



# NATIONAL REFINERY LIMITED

7-B, Korangi Industrial Zone, Korangi, Karachi-74900, (Pakistan)  
P.O.Box No. 8228  
PABX: 5064981-86 Dir. 5060842 Fax No. (92-21) 5054679 & 5054663

NRL-FAF-LRU-001  
Rev.: # 00  
Dt.: 28-07-2003

## Request For Quotation

Tel :  
Fax :  
Vendor No. 102518

Our Ref No. 46532-R

No. 6000157945

Dated 22.08.2024

Please return this form duly completed and signed by authorized person in the sealed envelope. The due date for submission of tenders is

Due Date: 03.09.2024

PLEASE DROP YOUR QUOTATION IN BOX NO. 1

J  
MANAGER LOCAL PURCHASE

Please quote your lowest prices for the following items. Your offer should remain valid for 45 DAYS. Please drop your quotation in above mentioned Box No. kept at NRL Reception Office. Please quote your GST No. and mention prices are inclusive or exclusive of GST. If not it will be assumed to be inclusive.

Delivery:  Free delivery at our Ware House

\*  Collect Ex-Your Shop/Premises

Requirement:  Within 7 days of our Purchase Order

Immediate

Item	Material	Description	Unit	Quantity	Unit Pr.	Sales Tax	Total Amount Inclusive GST
00010	21-335-002	SAFETY SHOES SIZE : 6 NO. ( 40 ). SPECIFICATIONS: 1.Basic Requirement: * Durable * Comfortable * Attractive design/Not ugly.	PAI	70			
00020	21-335-003	SAFETY SHOES SIZE : 7 NO. ( 41 ). SPECIFICATIONS: 1.Basic Requirement: * Durable * Comfortable * Attractive design/Not ugly.	PAI	130			
00030	21-335-004	SAFETY SHOES SIZE : 8 NO. ( 42 ). SPECIFICATIONS: 1.Basic Requirement: * Durable * Comfortable * Attractive design/Not ugly.	PAI	250			
00040	21-335-005	SAFETY SHOES SIZE : 9 NO. ( 43 ). SPECIFICATIONS: 1.Basic Requirement: * Durable * Comfortable * Attractive design/Not ugly.	PAI	200			
00050	21-335-006	SAFETY SHOES SIZE : 10 NO. ( 44 ). SPECIFICATIONS: 1.Basic Requirement: * Durable * Comfortable * Attractive design/Not ugly.	PAI	50			
00060	21-335-008	SAFETY SHOES SIZE : 12 NO. ( 46 ). SPECIFICATIONS: 1.Basic Requirement: * Durable * Comfortable * Attractive design/Not ugly.	PAI	20			

YOUR REF. NO.

DATE:

PAGE 1 OF 3

AUTHORIZED SIGNATURE



# NATIONAL REFINERY LIMITED

7-B, Korangi Industrial Zone, Korangi, Karachi-74900, (Pakistan)  
P.O.Box No. 8228  
PABX: 5064981-86 Dir. 5060842 Fax No. (92-21) 5054679 & 5054663

NRL-FAF-LRU-001  
Rev.: # 00  
Dt.: 28-07-2003

## Request For Quotation

Tel :  
Fax :  
Vendor No. 102518

Our Ref No.46532-R

No. 6000157945  
Dated 22.08.2024

Please return this form duly completed and signed by authorized person in the sealed envelope. The due date for submission of tenders is

Due Date: 03.09.2024

PLEASE DROP YOUR QUOTATION IN BOX NO. 1

Y  
MANAGER LOCAL PURCHASE

Please quote your lowest prices for the following items. Your offer should remain valid for 45 DAYS. Please drop your quotation in above mentioned Box No. kept at NRL Reception Office. Please quote your GST No. and mention prices are inclusive or exclusive of GST. If not it will be assumed to be inclusive.

