantee issued by the scheduled Bank) with the Financial Proposal. (Bid bond must be valid for a period of 120 days after the opening of bids or until 30 days after the expiry date or extended expiry date from bid submitted by the bidder whichever is later. In case of any subsequence extension of the bid bond will also be validated correspondingly. Bid submitted without bid bond shall not accepted and hence will not be ready out at the time of public opening.



The envelope shall respectively be marked as **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”** in bold and legible letters to avoid confusion and seal properly.

1. Initially, only the envelope marked as **“TECHNICAL PROPOSAL”** shall be opened.

The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of SNGPL without being opened.

2. SNGPL shall evaluate the **“TECHNICAL PROPOSAL”** in accordance with the terms and conditions of the tender enquiry without reference to the price and will reject any proposal which do not conform to the specified requirements.
3. During the technical evaluation no amendments in the technical proposal shall be permitted. Therefore, bidders are required to submit their offers complete in all respects addressed to:-

THE GENERAL MANAGER (PROCUREMENT)
SUI NORTHERN GAS PIPELINES LIMITED
1ST FLOOR, GAS HOUSE, 21-KASHMIR ROAD,
LAHORE – PAKISTAN

4. After evaluation of the **“TECHNICAL PROPOSAL”** the company shall within the validity period, publicly open the financial proposals of the technically accepted bids only at a time, date and venue announced and communicated in advance to all technically acceptable bidders.
 5. The **“FINANCIAL PROPOSAL”** of the bids found technically non responsive shall be returned un-opened to the respective bidders along with their cancelled Pay Order or Bank Guarantee.
- 7.
- i. **The original plus One copy** each of **“TECHNICAL and “FINANCIAL PROPOSAL”** of the bid must be enclosed in duplicate sealed cover. The inner and outer envelope must bear the word **“CONFIDENTIAL”, TENDER FOR “CLEARANCE OF IMPORTED CONSIGNMENTS AT KARACHI / LAHORE”**, and Tender Enquiry SNC-1934/26 due for closing on **17TH February, 2026 at 1430 hours**, and forward to the General Manager (Procurement), Sui Northern Gas Pipelines Ltd, Gas House, 1st Floor, 21-Kashmir Road, Lahore - Pakistan.

Bids/quotations will be received in this office on or before **17.02.2026 by 1430 hours** and will be opened publicly on the same date at **1500 hours** at above mentioned address. In case of holiday(s) falling on the date of bids opening bids/quotations will be opened at the same time on the next working day. It will be the responsibility of the bidder to deliver the bids before the closing time. The Company does not take any responsibility, whatsoever, of collection of bids from any agency. Bids/Quotations received after the bids opening date and time will not be considered and will be returned.

- ii. Scope & terms of Contract for Clearing & Forwarding Agents attached as Appendix ‘A’ must be taken in consideration before submitting your quotation.
- iii. Your offer must remain open for a period of 90 days from the closing date of the tender.
- iv. It must be indicated by the bidders in their offers/quotations that their quotation fully conforms to the terms and conditions of the tender enquiry.



- v. Only one authorized representative of a bidder will be allowed to attend the public opening of bids, who will be required to submit an authority letter (as per specimen attached as Annexure-I) in his favor issued by the respective bidder(s) for attending the public opening of bids, failing which he will not be allowed to attend the public opening.
- vi. Clauses mentioned above will make part of the original Terms and Conditions of the contract and will supersede if found in contradiction with any clause mentioned at any other place in the tender enquiry.
- vii. Non-compliance of above terms and conditions may result in rejection of a bid.

YOURS SINCERELY
SUI NORTHERN GAS PIPELINES LIMITED


(NABEEL ISHTIAQ)

DY. CHIEF OFFICER (PROCUREMENT)
For MANAGING DIRECTOR

**SCOPE & TERMS OF CONTRACT FOR
CLEARING & FORWARDING AGENTS TENDER NO. SNC-1934/26**

1. Please confirm that in case of award of contract: -

- a. The appointed Clearing and Forwarding Agent (CAFA) shall maintain best possible and workable relation at his own risk and cost and without any encumbrance to Sui Northern Gas Pipelines Limited (SNGPL) with all Customs Departments/Personnel, as well as PNSC and all other related Govt. /Non Govt. Departments, KPT, QICT, KICT & PICT, Shipping companies and other Private firms etc. a associated or likely to be associated with the import of our materials.
- b. CAFA shall maintain the best possible and workable relations with our appointed Transporters for obtaining the Trucks / Trailers in very best possible priority to avoid any demurrage / penalty or Godown rent as well as extra container detention charges on the consignments.
- c. CAFA shall maintain adequate staff to cope up with our clearance jobs and CAFA shall give the very first priority to the clearance job of our imported consignment(s).
- d. Collection of shipping documents from our Karachi/Lahore offices will be the responsibility of the Clearing Agents. Our Karachi / Lahore Offices will, however, assist the Clearing Agents in Customs classifications, if so requested by the Clearing Agents.
- e. Daily Clearance status Report is required. As per Format (Details shall be finalized at the time of award of contract.)

