

BID SECURING DECLARATION
TENDER ENQUIRY # SWL/TE/004/2026

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: _____

Ref: PUR-74

Date: 22.04.2026

Deputy Director (Monitoring & Implementation)
Public Procurement Regulatory Authority,
Cabinet Division, Government of Pakistan,
Federal Bank for Cooperatives Building,
Sector G-5/2,
Islamabad (Fax # 051-9224823)

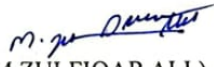
SUBJECT : Invitation To Bid (Tender Enquiry No. SWL/TE/004/26)

Dear Sir,

1. Sui Northern Gas Pipelines Limited, a leading integrated natural gas Transmission & Distribution Company, invites sealed bids from the original manufacturers/authorized distributors/suppliers/Contractors etc., registered with Income Tax and Sales Tax Departments (possessing valid NTN, GST and Professional Tax Certificates) for supply of Office Stationery.
 2. Bidding documents, containing detailed terms and conditions etc. are available for the interested bidders at Procurement Office SNGPL Dist. 79A-B Canal Colony Main Fareed Town Road SNGPL Regional Office Sahiwal.
 3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Procurement Office SNGPL Dist. 79A-B Canal Colony Main Fareed Town Road SNGPL Regional Office Sahiwal.
- on or before 12-05-2026 at 03:00 PM. Bids will be opened the same day at 03:30 PM (i.e. 30 minutes after bid closing time).
4. Tender Documents Fee Rs. 500/- (in shape of CDR in favour of SNGPL), which is compulsory to be deposited in our concerned Accounts Department, Faisalabad, prior to receipt of the same.

Thanking you and with best regards.

Yours faithfully,
SUI NORTHERN GAS PIPELINES LIMITED


(M. ZULFIQAR ALI)
Executive Officer (Procurement)
for MANAGING DIRECTOR

SUI NORTHERN GAS PIPELINES LIMITED

Tender Enquiry

Ref: SWL/TE/004/2026

Dated: 22/4/2026

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 03:00 pm positively on or before _____.
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 Office, HQ-T, Main Sargodha Road, Faisalabad
15. The envelope should be headed "CONFIDENTIAL" and marked;

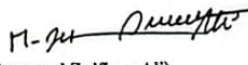
Tender Enquiry No. SWL/TE/004/26 Closing on 12/5/2026

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 Sahiwal-Region

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 3:30 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)
Executive Officer Procurement
for Managing Director

Sui Northern Gas Pipelines Limited

Annexure To Enquiry No : SWL/TE/ 004 /26 Sheet No :01 of 01

Reference of Supplier : _____ Dated: _____

Item No	Description	Brand/Make Country of Origin	Unit	Qty.	Unit Price without GST	Bid Security of Estimated Cost of Each Item	Delivery Period
1	Paper Rims (Size A-4),80 Gram, 500 Pages in each rim		NOS	484		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	
2	Card File Cover White Color with Laces 320 Gram SNGPL Monogram As Per Sample		NOS	430			
3	Envelop Khaki A-4 (Size 210 X 297 mm , 10 x 12 inches)		NOS	260			
4	Envelop Khaki legal (Size 10 X 15 inches)		NOS	200			
5	Envelop Khaki (Size 9"x 4")		NOS	800			
6	Envelop Khaki (Size 10"x 7")		NOS	300			
7	Staplers With Pin Remover (Standard Size 24/6) 15 pages in one time		NOS.	12			
8	Plastic Box Files Size A-4 (Blue Color		NOS.	60			

Terms & Conditions

- Please mention the rates of material/sales tax separately instead of lump-sum
Rates should be valid upto (Sixty 60) days.
- We required good quality material.
- No cutting/overwriting will be acceptable in the price.
- 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.
- Envelop should be marked as " CONFIDENTIAL ", Tender Enquiry No. and Closing Date
- You will be responsible/bound to supply the item on your quoted rates, in case of any change/revision of rate at your end.
- Any information or sample can be seen in the store office SAHIWAL on any working day in the office time
- Enquiry send back to Exec. Officer (Procurement) SNGPL, 79-A/B, Canal Colony, Main Fareed Town Road, SNGPL Regional Office, SAHIWAL
- We require the material within a 15 Days, however, you may quote your best delivery period. At our Distribution Stores SAHIWAL
- Payment will be made through cheque after complete delivery of material.
- 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.
- No bid will be accepted for lesser quantity than that specified.
- Any discount or alternate prices not read out at bid opening will not be considered during bid evaluation.
- Conditional offers / quotation will not be accepted.
- Each item will be evaluated separately.
- 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

- 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.
- 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.
- 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

- 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.
 - 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.
 - 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 : _____