Delivery:  Free delivery at our Ware House  \* Collect Ex-Your Shop/Premises  
Requirement:  Within 7 days of our Purchase Order  Immediate

Item	Material	Description	Unit	Quantity	Unit Pr.	Sales Tax	Total Amount Inclusive GST
00070	21-335-009	<p>SAFETY SHOES SIZE : 13 NO. ( 47 ).</p> <p>SPECIFICATIONS:</p> <p>1.Basic Requirement:</p> <ul style="list-style-type: none"><li>* Durable</li><li>* Comfortable</li><li>* Attractive design/Not ugly.</li></ul> <p>NOTE :</p> <p>1. PLEASE QUOTE PRICES ACCORDING TO OUR SPECIFICATION PREFERABLY ON OUR REQUEST FOR QUOTATION, HOWEVER OFFER ON THE SUPPLIER'S OWN FORMATE/LETTER HEAD WILL ALSO BE ACCEPTABLE.</p> <p>2. CUTTING/ALTERATION IN THE RFQ MUST BE AVOIDED AS FAR AS POSSIBLE. HOWEVER IN CASE CUTTING/ALTERATION IS INEVITABLE, THE SAME MAYBE CARRIED OUT WITH PROPER SIGNATURE/STAMP OF THE SUPPLIER.</p> <p>3. IF YOU DO NOT MENTION G.S.T IN YOUR QUOTATION, IT WILL BE ASSUMED TO BE INCLUSIVE.</p> <p>4. PLEASE MENTION YOUR NTN &amp; GST NO. AS WELL AS OUR GST AND NTN NO. ON ALL OF YOUR SALES TAX INVOICE AS PER GOVT INSTRUCTION.</p> <p>5. ENTRY OF CNG / LPG FITTED VEHICLES ARE NOT ALLOWED INSIDE NRL PREMISES DUE TO SAFETY REQUIREMENT. THE SUPPLIERS ARE THEREFORE ADVISED TO DELIVER THE ORDERED MATERIALS THROUGH NON CNG/LPG FITTED VEHICLE</p> <p>6. THE VEHICLES DELIVERING GOODS MUST HAVE VALID FITNESS CERTIFICATE (IF APPLICABLE) VALID/ORIGINAL DRIVING LICENCE OF THE DRIVER &amp; VALID/ORIGINAL CNIC OF OTHER STAFF OF THE SUPPLIER. NRL SAFETY &amp; SECURITY PROCEDURES MUST BE STRICTLY FOLLOWED BY DRIVERS &amp; ALL OTHER STAFF OF THE SUPPLIER</p>	PAI	10			

YOUR REF. NO.

DATE:

PAGE 2 OF 3

AUTHORIZED SIGNATURE



# NATIONAL REFINERY LIMITED

7-B, Korangi Industrial Zone, Korangi, Karachi-74900, (Pakistan)  
P.O.Box No. 8228  
PABX: 5064981-86 Dir. 5060842 Fax No. (92-21) 5054679 & 5054663

NRL-FAF-LRU-001  
Rev.: # 00  
Dt.: 28-07-2003

## Request For Quotation

Tel :  
Fax :  
Vendor No. 102518

Our Ref No. 46532-R

No. 6000157945  
Dated 22.08.2024

Please return this form duly completed and signed by authorized person in the sealed envelope. The due date for submission of tenders is

Due Date: 03.09.2024

PLEASE DROP YOUR QUOTATION IN BOX NO. 1

U  
MANAGER LOCAL PURCHASE

Please quote your lowest prices for the following items. Your offer should remain valid for 45 DAYS. Please drop your quotation in above mentioned Box No. kept at NRL Reception Office. Please quote your GST No. and mention prices are inclusive or exclusive of GST. If not it will be assumed to be inclusive.