2. **CLEARANCE OF CONSIGNMENTS**

- 2.1 **CAFA Shall undertake all allocated clearance work through Land or Sea Customs or Airfreight Unit or Postal Appraisalment as well as through Courier Service / DHL FEDEX / UPS etc.**
- 2.2 CAFA shall also give timely intimation to our Karachi Office and GM (Procurement) Lahore for any difficulties in the clearance of the consignment(s) expeditiously and without undue waste of time. However, resolving problems / issues related to Custom will be Job responsibility of CAFA.
- 2.3 After receipt of shipping documents, CAFA shall arrange to clear the consignment within free period allowed by KPT/Customs, QICT, Airport Authorities, Postal Appraisalment and other Shipping Companies / Airlines. In the event of original shipping documents not being available in time. Clearing Agents shall proceed to clear the goods on the basis of non-negotiable shipping documents against Bank/Shipping Guarantee for expediting clearance to avoid demurrage only as per request of SNGPL. In such case the Shipping Guarantee duly filled should be sent through our shipping office, Karachi to Accounts for necessary endorsement from the concerned Bank.
- 2.4 CAFA shall ensure that goods are not broken, damaged or pilferage during the course of examination, re-packing, loading / unloading and or in the SNGPL's Warehouse / Godown which will be hired and maintained by SNGPL.
- 2.5 The participating Clearing Agents are bound to quote rates for both Lahore and Karachi, on the attached Appendix-‘B’ & by considering the clause 2.1.

3. **TRANSPORTATION AND LOADING/OFF-LOADING**

3.1 CAFA shall be responsible for arranging KPT/QUICK/KICT/PICT Cranes of lifters and all other types of transport of Handling Equipment's that may be required for handling of the consignments at Karachi, Port, QICK, KICK, PICT and Airports at Karachi / Lahore, and our Warehouse, at their own risk and cost. The payment shall be made by SNGPL as per their offered transportation rates as per clause 13.4 (h).

3.2 CAFA will be required to keep in touch with our Karachi / Lahore Offices to tie up the arrangements for Direct Delivery of the consignments. After un-loading from the ship and in case of damages or shortages of material, CAFA shall report the matter to our Karachi / Lahore Offices intimating the condition of the goods and action taken by CAFA for survey with M/s National Insurance Company and Shipping Agents / PNSC. Copies of all such reports shall be supplied in time to our Karachi / Lahore Offices. CAFA shall lodge claim with Shipping Agents accordingly with intimation to our Karachi Office.

4. **SHORT LANDING**

In case the goods are short landed, the Clearing Agents shall obtain short Landing Certificate from KPT/QICT/KICT/PICT/ Airport and Postal Appraisement and lodge claim on shipping agency / Airlines and customs for refund of customs dues paid against short landed goods, pursue them till finalization and take all necessary actions in this regard. All actions taken in this regard must be intimated to our Karachi Office. Clearing Agents will send a copy of Short Landing Certificate to General Manager (Procurement) at Lahore on priority basis while original shall be handed over to our Karachi Office.

5. **NOTIFICATION OF ARRIVAL OF CONSIGNMENT**

CAFA shall carefully study the ship manifest/Airway Bills and keep our Karachi / Lahore Offices fully informed with regard to the arrival of the relevant consignments, giving full particulars as to IGM No., date and Index number etc. (will be cover under daily reporting).

6. **IMPORT POLICY**

CAFA shall carefully study the Import Policy issued by the Government of Pakistan for each shipping period, various Notifications and orders etc issued by the Government of Pakistan and various Ministries regarding Import of goods into Pakistan and SROs issued from time to time and will convey our Karachi / Lahore Offices regarding these changes and will ensure clearance of all the consignment under the import policy applicable at the time of clearance and benefit/relaxation if any applicable for example FTA with China etc.

7. **INCORRECT FILING OF BILL OF ENTRY (GD)**

The Clearing Agent shall be responsible for any incorrect filling of Bill of Entry (Goods Declaration), mis-declaration of value or HS Code and the responsibility for the consequences arising out of such acts shall be that of the Clearing Agent. The excess amount of the duty, sales tax and / or other taxes / penalty, additionally demurrage or container detention charges paid as a consequence thereof shall be recoverable from Clearing Agent.

