

# NORTHERN GAS PIPELINES LIMITED

## Tender Enquiry

Ref: FSD/TE/ 001 /2026

Dated: 13.04.2026

Messer's,	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Dear Sirs,

2. Please submit your lowest and firm quotation with best delivery for the items given on the attached sheet (*Annexure*) and return one copy of the sheet(s) duly completed and signed by you latest by **15:00Pm** positively on or before **30.04.2026**.
13. 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 address given in
14. The envelope containing your quotation should be sealed and addressed to the Exec. *Officer Procurement* at the following address.

**SNGPL Procurement Office, Main Sargodha Road, Faisalabad**
15. The envelope should be headed "CONFIDENTIAL" and marked;

**Tender Enquiry No. FSD/TE/ 001 /26 Closing on 30.04.2026**

**Your quotation is liable to be cancelled if you fail to adhere to the this clause.**
16. Your quotation should remain open for at least a period of **60** days from the date of closing of this enquiry.
17. QUOTATIONS AGAINST THIS ENQUIRY WILL BE OPENED IN PUBLIC **30 Minutes** AFTER THE CLOSING TIME OF THIS ENQUIRY.
18. In the event of your quotation being approved and our confirmed order placed on you, you will be expected to complete the delivery by the date mentioned in our order conformable to your quotation. In case delivery is not completed by due date, we reserve the right to meet our demand at your cost.
19. In case an order is placed on you on the basis of this Enquiry, material will be required by us latest by **15 days**.
20. We reserve the right either to increase/decrease 15% of ordered quantities or cancel any /all items of this Enquiry without any reasons.
21. Relevant leaflets/brochures should accompany your quotation, if possible.
22. Instead of writing the word 'IMPORTED' Please give the exact **Brand/Make and Country of Origin** of each item quoted by you.
23. **Delivery of material will be required at our Main Stores Faisalabad-D**

### GENERAL CONDITIONS

- v. All deliveries are to be consigned carriage paid to the address given under 2 (d) above.
- vi. Delivery Challan (*in Triplicate*) for each consignment should accompany the material.
- vii. Consignments will be received upto **12:30 PM**. during Summer on all working days and upto **11:30 PM** during Winter on all days of the week except Fridays and Saturdays, when these will be received upto **12:30 PM**.
- viii. All goods purchased are subject to our Inspection and Approval and if rejected will be returned at Supplier's risk and cost.

Yours Faithfully,  
SUI NORTHERN GAS PIPELINES LIMITED

  
(Muhammad Zulfiqar Ali)  
Exec. Officer Procurement  
for Managing Director

# Sui Northern Gas Pipelines Limited

FSD/TE/ 001 /26 Sheet No : 01 of 01

Dated : 30.04.2026

No.	Description	Brand/Make Country of Origin	Unit	Qty.	Rate	Bid Security of Estimated Cost of Each Item	Delivery Period
1	Photocopier Machine Specification Attached As Per Annexure-A		Nos.	1		Bid Security declaration (Annex III) duly signed/ stamped is also required alongwith bid on your Letter Head/ Stamp Paper, failing which your bid will be considered non-responsive	

**Terms & Conditions**

1. Please mention the rates of material/sales tax separately instead of lump-sum
2. Rates should be valid upto (Sixty 60) days.
3. We required good quality material.
4. No cutting/overwriting will be acceptable in the price.
5. Quotation should be complete in all respects i.e. NTN / GST Nos. date & signature, country of origin/Brands with complete specification of material duly stamped.
6. Envelop should be marked as " CONFIDENTIAL ", Tender Enquiry No. and Closing Date
7. You will be responsible/bound to supply the item on your quoted rates, in case of any change/revision of rate at your end.
8. Any Information or sample can be seen in the store office FSD on any working day in the office time
9. Enquiry send back to Exec. Officer (Procurement) SNGPL, Sargodha Road, Faisalabad
10. We require the material within a 15 Days, however, you may quote your best delivery period. At our Distribution Stores FSD.
11. Payment will be made through cheque after complete delivery of material.
12. 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.
13. No bid will be accepted for lesser quantity than that specified.
14. Any discount or alternate prices not read out at bid opening will not be considered during bid evaluation.
15. Conditional offers / quotation will not be accepted.
16. Each item will be evaluated separately.
17. SNGPL 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.

**Special Note**

1. Please note that in case of Purchase Order placed on you, delivery of material must be made within the stipulated delivery period, failing which, we reserve the right to cancel the purchase order or part thereof, as necessary.
2. In case of an order placed on you, if the order on you or part thereof is cancelled, we shall have the right to make purchases from other sources at your risk & cost, and the difference in cost will be recovered from you and this cancellation of Purchase Order may lead to black-listing of the firm.
3. Brand Name, Model No. and Country of Origin of offered item must be mentioned in the quotation. Bids without Brand Name, Model No. and Country of Origin are liable to rejection.

**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 suppliers.
- \*\* The term "Force Majeure" as employed herein shall mean acts of Government in their sovereign capacity, riots, strikes, lock outs, fire occurring in the supplier's establishment, political disturbances, mobilization, wars, unprecedented flood, storms hurricanes or other acts of God

Supplier's Signature : \_\_\_\_\_  
Supplier's Stamp : \_\_\_\_\_

Annex - "A"

## Photocopy machine key features

	Specification
Functions	Print, Copy, Scan, Send, Store, Optional Fax
Print Speed	Up to 45 ppm (A4, Black & White)
Print Resolution	Up to 1200 x 1200 dpi
Scan Speed	Up to 70 ipm (A4, 1-sided, BW/Color)
Control Panel	7" TFT LCD WVGA Color Touch panel
Connectivity	Ethernet, Wireless LAN, USB 2.0 (Host & Device)
Standard Paper Capacity	1,200 sheets (max 2,300 sheets with options)
Security	Secure Print, User Authentication, Verify System at Startup
	<ul style="list-style-type: none"><li>• <b>Mobile and Cloud Printing:</b> Most recent models support AirPrint, Mopria, Google Cloud Print, and the app seamless connectivity.</li><li>• <b>Security:</b> Features like secure boot (Verify System at Start-up), encrypted data storage, and user authentication are standard to protect sensitive information.</li><li>• <b>Usability:</b> Large, intuitive color touch screens simplify navigation and customization of routine tasks.</li></ul>

*Rabia Zafar*

**RABIA ZAFAR**  
Senior Officer IT/MIS  
CNCPL, Faisalabad-(01)

**BID SECURING DECLARATION**  
**TENDER ENQUIRY # FSD/TE/001/2026**

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: \_\_\_\_\_