Delivery:  Free delivery at our Ware House  
Requirement:  Within 7 days of our Purchase Order

\* Collect Ex-Your Shop/Premises  
 Immediate

Item	Material	Description	Unit	Quantity	Unit Pr.	Sales Tax	Total Amount Inclusive GST
		<p>8. QUOTATION RECEIVED ON FAX &amp; E-MAIL WILL NOT BE CONSIDERED. 9. QUOTATIONS MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE AND MUST BE STAMPED WITH COMPANY STAMP. 10. THE VEHICLES DELIVERING GOODS SHOULD BE EQUIPMENT WITH FIRE EXTINGUISHER. 11. THE VEHICLES DELIVERING GOODS SHOULD HAVE SPARK ARRESTOR AT THE SILENCER.</p> <p>(OTHERS TERMS &amp; CONDITIONS AS PER ATTACHED) &amp; TENDER REF NO. PUR/46532/2024-25</p>					

YOUR REF. NO.

DATE:

PAGE 3 OF 3

AUTHORIZED SIGNATURE





**NATIONAL REFINERY LIMITED**  
7-B, Korangi Industrial Zone - Korangi, Karachi  
Phone:35060842-35060608 / 111-675-675, Fax: 35064679

**BID DOCUMENT**  
**FOR THE SUPPLY OF SAFETY SHOES**

1. ITEM: **SAFETY SHOES**
2. QUANTITY: 730 Pairs of Shoes (Black color), as per size detailed below:

**SAFETY SHOES:**

SIZE	EUROPEAN/NO.	TOTAL.
6 – No.	(40)	70 Pairs
7 – No.	(41)	130 Pairs
8 – No.	(42)	250 Pairs
9 – No.	(43)	200 Pairs
10 – No.	(44)	50 Pairs
12 – No.	(46)	20 Pairs
13 – No.	(47)	10 Pairs
<b>TOTAL</b>		<b>730 Pairs</b>

Total quantity will be required on “as & when required” basis.

3. SPECIFICATION OF SHOES: As per ANNEX-1 attached with this bid document. All clauses & requirements as mentioned in the specifications shall be fully complied.
4. WARRANTY: The offered Shoes should carry warranty of replacement, should any damage / tearing apart of the upper leather or sole occurs any time during the 6-months period from the last supply of each Installment.
5. SUPPLY / DELIVERY: All supplies/deliveries to be made as per specification, size, color and approved sample, which shall be subject to inspection/approval by NRL. Defective supplies or not as per the given specification/size/sample will be subject to replacement at supplier's own risk and cost.
6. VALIDITY OF BID: Quotation should be valid for 45 working days for our consideration. The validity may further be extended for 15 working days if required by NRL.
7. Safety Shoes quantities to be strictly in accordance with NRL requirement and either of these are not replaceable with each other similarly the color of shoes must be according to NRL requirement.
8. PRICE QUOTATION: Price should be quoted (net price) as exclusive of Sales Tax which shall be reimbursable by NRL at actual against invoice. The quoted price should be inclusive of any other tax & duty and transportation/handling charges, so as to make free delivery at NRL Warehouse located at the above mentioned address. Price quotation should be made on the attached "**PRICE QUOTATION FORMAT (ANNEX-2)**". Copy of relevant SRO may also be enclosed verifying value of applicable GST (if available).
9. PRICE VALIDITY: The quoted price should be valid for supply of the offered Safety Shoes for the period up to one year from the date of issuance of purchase order, OR till such extended time that full quantity against the purchase order's quantity is completed.
10. **Security Deposit / Performance Guarantee:**

The successful bidder will have to furnish Security Deposit in the shape of Bank Pay Order/Demand Draft favoring National Refinery Limited A/C mentioned company name drawn on a first class scheduled bank of Pakistan for the amount of Rs.100,000/- within 10 working days after issuance of Purchase Order.



11. **PAYMENT TERMS:** Payment by NRL would be made in Pak Rupees (Rs.) within 21 days after submission of bill by the supplier along with original delivery acknowledgement by NRL Warehouse subject to final inspection and acceptance by NRL.
12. **SUBMISSION OF BIDS:** Bids to be submitted as under:

12.1 **Technical Bid** consisting of:

- i) One pair of sample Shoes (consisting of both right & left foot) packed in a box marked as "Sample Shoes" with bidder's name. Sample shoes should also bear bidder's sticker or their name with un-washable ink.
- ii) Confirmation of warranty as per clause-4 above
- iii) National & Sales Tax Registration (please attach copies of registrations).
- v) Duly signed copy of this Bid Document with company's stamp in acceptance of the terms and condition contained herein.

