



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

LAST TIME FOR SUBMISSION 1:30PM

Tel :
Fax :
Vendor No. 102518

Our Ref No. ADM-25005

No. 6000165297

Dated 15.04.2025

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: 24.04.2025

PLEASE DROP YOUR QUOTATION IN BOX NO. 1

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		PHOTO COPY PAPERS A4 SIZE(70 GRAMS) BRAND: DOUBLE A QUALITY (AS PER ATTACHED SAMPLE) NOTE : 1. BID SHALL BE OPENED ON DUE DATE AS MENTIONED ABOVE AT LEAST THIRTY MINUTES AFTER DEADLINE FOR SUBMISSION OF BID. 2. 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. 3. 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. 4. IF YOU DO NOT MENTION G.S.T IN YOUR QUOTATION, IT WILL BE ASSUMED TO BE INCLUSIVE. 5. PLEASE MENTION YOUR NTN & GST NO. AS WELL AS OUR GST AND NTN NO. ON ALL OF YOUR SALES TAX INVOICE AS PER GOVT INSTRUCTION. 6. QUOTATION ARE TO BE SUBMITTED PREFERABLY IS SEALED ENVELOP PROVIDED BY NRL ALONG WITH THIS RFQ HOWEVER IF SUPPLIERS ARE SUBMITTING OFFER IN THEIR OWN ENVELOPE, REFERENCE NO WITH DESCRIPTION OF MATERIAL AS MENTIONED IN OUR RFQ MUST BE MENTIONED ON THE ENVELOPE. 7. QUOTATION RECEIVED ON FAX & E-MAIL WILL NOT BE CONSIDERED. 8. QUOTATIONS MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE AND MUST BE STAMPED WITH COMPANY STAMP.	REA	1,000			

YOUR REF. NO.

DATE:

PAGE 1 OF 2

AUTHORIZED SIGNATURE



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Item	Material	Description	Unit	Quantity	Unit Pr.	Sales Tax	Total Amount Inclusive GST
		9. THE VEHICLES DELIVERING GOODS SHOULD BE EQUIPED WITH FIRE EXTINGUISHER. 10. THE VEHICLES DELIVERING GOODS SHOULD HAVE SPARK ARRESTOR AT THE SILENCER.					

YOUR REF. NO.
DATE:

AUTHORIZED SIGNATURE

AA

Sample A-4

to Mrs.