8. **DEMURRAGE / CONTAINER DETENTION CHARGES**

- 8.1 Demurrage Charges as well as container detention charges if any will be paid by Clearing Agent, if it is due to his negligence of delay or any matter relating to the process of clearance of consignment(s) will be to the CAFA's account.
- 8.2 Clearing Agent shall accept responsibility for payment of KPT/QICT/Customs penalties, KPT demurrages Airport Godown Rent, (if applicable) on any consignment if these charges occur on account of inefficiency, mishandling of consignment and failure to clear the consignments within free time allowed by the KPT/QICT/KICT/PICT/Airfreight unit and Civil Aviation Authorities to avoid the incidence of demurrage. Our Karachi Office shall furnish complete and correct shipping documents before arrival of the consignments. Clearing Agents should clear the consignment(s) after receipt of documents within the free time allowed. In the event of original shipping documents not being available in time, Clearing Agent shall proceed to clear the goods on the basis of non-negotiable shipping documents against Bank/Shipping Guarantee as prescribed in clause 2.3 above.
- 8.3 In case of delay in clearance consignment(s) after the free time allowed by KPT/QICT/Airfreight unit and Civil Aviation Authorities (If applicable) due to the reasons beyond Clearing Agent's control, the Clearing Agent after the clearance of consignment will provide justifications in writing, duly supported with documentary evidence in support of his claim for payment of demurrage. The SNGPL Authorities shall take final decision, which shall be final and binding upon the Clearing Agents. Reasons for demurrage, beyond control of CAFA will also be intimated to SNGPL Karachi/Lahore on daily basis giving clearance status of the consignments.
- 8.4 In case shipping documents (correct / complete) delivered to CAFA before arrival of the consignments at Karachi / Lahore. CAFA will ensure clearance of the consignments within a free period allowed by the KPT, QICT, KICT, PICT, Airlines and other Shipping Companies etc. If demurrage occurred on the consignments, CAFA will pay Demurrage / Container Detention Charges (on actual days) after free period allowed by KPT, QICT, KICT, PICT, Airlines and other Shipping Companies.
- 8.5 In case of delay in clearance of the consignment(s) within the free time allowed by KPT/Customs, QICT, PICT, KICT and Airport Authorities and Postal Appraisalment, due to the reasons beyond Clearing Agent's control, CAFA shall arrange to clear the consignment(s) after free period within the first possible opportunity available to do so, and the Demurrage / Container Detention Charges for days involved after free period. SNGPL will only be obliged to pay demurrage / container detention charges as prescribed in clause 8.7 hereunder.
- 8.6 **In case of Air Consignment,** efforts shall be made by CAFA to get the consignment(s) cleared within free period allowed by AFU/Civil Aviation Authorities; SNGPL will pay Demurrage Charges only for actual days involved in late delivery of complete shipping documents as well as Bank Endorsed Documents.
- 8.7 SNGPL will pay Demurrage / Container Detention Charges (at actual days) only in the event of :
 - a) Late delivery of documents (after arrival of the consignments) on actual days
 - b) Late delivery of pay orders for Duties / Taxes on actual days.
 - c) Late delivery of pay orders for Shipping Charges / Container Security Deposits on actual days.
 - d) Long closing of offices of PNSC, KPT, QICT/, KICT/PICT Airport and Customs etc., on actual days.
 - e) Port / Transport strike / Eid holidays (above two days) as well as gazette holidays on actual days.

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8.8 Complete and correct documents shall mean:-

- a) Invoices
- b) Bill of Lading, original and non-negotiable a Bank/Shipping Guarantee in lieu of and HAWB and airway bill.
- c) Packing list
- d) Letter of Credit, Import Permit or a Clearance Permit (where applicable).
- e) Insurance Memo
- f) Excise/Explosive/Transit Permits wherever applicable
- g) AWB or "P" forms wherever applicable
- h) SNGPL will provide Airway bill / Bill of Lading duly endorsed by the Bank to CAFA. The CAFA will collect the Delivery Orders from shipping companies / Airlines on behalf of SNGPL on priority basis to avoid the delay in clearance / release of consignment and payment of Demurrage / Container Detention Charges.

8.9 In case where copies of Purchase Order / Contract, Letter of credit and / or catalogues, literature etc, are necessary, it shall be for Clearing Agents to foresee these requirements and obtain the same in time, as the delay on this account will not be considered as reason for Demurrage / Container Detention Charges.

8.10 All documents required for clearance of consignments by Clearing Agents shall be collected by him from our Karachi / Lahore Offices.

8.11 Exemption / Concession of Custom Dues under respective SROs whatever may be CAFA shall lodge necessary claims in the name and on behalf of SNGPL with the respective authorities and will be responsible for obtaining refunds in the name of SNGPL on account of Customs Duties, Sales Tax, KPT and CAA Charges etc.

8.12 The payment of Demurrage / Container Detention Charges due to blockage of Bill of Entries (GDs) in any case (what so ever) will be to CAFA's account.

8.13 All Demurrage / Container Detention Charges and Godown Rent on all consignments in accordance with clause 8 above.

Above charges will be billed at actual within **15 days of clearance of consignment** and will be covered by supporting receipts / documentary evidences with comprehensive justifications to prove the late clearance of consignment.

9. **PAYMENT OF WHARFAGE / PORT CHARGES / STORAGE / DEMURRAGE / TERMINAL HANDLING CHARGES, CAA CHARGES AND OTHER MISC CHARGES PER CONSIGNMENT WHERE APPLICABLE.**

KPT/QICT/Airfreight unit and Civil Aviation Authorities Wharfage / Port Charges / Storage Charges / Demurrages / Terminal Handling Charges, Insurance Charges and Container Detention Charges, CAA Charges / other Misc. Charges etc. upto Rs. 300,000/- (Rupees Three Hundred Thousand only) shall be paid by the Clearing Agent from their own resources and will be billed at actual and recovered from SNGPL. All bills will indicate clearly giving the complete / convincing justification with Head wise detail of Terminal Handling Charges, Insurance Charges, Wharfage Charges and other amount paid in this regard.

10. **MAINTENANCE OF ACCOUNT**

10.1 The Clearing Agent shall maintain complete and faithful account separately for each consignment cleared by CAFA. He shall forward accounts statements to SNGPL Shipping Office, Karachi and Head Office Lahore weekly basis and reconciliation of account in each month's 1st week against advancement payments made to or through clearing agents against respective consignments.

- 10.2 The CAFA will arrange to get the refunds of advance payments made against Duties (including amount surrendered in the PD Account during the contract period) / Taxes CAA Charges, Generator Hire Charges Shipping Charges to the PNSC, QICT, Dry Port, Custom Authorities Air Freight unit, Postal Appraisalment and other Shipping Companies against duties, taxes and Wharfage etc. within one month after clearance of each consignment failing which the entire amount can be recovered from CAFA bills.
- 10.3 The CAFA will arrange to get the refunds of advance payments made against Container Security Deposit within 30 days after clearance of each consignment, failing which the entire amount can be recovered through remedies available under the contract clause 17.
- 10.4 No Agency Commission / Demurrage Bill will be entertained in case Advance payments made against CAA charges and other Shipping charges etc. has not been adjusted by the Clearing Agents and billed and actual with refund cheque from Shipping Companies against respective consignments.
- 10.5 The duty slip in respect of each Bill of Entry (GD) as well as extra duty bills and the slips in respect of KPT/QICT/Airfreight Unit and Custom Dues, Taxes Wharfage CAA and Shipping Charges et. Shall be delivered to our Karachi Office with the request for pay order and Karachi Office will fax the same to Head Office with the relevant request for pay order. CAFA shall also provide the head wise detail of supplementary Shipping Charges giving comprehensive justifications for the payments made to the other than Government Agencies.

11. INDEMNITY BONDS (IF APPLICABLE)

- i) CAFA shall arrange to obtain from its own resources and its own cost and without any encumbrance to SNGPL, Shipping Guarantee to obtain delivery
- ii) Orders from Shipping Companies / Airfreight Unit and Postal Appraisalment in case where original documents do not reach them in time
- iii) The Indemnity Bond is also to obtain for submission to Custom Authorities in case of clearance of our consignment.
- iv) In case where SNGPL considered that those have been paid by CAFA in excess of the correct amount and CAFA shall also arrange to get released our Indemnity Bonds from the Custom Authorities, from their own resources and cost and without any encumbrance to SNGPL which are to be submitted to Customs at the time of clearance of consignment under respective SROs and Special Exemption Orders issued by the Government of Pakistan in this regard.
- v) The Clearing Agents shall be responsible for retrieval of all Indemnity Bonds from customs without any encumbrance to SNGPL after fulfillment of requisite formalities.
- vi) The payment of other losses on account of Blockage of Bill of Entry due to non retrieval of Indemnity Bonds in time will be on CAFA's account.

12. AGENCY COMMISSION TO COVER

Your Agency Commission will be inclusive of all above services including those such as the following, for which Sui Northern Gas Pipelines Limited (SNGPL) do not undertake to bear any charges whatsoever:-

- a) Customs, KPT, Air freight Unit, Postal Appraisalment Clearance.
- b) Forwarding
- c) Supplementary Shipping Charges i.e. Consignment examination / re-examination fee, petty repair charges, Iron Hooping, Repacking charges etc.
- d) Amendments in shipping documents.
- e) Postage and Revenue Stamps for G.D.

- f) Any kind of charges paid to customs, Airport, GPO and KPT /QICT Staff (if applicable).
- g) Tallying the consignment
- h) Cooliage charges of the consignment
- i) Sorting, shifting and stacking at the Airport / KPT/QICT, KICT, PICT and our ware house
- j) Transportation and stacking at our warehouse from Docks Airport / GPO wherever situated in the city in which customs clearance has been undertaken, except in the case of ODCs and Steel Line pipe and goods requiring direct delivery onto the Trailers/Trucks.
- k) Collection charges of Delivery order from Shipping Companies, Airlines and Courier Services as well as Shipping Documents from our Offices at Karachi / Lahore
- l) Collection of Freight Demand from shipping company in accordance with freight Quotation. Freight quotation will be provided to CAFA by SNGPL. CAFA will ensure that freight should be in accordance with Freight quotation if in case of any discrepancy CAFA will get letter from shipping company and will intimate to SNGPL immediately with Shipping Company's letter;

13. PAYMENT OF AGENCY COMMISSION BILL AND OTHER CHARGES

13.1 Bills for the Agency Commission shall be submitted by the Clearing Agents at our Head Office 21- Kashmir Road, Lahore (Procurement Department – Import Section) after verification of complete set of invoices/receipts and bills from our Karachi Office within three weeks after clearance and dispatch of each consignment supported with the following documents:-

- a) It should be consolidated and in duplicate duly accompanied by all supporting vouchers and documents;
- b) It should be supported with the dispatch advice of the goods;
- c) It should be supported with the Exchange, triplicate copy of Bill of Entry (GD) (in original). GD exchange rate will be applied for agency commissioned bill.
- d) Separate Bill should be submitted for Agency Commission as well as Demurrage / Container Detention Charges (if any) for each consignment, charges indicate in each bill should be enumerated separately and must not be shown as lump sum; The bill having full justifications of all charges paid to other than Government Agencies.
- e) The bill should contain the following particulars:
 - i) No. and date of import purchase order
 - ii) L.C. No. and date
 - iii) Name of the ship and its date of arrival
 - iv) Index No. and IGM No. with date
 - v) C&F value and exchange rate
 - vi) No. of cases in the consignment.
 - vii) The amount of advance, if any. The net payable amount may be claimed in the bill after adjustment of the advance received from SNGPL, if any.

13.2 Complete Bills with all original receipts against the cleared consignments/any services will be submitted by the Clearing Agents at our Head Office 21- Kashmir Road, Lahore (Procurement Department – Import Section) after the verification from our Officer (Procurement) Shipping, Karachi within **15 days of clearance of the consignments.** After careful scrutiny and verification, bills will be forwarded to our Accounts Department for payment process i.e. within 30 days.

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13.3 Invoices against Wharfage / Terminal Handling Charges Having complete Head Wise detail will be acceptable only in accordance with clause 12 above.

13.4 CHARGES TO BE BORNE BY SNGPL

- a) Customs duty, sales tax, Income Tax, Federal Excise Duty and Iqra surcharge etc as per bill of entry (GD);
- b) Trailers and Trucks freight as well as PIA or Courier Services Charges from Karachi to up country Stations.
- c) Freight Charges will be paid on the basis of original receipt / Invoices issued by the Shipping Companies as well as Airlines or Courier Services etc.
- d) Shipping Charges i.e. Terminal Handling Charges or Wharfage Charges including Data Entry charges, Fuel Adjustment charges, Truck Entry charges, Data Transfer Charges, Service charges, Lift Off charges, Lift On charges, Measurement charges, Examination charges etc. (Having Complete head wise detail) will be paid in accordance with clause 9 above.
- e) Demurrage / Container Detention Charges will be paid as mentioned in the clause 8.7 above.
- f) Consignments Insurance Charges (only against Insurance Head)
- g) Civil Aviation Charges (at actual)
- h) Charges for arranging KPT/QICT/KICT/PICT Cranes of lifter and all other type of Transport or Handling Equipment that may be required for handling of the consignment at Karachi port, QICT/KICT/PICT and Airport at Karachi / Lahore and SNGPL warehouse. Over Dimension Consignments will be borne by SNGPL as quoted by CAFA at Appendix-'D'.
- i) Loading & Un-loading of the consignment on to Truck / Trailers including Crane Lifter charges for consignment Over Dimension Consignments will be borne by SNGPL.
- j) Supplementary charges including Delivery Order charges, Documentation Charges, Documents Endorsement Charges, Splitting Charges, Documentation (GD etc) Gate Pass, Charges R&D charges, Seal Breaking Charges, Resealing Charges, Fuel Adjustment Factor, Banker Adjustment Factor, Token Fees, Deposit Charges, Container Clearing Charges, Equipment Damage Charges, Container DC-Stuffing Charges, Dirty Charges, Currency Adjustment Factor Pakistan Port Surcharges, Prevent Tax Revenue, Commodity Service Charges. Charges the Status of Consignment all Ocean Surcharge Charges, Agency Service Charges, Yard Charges, Consignment Measurement Charges, Documents Processing Fee System, Processing Fee Uplift Charges, off-lift charges, General Cargo Handling Charges QICT TP Charges, Consignment Shifting Charges Service Charges Bank Service Charges, Other Charges, Special Handling Charges, Extra Handling Charges, Consignment Movement Charges, Consignment Status Change Charges, Consignment Charges, PSC Charges, Ports Storage Surcharge, LCL Charges, Insurance Charges, Terminal Handling Charges etc.

14. PROCUREMENT FOR PAYMENT TO DIFFERENT AUTHORITIES

14.1 Custom Duty, Sales Tax, Income Tax, Iqra Surcharge and F.E.D. etc to Custom Authorities and Sea Freight / Container Detention Charges to PNSC & QICT, KICT, PICT, CAA Charges to Civil Aviation Authorities and other Misc. Charges advance payments made through Clearing Agents in case of KPT wharfage, Container Detention Charges, CAA Charges and other Misc. Charges above Rs. 300,000/- (Rupees Three Hundred Thousands only) will be paid by issuing Pay Order(s)/Demand Drafts through our appointed Banks in Karachi / Lahore. In this connection, CAFA will be required to co-ordinate with the General Manager (Procurement) Lahore and our Karachi Office.

14.2 **Adjustment of Advance Payment**

Clearing Agents will ensure to clear the advances issued against respective consignments within 2 weeks on completion of dispatches failing, which unaccounted for portion of the advances outstanding against the Clearing Agents; and / or recovery of such advances may be made from their bills.

15. **CLAIM**

15.1 CAFA will lodge necessary claims and prefer appeals in time with appropriate authorities on our behalf, and process those as early as possible until those are settled. Those claims would include refund of Custom Duties, Sales Tax etc; for short landed consignments, wrong PCT classifications and / or any dues that are paid under protest.

15.2 The claim not settled from the appropriate authorities within 3 months will be recovered from the Clearing Agents Bills / Security Any negligence if so determined CAFA shall be responsible for any loss sustained by SNGPL.

16. **BID SECURITY**

16.1 The bid security Rs. 1,000,000 (Rupees One Million only) of successful bidder will be returned only after the formal contract has been signed and specified Performance Guarantee of Rs. 2,000,000/- (Rupees Two Half Million only) has been furnished by him as per para 17 below. Should the successful bidder refuse or fail for any reason to execute the Agreement or to furnish Performance Guarantee of Rs. 2,000,000/- (Rupees Two Million only) as required, the bid security shall be forfeited or shall become payable to SNGPL as compensation for such default.

16.2 Bid security of unsuccessful bidders will be returned to them as soon as possible.

17. **PERFORMANCE GUARANTEE**

Successful Clearing Agents will be required to provide us a Performance Guarantee for an amount of Rs. 2,000,000/- (Rupees Two Million Only) in the form of Pay Order / Bank Draft / Bank Guarantee issued by a scheduled Bank operating in Pakistan in favour of "Sui Northern Gas Pipelines Limited, Lahore". This Performance Guarantee would be submitted by the successful Clearing Agents within 15 days of receipt of notification of award of contract by them. The Performance Guarantee should remain valid for six months after expiry of the contract.

The proceeds of the Performance Guarantee shall be payable to SNGPL, as compensation for any loss(s) resulting from the Clearing Agents failure to complete its obligations under the contract. Please note that the Clearing Agents total liability shall not be limited to the extent of the amount of the Performance Guarantee. In case their liability exceeds the amount of Performance Guarantee. SNGPL will have the right to recover it from the bills of the respective Clearing Agents and / or in any other legal manner. This company also reserves the right to recover from the amount of Performance Guarantee amounts of losses sustained by this company due to negligence of the Clearing Agent in proper Performance of his obligations under the contract. The Performance Guarantee of successful Clearing Agent may be retained by SNGPL till after 1 year of the expiry date of the contract or upto the time when the 'Clearing Agent' is able to clear all his outstanding obligations under the contract, whichever is later.

18. VALIDITY OF CONTRACT

The contract awarded on Clearing & Forwarding Agency on the basis of this tender enquiry may remain valid for a minimum period of 2 years, extendable for another term as per PPRA rules with mutual consent of SNGPL and the respective Clearing Agents. Rates given in this contract shall not be changeable within the contract validity / extension period.

19. TERMINATION OF CONTRACT

In case a contract is placed on the basis of this tender enquiry, Sui Northern Gas Pipelines Ltd., may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the CAFA terminate the contract in whole or in part:-

- a) If the CAFA fails to clear any or all of the consignment(s) within the time period(s) specified in the contract.
- b) If the CAFA fails to perform any other obligation(s) under the Contract/Order or,
- c) If the CAFA, in either of the above circumstances, does not cure its failure within a period of 30 days after receipt of the default notice from Sui Northern Gas Pipelines Limited.

19.1 FORCE MAJEURE

Notwithstanding any provision to the contrary contained for damages or by deemed in default of the provisions of the contract / 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 here in shall mean acts of Government in their sovereign capacity, riots, strikes, lock outs, fires occurring in the supplier's establishment, political disturbance, mobilization, wars, unprecedented flood, storm, hurricane or other acts of Gods.

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 airmail. The two parties shall consult each other and agree upto the measurement to be taken. As soon as the Force Majeure ends, the affected party shall promptly resume performance of its obligations, under the agreements as intimate the other party about this.

20. In case the Clearing and Forwarding work is not done promptly and upto our entire satisfaction, we would be at liberty to get all work done by some other party at the expenses of the defaulting Clearing Agent. Any loss in this respect would be to the account of the Clearing Agents, in addition to imposition of other penalties under the contract.

21. SNGPL reserve the right to appoint more than one Clearing Agents to cater for its requirement for clearance of the imported consignments.

22. CLEARANCE OF CONSIGNMENTS AT LAHORE

- 22.1 CAFA shall undertake all work in connection with clearance through Land or Airfreight Unit or Postal Appraisement Imported by us at Lahore or brought in as passenger baggage by foreign visitors and delivery to our warehouse situated at Gulberg-III, Gurumanghat Road, Lahore as and when and where applicable. In this respect, you will keep fully informed to our General Manager (Procurement) Lahore of all salient features /occurrences, which may have financial repercussions or may result in delay in clearance of consignment(s) and tender expert advice in that behalf to overcome the problems/difficulties expeditiously and without undue waste of time.
- 22.2 For the consignment(s) arriving by air/rail/road/post at Lahore, the Clearing Agents will inform General Manager (Procurement) at 1st Floor, 21-Kashmir Road, Lahore for all requirements applicable to early clearance of each consignment.
- 22.3 Shipping documents for each consignment will be collected by the Clearing Agents from our office at 1st Floor 21-Kashmir Road, Lahore
- 22.4 It will be the responsibility of the Clearing Agents to collect shipping documents with authority letter from SNGPL.
- 22.5 CAFA participating in this Tender Enquiry shall fill in, sign/stamp this and all other pages of this Appendix 'A' and Price Schedule Appendix 'B' in token of having read the terms and conditions and for acceptance thereof.

Date _____

Signed _____

WITNESS:

FULL NAME OF SIGNATORY

COMPLETE ADDRESS AND STAMP

1. _____

2. _____

Phone Office: _____

Phone Residence: _____

Fax No: _____

Mobile No: _____

APPENDIX – B

PRICE SCHEDULE OF CLEARANCE CHARGES

TENDER ENQUIRY No. SNC-1934/26

CLOSING ON 17th February 2026

Sr. No.	Commission Rate Item for Import/Export/Export Cum Import	Quantity	UOM	AGENCY COMMISSION RATE	SALES TAX / PST AND ANY OTHER APPLICABLE TAXES	TOTAL PRICE (Inclusive of all Taxes)
1	Commission (rate) for consignment(s) up to PKR 7 Million of FOB value arrived at Karachi Sea port / Bin Qasim Port / All Airports / Parcel Courier etc.	1	Each	Minimum Lump Sum charges (Value in PKR) PKR _____/-		
2	Commission (rate) for consignment(s) having FOB value above PKR 7 Million arrived at Karachi Air Port / Sea Port / Bin Qasim Sea Port / All Airports. Note: (For all such consignments commission amount will be in % Percentage of FOB value of consignment).	1	Each	_____ % of FOB Value		

IMPORTANT NOTE:

1. All the bidders are strictly advised to quote their prices as per the stipulated schedule of requirement (**Appendix 'B'**), **failing which their submitted bid will not be considered for further evaluation.**
2. Firms having their Own, Valid Customs Clearing License for Karachi / Lahore at Least can only participate. Without this mandatory requirement bids shall be rejected straight.
3. The above rates will also be applicable on CFR (By Sea/By Air) consignments. However, payment in case of C&F order will be made on FOB basis based on breakup provided by the supplier.
4. Bidders are required to quote Minimum Clearance Charges as per the above table (Price Schedule). Please Note for Sr. No. 1 rates required lump sum charges in PKR. Value and for Sr. No. 2 at each port on %age basis.
5. KPT/QICT/Airfreight Unit and Civil Aviation Authority Wharfage/Terminal/Port Handling/Storage/Demurrage Charges, Insurance Charges, CAA Charges and other Misc Charges etc. up-to Rs. 300,000/- (Rupees Three Hundred Thousand only) shall be paid by the Clearing Agent from their own resources and will be billed at actual and recovered from SNGPL. All bills will indicate clearly giving the complete/convincing justifications with Head-wise detail of Terminal/Port Handling Charges, Insurance Charges, Wharfage Charges and other amount paid in this regard.
6. All CAFA Bills (complete in all respects with all receipts within 15 Days after the clearance from customs) will be paid within 30 days after their submission. (Note: See detailed invoicing process in tender general term & condition).
7. Five (5) free working days for sea shipments and three (3) free working days for air shipments would be allowed to CAFA after the receipt of Original Shipping Documents, Pay Orders related to Customs duties & taxes.
8. Delays in customs clearance on part of CAFA over and above the period defined in clause no. 05 resulting i.e. fine, penalty, extra storage, demurrage, detention, wharfage will be chargeable from their agency commission bills / services invoice without any recourse. Extra storage / container detention / wharfage shall be deduct from CAFA commissioned / services invoice.
9. Clearing Agent Agency Commission invoice rate shall be considered by SNGPL on the basis of exchange rate applied on the final GD. i.e. Good Declaration.

10. Income tax will be deducted from supplier's bills as per the prevailing rate of taxes at the time of payment. If a bidder is exempted from deduction of advance tax, they may state so and enclose a photocopy of any such exemption certificate.
11. Bidders are also requested to submit valid Sale Tax Registration Certificate, National Tax Number along-with offer. The amount of Sale Tax will be paid upon submission of documentary evidence with the invoice / bill.
12. Bidders shall quote their prices in Pakistani Rupees (PKR). The amount of GST/PST included in the quoted price must be indicated separately in Price Schedule of Clearance Charges for **Serial No. 1 (Price Schedule of Clearance Charges)**, and the applicable percentage must be indicated for **Serial No. 2 (Price Schedule of Clearance Charges)**. In case the GST/PST amount or percentage is not specified separately, the quoted price shall be deemed to be **inclusive of all applicable GST/PST**.

Applicable tax rates shall be as per the prevailing Government of Pakistan and relevant Provincial tax laws at the time of invoicing.

SUI NORTHERN GAS PIPELINES LIMITED
21-KASHMIR ROAD, P.O. BOX NO. 56, LAHORE (PAK)

OUR REF: NO. SNC-1934/26

DATED: 17.01.2026

**POST QUALIFICATION OF CLEARING AND FORWARDING
AGENTS FOR CLEARANCE OF OUR IMPORTED
CONSIGNMENTS ON ARRIVAL AT LAHORE/KARACHI
OUR TENDER ENQUIRY NO. SNC-1934/26 CLOSING ON 17th FEB 2026**

- 1) Registration as Clearing Agents
 - i) Please advise your Challan No. with Company's NTN No. _____
 - ii) Your complete Name and address as per FBR Registration. Also enclose photocopy of Customs License Challan Book with NTN Certificate as per Clause A & B of Appendix C.1 _____
- 2) Nature of your business _____
- 3) Name of Government/Semi Government Departments with whom you are registered as Clearing and Forwarding Agents. _____
- 4) NTN number along with a copy of Assessment order Form Income Tax Authorities for the last assessment year. _____
- 5) Have your firm ever been blacklisted by anyone of your customers / Custom. Please provide details. (if no, please provide undertaking on Rs.100 stamp paper). _____
- 6) Name/Names of your branches in Pakistan, if any, giving their complete address and telephone No.s along with Telefax No. _____
- 7) Name/ Names and addresses of your Bankers _____
- 8) Certified that the above particulars are correct to the best of our/my knowledge. In case any information giving above is found to be incorrect, we shall be fully responsible for the consequences, which may include rejection of bid or termination of contract. _____
It is further certified that all the requisite documents required against this tender enquiry have been submitted and we take full liability if any document is found missing. _____

Dated _____

Signature _____

Official Stamp: _____

Complete address: _____

EVALUATION CRITERIA OF CLEARING & FORWARDING AGENT**TENDER No. SNC-1934/26**

SR. No.	(A)Mandatory Documents.	Max	Total	Total
	1.NTN Certificate 2.Sale Tax registration Certificate 3.EOBI Certificate of the Company	Marks	Marks	Marks Obtained
	Bidder should be on FBR Active Tax Payer list			
	(B)-Minimum five (05) years of relevant experience is mandatory for qualification. The cut-off date for determination of experience shall be 31-12-2025. The required experience shall be calculated based on the date of issuance of the Customs Clearance License in the name of the bidder to whom the tender documents are issued, duly supported by the documentation specified under Clause 1.1.			
1	Experience 1.1 No. of Consignments of plant , machinery & pipe valuing Rs. 20 Million & above per GD(I)-Import cleared during last 05 years under PCT chapter 84,85 &PCT heading 7305 , 7306.The chapters and PCTs mentioned above will be individually or collectively acceptable. Bidder shall submit at least 5 GD(I)-Import per year under above chapters and PCTs.This is mandatory requirement.Any bidder failed to demonstrate the requisit experience shall be awarded zero marks and shall not be considered successful. SNGPL shall authenticate/verify the submitted GD-Imports from custom WeBOC / PSW System	25	35	
	1.2 Plant,Machinery & Heavy Equipments or raw material falling in PCT chapter 39,84&85 and PCT Heading 7305,7306 cleared during last 05 years obtaining SRO benefits – (0.5 mark for each consignment max 10 consignments,2 Consignment per year) .GD-I(Import should be submitted as evidence).	5		
	1.3 Valid ISO 9001 CERTIFICATION	5		
2	Handling of Consignment 2.1 Clearance within free time (No. of cases & value during 05 years) 5 cases/per year-Each case values 20-million and above),2 Marks for Each year	10	10	
3	Staff Details 3.1 Manager (2 No.)	4	16	
	3.2 Supervisor (2 No.)	4		
	3.3 Operational & Field Staff (25 No. Minimum)	8		
	Note: The above information shall be verified through the bidder's attendance register and the EOBI card of each employee. Zero (0) marks shall be awarded under Clause 3 if the bidder employs fewer staff than the specified minimum requirement of twenty-nine (29) employees.			
4	Office Setup 4.1 Office premises & Related facilities a) premises owned (10 Marks)	10	27	
	b) premises on rent (5 Marks)	5		
	4.2 Record Keeping Physical OR E-Record Keeping (For the at least minimum 5 Years),Proper Manual record keeping 7 marks and 5 additional marks for E-Record Keeping.The manual record year wise and customers wise relating to import should be properly stacked and placed.	12		
5	Financial Stability 5.1 Last 5-years TAX Returns (5 Marks - 1 Mark Each Year) & Last 3 years Professional Sales Tax Returns. (3 Marks - 1 Mark each year). The last cut off date for returns would 30-06-2021.	8	12	
	5.2 (Bank Certificates confirming the financial credit of firm and its financial capacity for last 2 year i.e. 2024 & 2025). (2 Marks per year)	4		
	GRAND TOTAL PASS MARKS 70, Securing 25 marks pursuant to clause 1.1 is Mandatory.	100	100	

- Qualifying Marks: 70% on overall basis. Securing 25 marks pursuant to clause 1.1 is mandatory.
- In order to verify the above information, Premises of the bidders may be visited by SNGPL Staff and report based on record available at the time of visit will be considered firm & final.
- The above required information we required in Proper Binding with separators / Proper Flagging.

APPENDIX-‘D’

TRANSPORTATION / LOADING / UN-LOADING CHARGES
FOR THE CONSIGNMENTS IN KGS
AT WAREHOUSE D-69, SHERSHAH ROAD, S.I.T.E. KARACHI
CLEARING & FORWARDING AGENTS TENDER NO. SNC-1934/26

Sr. No.	Packages weighing		Transportation			Loading charges	Unloading charges
	From (Kgs)	To (Kgs)	From Karachi Port	From Bin Qasim Port	From Airport		
1	1	30					
2	31	150					
3	151	500					
4	501	1,000					
5	1,001	2,000					
6	2,001	5,000					
7	5,001	7,500					
8	7,501	10,000					
9	10,001	15,000					
10	15,001 & above						

CHARGES FOR THE CLEARANCE OF SECURITIES FROM PAKISTAN CUSTOMS KARACHI, KEAMARI PORT, BIN QASIM PORT & AFU LAHORE / KARACHI			
Sr. No.	ITEM DESCRIPTION	UNIT OF MEASURE (EACH)	VALUE IN PKR. PER (INSTRUMENT)
1	Clearance of Indemnity Bond IB(s), Corporate Guarantees CG(s) & Bank Guarantees BG(s)	1	

Note: The bidder should also quote the transportation charges & clearance of securities as per above format as an option which can be availed by SNGPL during the course of contract.