All the above details / information should be enclosed in one envelope marked as TECHNICAL BID.

- 12.2 **Commercial Bid** should be submitted on the prescribed COMMERCIAL BID format, attached as ANNEX-2 to this Bid Document. Price should be quoted as exclusive of Sales Tax. Sales Tax will be reimbursed at actual against sales invoices. The quoted price should be valid for supplies for a period one year from the date of issuance of purchase order, OR till such extended time that full quantity against the purchase order's quantity is completed.

The commercial bid should be enclosed in separate sealed envelope marked as COMMERCIAL BID.

- 12.3 Both Technical and Commercial Bids, complete in all respect and duly signed by authorized person with seal of the bidder and sealed in separate envelopes respectively marked as TECHNICAL BID and COMMERCIAL BID, should be dropped in tender box of Local purchase before or till 03-09-2024 till 1:30 P.M. Both the envelopes, that is, Technical Bid and Commercial Bid should bear Bidder's Name and duly marked and addressed as given below. The samples should also bear bidder's sticker or their name with un-washable ink can be submitted at Local Purchase department or may submit at the time of bid opening.

Marked as: TENDER REF: PUR/46532/2024-25 (SAFET SHOES)  
DUE DATE & TIME: 03-09-2024 (1:30 P.M)

Addressed to: MANAGER LOCAL PURCHASE  
NATIONAL REFINERY LIMITED  
7-B, KORANGI INDUSTRIAL ZONE  
KARACHI (PAKISTAN)

- 12.4 Bids sent by mail/courier should reach NRL on or before the "Due Date & Time". However, NRL bears no responsibility for the bids sent by mail OR improperly marked.
- 12.5 Bids sent by e-mail will not be accepted.
- 12.6 Bids received after the Due Date & Time will not be accepted or considered.
- 12.7 NRL reserves the right to extend the bid opening date in case of in-sufficient offers are received or due to any other reason

13. **BID OPENING:** Bids received as above shall be opened as under:

- 13.1 Initially, only Technical Bid envelopes will be opened on 03-09-2024 at 2:00 P.M in the presence of the NRL bid opening committee and bidders or their representative who may wish to attend the bid opening on due date and time.

- 13.2 The Commercial Bid envelopes shall be retained in custody of NRL without being opened and shall be opened at a later date within the validity period after evaluation and approval of technical offers / samples. The Commercial Bids of only those bidders would be opened in the presence of NRL Bid opening committee and bidders or their representative who may wish to attend the bid opening whose technical offers are found responsive/acceptable as per NRL requirement. The commercial bids of those bidders whose offers are technically non-responsive shall be returned un-opened to the respective bidders.
- 14. BIDS EVALUATION CRITERIA: Bids shall be evaluated as per following criteria:
  - 14.1 Bids without required sample pair of Shoes consisting of right & left foot will be rejected.
  - 14.2 Past performance of the bidder will also be considered while evaluating the bids.
- 15. PENALTY: It is to be clearly understood that supply of goods as per NRL specification and delivery schedule is very essential. Accordingly, in case of any deviation in the material specification and delivery schedule and/or refusal to supply the material once order is placed shall liable to:
  - 15.1 Cancellation of order and forfeiture/encashment of bidders/suppliers Security Deposit/Performance Guarantee, as the case may be.
  - 15.2 Debarring/black-listing of such bidders from doing business/future tendering with NRL in future.
  - 15.3 If the shoes tear/damaged within validity/guarantee period and the supplier fails to replace these defective Shoes with a certain defined period the amount of the shoes will be deducted from the suppliers Invoice / security deposit accordingly.

Above penalties will also be liable in case of any information/document submitted if found false or incorrect at any time after placing of order.
- 16. NRL reserve the right to accept or reject any or all bids without assigning any reason whatsoever.

**ONE COPY OF THIS BID DOCUMENT TO BE SIGNED/STAMPED & RETURNED ENCLOSED WITH TECHNICAL BID IN ACCEPTANCE OF THE ABOVE TERMS & CONDITION AND UNDERTAKING BY THE BIDDER AS UNDER:**

- 1) *We undertake to ensure supply of Safety Shoes as per the above terms and condition.*
- 2) *We understand order may be awarded to one or more bidder.*
- 3) *Acceptance of bid will be subject to approval of sample of Shoes.*

**SIGNATURE & SEAL**

SIGNATURE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

SEAL OF THE BIDDER:



**SAFETY SHOES SPECIFICATIONS****1- Basic Requirement**

- Durable
- Comfortable
- Attractive design / Not ugly

**2- Technical Features:**

Safety footwear for petrochemical or similar professional use is made in accordance with the standard BS EN 345:1993 specification

- 1) Polyurethane (PU) sole
- 2) Premium (High quality) full chrome leather upper of excellent finish without grains and stitched with nylon thread
- 3) Imported steel toecap strength / impact resistance 200 joules protection
- 4) Foam padding in tongue and collar.
- 5) Reinforced heel counter to provide extra protection.
- 6) Slip and oil resistance out sole (should pass 24 hrs immersion test in petrol / gasoline without losing its original shape or deformation.
- 7) Moisture wicking breathable lining.
- 8) Maximum stability and rigidity
- 9) Light weight
- 10) Wide area toecap.
- 11) Sole flexibility
- 12) Water proof (direct inject sole)
- 13) Anti fatigue split pigmented socks increases cushioning and shock absorption.
- 14) Acid, Alkali and heat Resistant (tested up to 300 °C)
- 15) Water penetration resistant upper.
- 16) No nails should be used in the manufacture of safety shoes.
- 17) Electrically insulated (tested up to 440 volts)
- 18) Sizes from No. 6 to 13 (based on international standard)
- 19) Laced shoes with comfortable padding (anklet height 3.5 inches)

**3- Miscellaneous Requirements**

- 3.1 Quotation should be accompanied one complete pair of safety shoes.
- 3.2 Sample of safety shoes will be free of cost to NRL (non-returnable).
- 3.3 One footwear of each sample found suitable shall undergo destructive testing. The second footwear will be retained for future comparison.
- 3.4 The successful bidder will be required to supply the safety footwear identical in quality and workmanship to the sample supplied to NRL along with the quotation.
- 3.5 Color choice (black)
- 3.6 Any other beneficial aspect.
- 3.7 NRL decision will be final and binding.

**NATIONAL REFINERY LIMITED**  
**COMMERCIAL BID (PRICE QUOTATION)**  
**SAFETY SHOES**

**SAFETY SHOES.**

ITEM	SIZE	EUROPEAN/NO.	QTY	UNIT	RATE/UNIT (Delivered NRL, Excl. Sales Tax)	TOTAL AMOUNT (Excl. Sales Tax)
					Rs./Pair	Rs.
	6 – No.	(40)	70	Pairs		
	7 – No.	(41)	130	Pairs		
	8 – No.	(42)	250	Pairs		
	9 – No.	(43)	200	Pairs		
	10 – No.	(44)	50	Pairs		
	12 – No.	(46)	20	Pairs		
	13 – No.	(47)	10	Pairs		
	<b>TOTAL</b>		<b>730</b>	<b>Pairs</b>		

NOTE: Above quoted price is exclusive of sales tax which will be reimbursable at actual against invoices.

**Undertaking by the bidder:**

*The above quoted rate will be applicable for a period of one year from the date of issuance of purchase order, OR till such extended time that full quantity against the purchase order's quantity is completed.*

**SIGNATURE & SEAL**

SIGNATURE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

SEAL OF THE BIDDER: